

# Report

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>20 January 2021</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Council-wide Workforce Monitoring – September and October 2020</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period September and October 2020

## 2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

(1) that the following employment information for the period September and October 2020 relating to the Council be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ staffing watch as at 14 September 2020

## 3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to the Committee. This report for the Council provides information on the position for the period September and October 2020.

## 4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for October 2020, is provided in Appendices 1 to 8. Points to note are:-

The Council's absence rate for October 2020, shown in Appendix 1, is 4.8%, which represents an increase of 0.6% when compared with last month and the figure has increased by 0.2% when compared to October 2019.

When compared to October 2019, the APT&C absence rate remains unchanged, the teachers' figure has increased by 0.6% and the manual workers' figure has increased by 0.3%.

Based on annual trends and the absence rate to October 2020, the projected average absence rate for the Council for the financial year 2020/2021 is 4.4%.

For the financial year 2020/2021, the projected average days lost per employee equates to 8.1 days.

In comparison to October 2019 (Appendix 8):-

- ◆ Psychological and respiratory conditions are the main reasons for absence.
- ◆ Total days lost due to psychological conditions have increased by 336 days.
- ◆ Total days lost due to respiratory conditions have increased by 2476 days.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 1110 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 826 days.

The attendance information contained in this report includes absences as a result of Covid-19 which began to impact on attendance figures from March. After the numbers of respiratory absences peaked in March they reduced significantly from April to July, albeit still at much higher rates than the same period in 2019. Since August, the numbers of respiratory absences have continued to increase again to similar levels in March and April.

Psychological absences saw a reducing trend from March through to July 2020 but this began to increase from August with psychological being the main reason for absence.

Referring to Appendix 7, there was a reduction in short-term absence from 2.6% in March to 0.5% in July. Since this point there has been a gradual increase in short term absence to 2.0% in October. In terms of long term absences, we saw a reduction from April to July but numbers have been increasing since then, reaching 2.8% in October; the long term figure in October 2019 was 2.9%

## **5. Occupational Health**

5.1. Information on Occupational Health for the period September and October 2020 is provided in Appendix 9.

- ◆ during the period there were 209 employees referred for a medical examination, a decrease of 99 when compared to the same period last year. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ a total of 263 employees attended physiotherapy treatment, showing a decrease of 177 when compared to the same period last year. Of the 263 employees referred, 72% remained at work whilst undertaking treatment. This reduction is expected given that the physiotherapy provision has been predominantly via telephone consultation, rather than the usual face to face appointments.
- ◆ during this period 280 employees were referred to the Employee Support Officer, showing an increase of 16 when compared with the same period last year. Of the referrals made this period, 88% related to personal reasons.
- ◆ 88 employees were referred to the PAM Assist counselling service this period, showing a decrease of 61 when compared with the same period last year. All of the referrals made this period were from management and none were made directly by employees. Personal reasons accounted for 76% of the referrals made, 9% were for work related reasons and 15% were for other reasons.
- ◆ 25 employees were referred for Cognitive Behavioural Therapy this period, this figure remains unchanged when compared to the same period last year.

## **6. Accidents/Incidents**

6.1. The accident/incident report for September and October 2020 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 199, this figure has decreased by 19 from the same period last year.
- ◆ there were no specified injuries recorded, this figure remains unchanged from the same period last year.
- ◆ there were 197 minor accidents/incidents, this figure has decreased by 10 from the same period last year.
- ◆ 1 accident resulted in an absence lasting over 3 days during the period, this figure has decreased by 2 from the same period last year.
- ◆ there was 1 accident resulting in an absence lasting over 7 days during the period, this figure has decreased by 7 from the same period last year.

## **7. Discipline, Grievance, Dignity at Work Hearings and Mediation Referrals**

7.1. Information on Disciplinary, Grievance Hearings, Dignity at Work and Mediation Referrals for September and October 2020 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 11 disciplinary hearings were held across Resources within the Council, a decrease of 19 when compared to the same period last year.
- ◆ action was taken in 10 of these cases. Two appeals were raised against the outcomes, of which both were not upheld.
- ◆ our target is to convene disciplinary hearings within 6 weeks, 55% of hearings met this target.
- ◆ during the period, 1 appeal was heard by the Appeals Panel, of which was not upheld.
- ◆ at the end of October 2020, 3 Appeals Panels were pending.
- ◆ during the period, 2 grievance cases were raised.
- ◆ during the period, 1 Dignity at Work case was raised.
- ◆ during the period, no referrals for mediation were submitted.

## **8. Analysis of Leavers and Exit Interviews**

8.1. Information on the number of leavers and exit interviews for the period September and October 2020 is contained in Appendix 13. Exit interviews are conducted with employees who leave voluntarily.

