

# Report

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>2 June 2021</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Council-wide Workforce Monitoring – January to March 2021</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 January to March 2021

## 2. Recommendation(s)

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

(1) that the following employment information for the period January to March