### **Labour Turnover**

Using information compiled from Resources and Staffing Watch information as at 14 September 2020, the Council's turnover figure for September to October 2020 is as follows:-

85 leavers eligible for exit interviews/14,848 employees in post = Labour Turnover of 0.6%.

Based on the figure at October 2020, the projected annual labour turnover figure for the financial year 2020/2021 for the Council is 2.4%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ there were a total of 85 employees leaving the Council that were eligible for an exit interview, a decrease of 10 when compared with the same period last year.

- ♦ exit interviews were held with 28% of leavers, compared with 27% from the same period last year.

8.3. When processing an employee termination, managers are asked to identify whether they intend to replace the employee who had left the Council. If they indicate that they do not intend to replace the employee, they are asked to select from four options:-

- ♦ plan to hold for savings
- ♦ fill on a fixed term basis pending savings
- ♦ transfer budget to another post
- ♦ end of fixed term contract

8.4. Appendix 13a provides information relating to vacant posts and whether these are being replaced or held for savings. From September to October 2020, 253 (187.73 FTE) employees left employment and managers indicated that 223 (158.23 FTE) would be replaced. Of the remaining posts, 1 (1.0 FTE) plan to remove the post for savings and for the remaining 28 posts (27.5 FTE) were as a result of the end of fixed term contracts.

## **9. Recruitment Monitoring**

9.1. Information on Recruitment Monitoring for September to October 2020 is contained within Appendix 14.

From an analysis of Equal Opportunities Monitoring Forms, the main points to note are:-

- ♦ overall, 2,206 applications and 2,188 completed Equal Opportunities Monitoring Forms were received
- ♦ of those applicants who declared themselves as disabled (122), 52 were shortlisted for interview and 8 were appointed
- ♦ of those applicants of a black/ethnic minority background (69), 20 were shortlisted for interview and 8 were appointed.
- ♦ for posts which closed in the period September to October 2020, 2 veterans met the criteria for a guaranteed interview and none were appointed.

## **10. Staffing Watch**

10.1 There has been an increase of 21 in the number of employees in post from 13 June 2020 to 14 September 2020. Details of staffing watch are contained in Appendix 15.

## **11. Employee Implications**

11.1. There are no implications for employees arising from the information presented in this report.

## **12. Financial Implications**

12.1. All financial implications are accommodated within existing budgets.

## **13. Climate Change, Sustainability and Environmental Implications**

13.1. There are no climate change, sustainability or environmental implications arising from the information presented in this report.

## **14. Other Implications**

14.1. There are no implications for risk in terms of the information contained within this report.

## **15. Equality Impact Assessment and Consultation Arrangements**

- 15.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 15.2. There was no requirement to undertake any consultation in terms of the information contained in this report.

**Paul Manning**

**Executive Director (Finance and Corporate Resources)**

8 December 2020

### **Link(s) to Council Values/Ambitions/Objectives**

- ◆ Accountable, effective, efficient and transparent
- ◆ Fair, open and sustainable
- ◆ Ambitious, self aware and improving
- ◆ Excellent employer
- ◆ Focused on people and their needs
- ◆ Working with and respecting others

### **Previous References**

- ◆ Finance and Corporate Resources Committee – 28 October 2020

### **List of Background Papers**

- ◆ Monitoring information provided by Resources

### **Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

Laurane Rhind, Personnel Services Manager

Ext: 4721 (Tel: 01698 454721)

E-mail: [Laurane.Rhind@southlanarkshire.gov.uk](mailto:Laurane.Rhind@southlanarkshire.gov.uk)

**ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021**  
**Council Wide**

APT&C				Teachers				Manual Workers				Council Wide				
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021	
	%	%	%		%	%	%		%	%	%		%	%	%	
April	4.2	4.0	4.2	April	1.9	2.9	2.9	April	5.7	5.2	6.0	April	4.1	4.0	4.4	
May	4.2	4.4	2.9	May	2.1	3.2	1.4	May	6.1	5.6	4.9	May	4.2	4.4	3.1	
June	4.2	4.4	2.5	June	2.3	2.7	0.9	June	6.0	5.7	4.5	June	4.3	4.4	2.7	
July	3.5	3.5	2.2	July	1.0	1.2	0.5	July	5.1	5.1	4.0	July	3.4	3.4	2.3	
August	3.7	3.9	2.9	August	1.2	1.3	1.2	August	5.4	5.5	5.1	August	3.6	3.7	3.1	
September	4.4	4.5	4.1	September	2.2	2.5	2.7	September	6.2	6.1	5.8	September	4.4	4.5	4.2	
October	4.7	4.7	4.7	October	2.2	2.6	3.2	October	5.8	6.1	6.4	October	4.4	4.6	4.8	
November	5.3	5.7		November	3.5	3.8		November	6.0	6.6		November	5.1	5.5		
December	4.9	5.7		December	3.1	3.8		December	6.3	7.2		December	4.8	5.7		
January	4.7	5.2		January	3.3	3.4		January	6.6	7.1		January	4.9	5.3		
February	4.9	5.6		February	4.0	3.8		February	6.7	7.3		February	5.2	5.6		
March	4.7	6.2		March	3.9	4.8		March	6.1	7.3		March	4.9	6.2		
Annual Average	4.5	4.8	4.3	Annual Average	2.6	3.0	2.7	Annual Average	6.0	6.2	6.0	Annual Average	4.4	4.8	4.4	
Average Apr-Oct	4.1	4.2	3.4	Average Apr-Oct	1.8	2.3	1.8	Average Apr-Oct	5.8	5.6	5.2	Average Apr-Oct	4.1	4.1	3.5	
No of Employees at 31 October 2020			7256	No of Employees at 31 October 2020			4603	No of Employees at 31 October 2020			3975	No of Employees at 31 October 2020			15834	

For the financial year 2020/21, the projected average days lost per employee equates to 8.1 days.

**ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021**  
**Community and Enterprise Resources**

APT&C				Manual Workers				Resource Total				Council Wide				
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021	
April	3.2	4.0	3.1	April	5.4	4.4	5.3	April	5.0	4.3	5.0	April	4.1	4.0	4.4	
May	2.8	3.6	2.4	May	6.0	5.1	4.3	May	5.5	4.9	4.0	May	4.2	4.4	3.1	
June	3.8	3.9	1.6	June	5.8	5.5	4.0	June	5.5	5.3	3.6	June	4.3	4.4	2.7	
July	4.3	3.9	1.8	July	4.5	4.3	3.6	July	4.4	4.3	3.4	July	3.4	3.4	2.3	
August	4.8	4.0	1.7	August	5.3	5.1	4.9	August	5.2	4.9	4.4	August	3.6	3.7	3.1	
September	6.0	2.9	1.6	September	6.2	5.9	5.8	September	6.2	5.4	5.1	September	4.4	4.5	4.2	
October	3.8	3.4	3.1	October	5.8	5.9	6.3	October	5.5	5.5	5.8	October	4.4	4.6	4.8	
November	4.8	4.8		November	6.2	6.6		November	6.0	6.4		November	5.1	5.5		
December	4.1	5.4		December	6.0	7.0		December	5.7	6.8		December	4.8	5.7		
January	3.4	4.1		January	6.1	6.6		January	5.6	6.2		January	4.9	5.3		
February	4.1	3.8		February	6.3	7.1		February	5.9	6.6		February	5.2	5.6		
March	4.8	4.5		March	5.6	7.1		March	5.5	6.7		March	4.9	6.2		
Annual Average	4.2	4.0	3.2	Annual Average	5.8	5.9	5.7	Annual Average	5.5	5.6	5.3	Annual Average	4.4	4.8	4.4	
Average Apr-Oct	4.1	3.7	2.2	Average Apr-Oct	5.6	5.2	4.9	Average Apr-Oct	5.3	4.9	4.5	Average Apr-Oct	4.1	4.1	3.5	
No of Employees at 31 October 2020			548	No of Employees at 31 October 2020			2899	No of Employees at 31 October 2020			3447	No of Employees at 31 October 2020			15834	

For the financial year 2020/21, the projected average days lost per employee equates to 11.3 days.

**ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021**  
**Education Resources**

APT&C				Teachers				Resource Total				Council Wide				
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021	
April	4.1	3.5	3.9	April	1.9	2.9	2.9	April	2.8	3.2	3.3	April	4.1	4.0	4.4	
May	4.5	4.2	2.2	May	2.1	3.2	1.4	May	3.1	3.6	1.8	May	4.2	4.4	3.1	
June	4.4	3.8	1.8	June	2.3	2.7	0.9	June	3.2	3.2	1.3	June	4.3	4.4	2.7	
July	2.4	2.4	1.3	July	1.0	1.2	0.5	July	1.6	1.7	0.9	July	3.4	3.4	2.3	
August	2.7	2.8	2.7	August	1.2	1.3	1.2	August	1.8	2.0	1.8	August	3.6	3.7	3.1	
September	4.1	4.3	4.8	September	2.2	2.5	2.7	September	3.0	3.3	3.6	September	4.4	4.5	4.2	
October	4.7	4.5	5.4	October	2.2	2.6	3.2	October	3.2	3.5	4.1	October	4.4	4.6	4.8	
November	5.7	5.8		November	3.5	3.8		November	4.4	4.7		November	5.1	5.5		
December	5.4	5.5		December	3.1	3.8		December	4.1	4.6		December	4.8	5.7		
January	5.1	5.1		January	3.3	3.4		January	4.1	4.2		January	4.9	5.3		
February	5.3	5.7		February	4.0	3.8		February	4.5	4.6		February	5.2	5.6		
March	5.0	7.1		March	3.9	4.8		March	4.4	5.8		March	4.9	6.2		
Annual Average	4.5	4.6	4.3	Annual Average	2.6	3.0	2.7	Annual Average	3.4	3.7	3.4	Annual Average	4.4	4.8	4.4	
Average Apr-Oct	3.8	3.6	3.2	Average Apr-Oct	1.8	2.3	1.8	Average Apr-Oct	2.7	2.9	2.4	Average Apr-Oct	4.1	4.1	3.5	
No of Employees at 31 October 2020			3050	No of Employees at 31 October 2020			3975	No of Employees at 31 October 2020			7025	No of Employees at 31 October 2020			15834	

For the financial year 2020/21, the projected average days lost per employee equates to 5.8 days.



**ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021**  
**Finance and Corporate Resources**

APT&C				Manual Workers				Resource Total				Council Wide				
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021	
April	3.1	3.5	3.5	April	8.6	7.1	8.5	April	3.2	3.6	3.6	April	4.1	4.0	4.4	
May	3.3	3.2	2.3	May	0.4	0.0	16.0	May	3.2	3.2	2.4	May	4.2	4.4	3.1	
June	2.5	3.3	1.9	June	0.0	0.5	7.4	June	2.5	3.2	1.9	June	4.3	4.4	2.7	
July	2.9	3.3	2.0	July	0.0	2.4	3.5	July	2.9	3.2	2.0	July	3.4	3.4	2.3	
August	2.8	3.6	1.8	August	0.4	5.9	12.1	August	2.8	3.6	2.0	August	3.6	3.7	3.1	
September	3.1	3.3	2.3	September	0.0	3.5	13.4	September	3.0	3.3	2.4	September	4.4	4.5	4.2	
October	3.6	3.7	3.2	October	0.0	3.6	10.2	October	3.6	3.7	3.3	October	4.4	4.6	4.8	
November	4.6	3.9		November	0.0	2.6		November	4.6	3.8		November	5.1	5.5		
December	3.8	4.6		December	0.0	1.3		December	3.8	4.5		December	4.8	5.7		
January	3.6	3.9		January	0.0	0.0		January	3.5	3.9		January	4.9	5.3		
February	3.7	4.1		February	2.3	7.6		February	3.6	4.1		February	5.2	5.6		
March	3.2	4.5		March	9.8	4.6		March	3.3	4.5		March	4.9	6.2		
Annual Average	3.4	3.7	3.2	Annual Average	1.8	3.3	7.3	Annual Average	3.3	3.7	3.2	Annual Average	4.4	4.8	4.4	
Average Apr-Oct	3.0	3.4	2.4	Average Apr-Oct	1.3	3.3	10.2	Average Apr-Oct	3.0	3.4	2.5	Average Apr-Oct	4.1	4.1	3.5	
No of Employees at 31 October 2020			951	No of Employees at 31 October 2020			10	No of Employees at 31 October 2020			961	No of Employees at 31 October 2020			15834	

For the financial year 2020/21, the projected average days lost per employee equates to 5.9 days.

**ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021**  
**Housing & Technical Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021				
April	3.9	3.9	4.1	April	6.5	6.7	3.5	April	4.9	5.0	3.8	April	4.1	4.0	4.4				
May	3.6	4.2	2.8	May	6.5	5.1	2.0	May	4.8	4.5	2.5	May	4.2	4.4	3.1				
June	4.0	4.8	3.2	June	6.2	5.0	2.0	June	4.9	4.9	2.7	June	4.3	4.4	2.7				
July	3.7	4.1	2.7	July	6.3	5.4	2.7	July	4.8	4.6	2.7	July	3.4	3.4	2.3				
August	4.1	4.0	2.5	August	5.5	5.7	3.4	August	4.6	4.7	2.8	August	3.6	3.7	3.1				
September	4.5	4.4	2.1	September	6.2	5.8	3.3	September	5.2	5.0	2.6	September	4.4	4.5	4.2				
October	4.3	4.3	2.9	October	5.9	6.6	3.9	October	4.9	5.2	3.3	October	4.4	4.6	4.8				
November	4.8	5.5		November	6.5	6.1		November	5.5	5.7		November	5.1	5.5					
December	4.4	5.2		December	6.5	6.3		December	5.3	5.6		December	4.8	5.7					
January	4.2	5.8		January	7.0	5.9		January	5.3	5.8		January	4.9	5.3					
February	4.2	5.8		February	6.6	5.7		February	5.2	5.8		February	5.2	5.6					
March	4.2	5.1		March	7.3	6.5		March	5.5	5.7		March	4.9	6.2					
Annual Average	4.2	4.8	4.0	Annual Average	6.4	5.9	4.3	Annual Average	5.1	5.2	4.1	Annual Average	4.4	4.8	4.4				
Average Apr-Oct	4.0	4.2	2.9	Average Apr-Oct	6.2	5.8	3.0	Average Apr-Oct	4.9	4.8	2.9	Average Apr-Oct	4.1	4.1	3.5				
No of Employees at 31 October 2020				885	No of Employees at 31 October 2020				572	No of Employees at 31 October 2020				1457	No of Employees at 31 October 2020				15834

For the financial year 2020/21, the projected average days lost per employee equates to 7.1 days.

**ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021**  
**Social Work Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021				
April	5.3	5.0	5.5	April	6.2	6.9	10.2	April	5.6	5.6	7.1	April	4.1	4.0	4.4				
May	5.1	5.6	4.4	May	6.2	7.7	8.1	May	5.4	6.3	5.7	May	4.2	4.4	3.1				
June	5.2	5.8	3.9	June	6.3	6.9	7.6	June	5.6	6.2	5.2	June	4.3	4.4	2.7				
July	5.2	5.1	3.7	July	6.4	7.7	6.3	July	5.6	5.9	4.6	July	3.4	3.4	2.3				
August	5.0	5.9	4.4	August	5.9	6.7	6.7	August	5.3	6.2	5.2	August	3.6	3.7	3.1				
September	5.0	6.2	5.4	September	6.1	6.8	7.5	September	5.4	6.4	6.1	September	4.4	4.5	4.2				
October	5.7	6.1	5.9	October	5.6	6.5	8.2	October	5.6	6.2	6.7	October	4.4	4.6	4.8				
November	5.4	6.8		November	5.3	6.8		November	5.4	6.8		November	5.1	5.5					
December	5.1	6.9		December	6.9	8.7		December	5.7	7.5		December	4.8	5.7					
January	5.2	6.2		January	8.4	9.5		January	6.2	7.3		January	4.9	5.3					
February	5.5	6.8		February	8.5	8.8		February	6.5	7.5		February	5.2	5.6					
March	5.4	6.8		March	6.5	8.5		March	5.8	7.4		March	4.9	6.2					
Annual Average	5.3	6.1	5.6	Annual Average	6.5	7.6	8.1	Annual Average	5.7	6.6	6.4	Annual Average	4.4	4.8	4.4				
Average Apr-Oct	5.2	5.7	4.7	Average Apr-Oct	6.1	7.0	7.8	Average Apr-Oct	5.5	6.1	5.8	Average Apr-Oct	4.1	4.1	3.5				
No of Employees at 31 October 2020				1822	No of Employees at 31 October 2020				1122	No of Employees at 31 October 2020				2944	No of Employees at 31 October 2020				15834

For the financial year 2020/21, the projected average days lost per employee equates to 12.7 days.

**ABSENCE BY LONG AND SHORT TERM**

From: 1 August 2020 - 31 October 2020

Resource	No of employees	August 2020			September 2020			October 2020		
		Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %
Community and Enterprise	3447	1.5	2.9	<b>4.4</b>	2.0	3.1	<b>5.1</b>	2.5	3.3	<b>5.8</b>
Education	7025	1.2	0.6	<b>1.8</b>	1.6	2.0	<b>3.6</b>	1.7	2.4	<b>4.1</b>
Finance and Corporate	961	0.7	1.3	<b>2.0</b>	0.9	1.5	<b>2.4</b>	1.3	2.0	<b>3.3</b>
Housing & Technical	1457	0.9	1.9	<b>2.8</b>	1.0	1.6	<b>2.6</b>	1.6	1.7	<b>3.3</b>
Social Work	2944	1.3	3.9	<b>5.2</b>	1.9	4.2	<b>6.1</b>	2.3	4.4	<b>6.7</b>
<b>Council Overall for August 2020 - October 2020</b>	<b>15834</b>	<b>1.2</b>	<b>1.9</b>	<b>3.1</b>	<b>1.6</b>	<b>2.6</b>	<b>4.2</b>	<b>2.0</b>	<b>2.8</b>	<b>4.8</b>

**ATTENDANCE MONITORING**  
**Absence Classification**

**From : 1 October - 31 October 2020**

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	917	22	732	12	50	8	254	26	708	20	2661	17
Psychological	1173	28	2007	34	248	40	289	30	1241	34	4958	32
Stomach, Bowel, Blood, Metabolic Disorders	281	7	422	7	60	10	58	6	185	5	1006	7
Respiratory	1079	26	1599	27	123	20	221	23	703	19	3725	24
Other Classification	750	18	1146	19	133	22	150	15	792	22	2971	19
<b>Total Days Lost By Resource</b>	4200	100	5906	100	614	100	972	100	3629	100	15321	100
<b>Total Work Days Available</b>	72557		143172		18724		29448		54222			

**From : 1 October - 31 October 2019**

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1186	29	1140	22	154	21	493	30	798	23	3771	25
Psychological	932	23	1763	35	311	42	407	25	1209	35	4622	31
Stomach, Bowel, Blood, Metabolic Disorders	557	13	620	12	62	8	185	11	408	12	1832	12
Respiratory	373	9	373	7	97	13	131	8	275	8	1249	8
Other Classification	1085	26	1207	24	116	16	408	25	763	22	3579	24
<b>Total Days Lost By Resource</b>	4133	100	5103	100	740	100	1624	100	3453	100	15053	100
<b>Total Work Days Available</b>	74876		146756		20079		31121		55777			

**\*WDL = Work Days Lost**

## OCCUPATIONAL HEALTH REPORTS

FROM: 1 September 2020 - 31 October 2020 comparison with 1 September 2019 - 31 October 2019

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Sep-Oct 2020)	62	17	14	7	35	74	209
TOTAL (Sep-Oct 2019)	69	18	34	13	58	116	308

No of Employees Referred For Physiotherapy		
RESOURCE	Sep-Oct 2019	Sep-Oct 2020
Community and Enterprise	107	54
Education (Teachers)	61	47
Education (Others)	81	54
Finance and Corporate	34	11
Housing and Technical	50	26
Social Work	107	71
TOTAL	440	263

No of Employees Referred To Employee Support Officer		
RESOURCE	Sep-Oct 2019	Sep-Oct 2020
Community and Enterprise	65	58
Education	97	122
Finance and Corporate	13	15
Housing and Technical	29	21
Social Work	60	64
TOTAL	264	280

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Sep-Oct 2019	Sep-Oct 2020
Community and Enterprise	2	4
Education	3	3
Finance and Corporate	0	0
Housing and Technical	4	2
Social Work	5	4
Not Disclose	11	12
TOTAL	25	25

	Analysis of Counselling Referrals by Cause												
	Reason												
	Work Stress		Addiction		Personal		Anxiety/ Depression		Bereavement		Total		
	M	S	M	S	M	S	M	S	M	S	M	S	
TOTAL (Sep-Oct 2020)	8	0	0	0	67	0	11	0	2	0	88	0	
TOTAL (Sep-Oct 2019)	34	0	0	0	91	0	20	0	4	0	149	0	
								Total Referrals (Sep-Oct 2020)				88	
								Total Referrals (Sep-Oct 2019)				149	

M = MANAGEMENT REFERRAL    S = SELF REFERRAL

**ANALYSIS OF ACCIDENTS/INCIDENTS**  
**Comparison**  
**CAUSE OF ACCIDENTS/INCIDENTS TO EMPLOYEES**

**FROM: 1 September 2020 - 31 October 2020 comparison with 1 September 2019 - 31 October 2019**

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019
Specified Injury	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Specified Injury*</b>	0	0	0	0	0	0	0	0	0	0	0	0
Over 7-day	0	5	0	1	0	0	0	1	1	1	1	8
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Over 7-day**</b>	0	5	0	1	0	0	0	1	1	1	1	8
Over 3-day	0	1	0	0	0	0	1	2	0	0	1	3
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Over 3-day**</b>	0	1	0	0	0	0	1	2	0	0	1	3
Minor	11	17	2	2	0	1	0	4	6	0	19	24
Near Miss	0	1	0	0	0	0	0	2	0	0	0	3
Violent Incident: Physical	0	10	161	138	0	0	0	0	7	7	168	155
Violent Incident: Verbal	0	0	6	15	0	6	0	0	4	4	10	25
<b>Total Minor***</b>	11	28	169	155	0	7	0	6	17	11	197	207
<b>Total Accidents/Incidents</b>	11	34	169	156	0	7	1	9	18	12	199	218

\*A Specified Injury is any fracture (other than to the fingers, thumbs or toes), amputation, loss of sight, serious burns, crushing injury, scalping, loss of consciousness caused by asphyxiation/ head injury, a chemical or hot metal burn to the eye or penetrating injury as defined by the HSE.

\*\*Over 3 day / over 7day absence is an injury sustained outwith major injury category that results in a period of absence of absence as defined by the HSE.

\*\*\* A minor injury is an injury not covered by " Over 7-day", "Over 3-day" or "Specified".

### RECORD OF DISCIPLINARY HEARINGS

FROM: 1 September 2020 - 31 October 2020 comparison with 1 September 2019 - 31 October 2019

RESOURCE	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 6 Weeks
	APT&C	Manual/ Craft	Teachers	Total	No Action				Action Taken				3	4-6	6+	
					APT&C	Manual / Craft	Teachers	Total	APT&C	Manual / Craft	Teachers	Total				
COMMUNITY AND ENTERPRISE	1	2	N/A	3	1	0	N/A	1	0	2	N/A	2	1	0	2	33%
EDUCATION	0	0	1	1	0	0	0	0	0	0	1	1	0	0	1	0%
HOUSING & TECHNICAL	0	2	N/A	2	0	0	N/A	0	0	2	N/A	2	1	0	1	50%
SOCIAL WORK	2	3	N/A	5	0	0	N/A	0	2	3	N/A	5	3	1	1	80%
TOTAL (Sep-Oct 2020)	3	7	1	11	1	0	0	1	2	7	1	10	5	1	5	55%
TOTAL (Sep-Oct 2019)	11	19	0	30	2	1	0	3	9	18	0	27	15	6	9	70%

RESOURCE	No of Appeals				Outcome of Appeals												Appeals Pending
	APT&C	Manual/ Craft	Teachers	Total	Upheld				Upheld in Part				Not Upheld				
					APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	
TOTAL (Sep-Oct 2020)	1	1	0	2	0	0	0	0	0	0	0	0	1	1	0	2	0
TOTAL (Sep-Oct 2019)	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1	0

N.B. Non-White employees refers to those employees who have indicated that they are:- Any other mixed background, Indian, Pakistani, Bangladeshi, Chinese, Any other Asian background, Caribbean, African and any other black background.

### APPEAL'S PANEL

FROM: 1 September 2020 - 31 October 2020

APPEAL'S PANEL	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
	0	0	1	0	1	3



**RECORD OF GRIEVANCES****FROM: 1 September 2020 - 31 October 2020 comparison with 1 September 2019 - 31 October 2019**

GRIEVANCES	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (Sep-Oct 2020)	2	0	0	0	2
TOTAL (Sep-Oct 2019)	1	0	0	0	1

**DIGNITY AT WORK****FROM: 1 September 2020 - 31 October 2020 comparison with 1 September 2019 - 31 October 2019**

DIGNITY AT WORK	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
TOTAL (Sep-Oct 2020)	1	0	0	0	0	1
TOTAL (Sep-Oct 2019)	5	0	0	0	0	5

**REFERRALS FOR WORKPLACE MEDIATION****As at October 2020**

<b>WORKPLACE MEDIATION</b>	<b>Sep-20</b>	<b>Oct-20</b>
<b>No of Referrals</b>	0	0
<b>*No of Successful Cases</b>	0	0
<b>*No of Unsuccessful Cases</b>	0	0
<b>No of cases unsuitable for mediation</b>	0	0

<b>WORKPLACE MEDIATION</b>	<b>Sep-19</b>	<b>Oct-19</b>
<b>No of Referrals</b>	1	0
<b>*No of Successful Cases</b>	0	0
<b>*No of Unsuccessful Cases</b>	0	0
<b>No of cases unsuitable for mediation</b>	0	0

\*successful/unsuccessful case outcomes may be shown outwith the month they were referred.

## Analysis of leavers and exit interviews

## Exit Interviews (Sep - Oct 2020)

Reason for Leaving	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
Moving outwith area	1	2	0	0	0	3	13
Child caring/ caring responsibilities	0	2	0	0	0	2	8
Dissatisfaction with terms and conditions	0	1	0	0	0	1	4
Travelling difficulties	0	0	0	0	1	1	4
Other	6	6	1	1	3	17	71
<b>Number of exit interviews</b>	<b>7</b>	<b>11</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>24</b>	
<b>Total number of leavers per Resource eligible for an exit interview</b>	<b>27</b>	<b>30</b>	<b>3</b>	<b>5</b>	<b>20</b>	<b>85</b>	
<b>% of leavers interviewed</b>	<b>26</b>	<b>37</b>	<b>33</b>	<b>20</b>	<b>20</b>	<b>28</b>	

## Exit interviews (Sep-Oct 2019)

<b>Number of exit interviews</b>	<b>4</b>	<b>9</b>	<b>2</b>	<b>3</b>	<b>8</b>	<b>26</b>	
<b>Total number of leavers per Resource eligible for an exit interview</b>	<b>26</b>	<b>32</b>	<b>3</b>	<b>3</b>	<b>31</b>	<b>95</b>	
<b>% of leavers interviewed</b>	<b>15</b>	<b>28</b>	<b>67</b>	<b>100</b>	<b>26</b>	<b>27</b>	

\* Note these totals include temporary employees

September - October 2020	Number of leavers		Replace Employee		Filling on a temp basis		Plan to transfer this budget to another post		End of fixed term post		Leave vacant pending savings or service review		Plan to remove for savings	
Resource	Total FTE*	Total H/C**	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C
Community & Enterprise	91.17	125	65.17	99	0.00	0	0.00	0	26.00	26	0.00	0	0.00	0
Education	41.27	57	41.27	57	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Finance & Corporate	7.59	9	6.59	8	0.00	0	0.00	0	0.00	0	0.00	0	1.00	1
Housing & Technical	9.25	11	9.25	11	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Social Work	38.45	51	35.95	48	0.00	0	0.00	0	1.50	2	1.00	1	0.00	0
<b>Total</b>	<b>187.73</b>	<b>253</b>	<b>158.23</b>	<b>223</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>27.5</b>	<b>28</b>	<b>1.00</b>	<b>1</b>	<b>1.00</b>	<b>1</b>
<b>Cumulative Total</b>	<b>437.97</b>	<b>632</b>	<b>404.88</b>	<b>595</b>	<b>0</b>	<b>0</b>	<b>0.6</b>	<b>2</b>	<b>30.49</b>	<b>33</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

\* Full time equivalent

\*\* Head count/number of employees

## RECRUITMENT MONITORING

### Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 September 2020 - 31 October 2020

Total Number of applications received:	2206
Total Number of Equal Opportunities Monitoring forms received:	2188
Total Number of posts recruited for:	135
Total Number of appointments:	303

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	2200	893	290
Total No of Male Applicants	1026	429	83
Total No of Female Applicants	1154	463	207
Total No of Disabled Applicants	122	52	8
Total No of applicants aged under 50	1945	805	265
Total No of applicants aged over 50	228	83	24
Total No of White applicants	2079	863	280
Total No of Black/Ethnic minority applicants*	69	20	8

FROM : 1 September 2019 - 31 October 2019

Total Number of applications received:	3024
Total Number of Equal Opportunities Monitoring forms received:	2934
Total Number of posts recruited for:	181
Total Number of appointments:	360

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	2952	1069	305
Total No of Male Applicants	1055	325	80
Total No of Female Applicants	1865	739	224
Total No of Disabled Applicants	176	78	11
Total No of applicants aged under 50	2287	809	232
Total No of applicants aged over 50	704	301	110
Total No of White applicants	2820	1041	299
Total No of Black/Ethnic minority applicants*	87	20	4

\*Black/Ethnic Minority applicants includes Mixed, Asian, Black and other backgrounds.

### QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 14 September 2020

#### Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent									
	Total	Male		Female		Salary Band									
		F/T	P/T	F/T	P/T	Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
Community & Enterprise Resources	3138	1344	218	188	1388	2256.15	1.00	1542.75	408.68	231.67	47.05	16.00	4.00	5.00	0.00
Education - Others	2870	139	83	509	2139	2075.85	1.00	1017.21	791.07	136.30	49.64	12.60	4.00	57.63	6.40
Education - Teachers	3865	697	67	2351	750	3546.60	0.00	0.00	0.00	0.00	0.00	1.00	0.00	4.60	3541.00
Finance & Corporate Resources	885	203	16	359	307	782.63	2.00	116.60	345.47	229.92	56.54	25.10	6.00	1.00	0.00
Housing & Technical	1289	821	26	314	128	1234.56	1.00	204.30	630.67	356.13	30.46	10.00	2.00	0.00	0.00
Social Work Resources	2801	206	208	991	1396	2433.15	1.00	1294.96	522.16	564.03	25.00	24.00	2.00	0.00	0.00
<b>Total All Staff</b>	<b>14848</b>	<b>3410</b>	<b>618</b>	<b>4712</b>	<b>6108</b>	<b>8782.34</b>	(excluding Teachers)								
						<b>12328.94</b>	<b>6.00</b>	<b>4175.82</b>	<b>2698.05</b>	<b>1518.05</b>	<b>208.69</b>	<b>88.70</b>	<b>18.00</b>	<b>68.23</b>	<b>3547.40</b>

### QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 13 June 2020

#### Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent									
	Total	Male		Female		Salary Band									
		F/T	P/T	F/T	P/T	Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
Community & Enterprise Resources	3183	1363	225	188	1407	2286.76	1.00	1571.35	408.19	233.67	47.55	16.00	4.00	5.00	0.00
Education - Others	2890	140	83	510	2157	2083.73	1.00	1039.95	778.48	134.03	47.64	13.00	4.00	58.23	7.40
Education - Teachers	3761	694	61	2272	734	3450.24	0.00	0.34	0.00	0.00	0.00	1.00	0.00	4.00	3444.90
Finance & Corporate Resources	891	205	16	366	304	790.28	2.00	121.49	345.93	230.62	57.54	25.70	6.00	1.00	0.00
Housing & Technical	1290	826	26	308	130	1234.71	1.00	202.46	640.77	348.02	30.46	10.00	2.00	0.00	0.00
Social Work Resources	2812	209	212	985	1406	2440.81	1.00	1306.05	533.04	550.32	24.40	24.00	2.00	0.00	0.00
<b>Total All Staff</b>	<b>14827</b>	<b>3437</b>	<b>623</b>	<b>4629</b>	<b>6138</b>	<b>8836.29</b>	(excluding Teachers)								
						<b>12286.53</b>	<b>6.00</b>	<b>4241.64</b>	<b>2706.41</b>	<b>1496.66</b>	<b>207.59</b>	<b>89.70</b>	<b>18.00</b>	<b>68.23</b>	<b>3452.30</b>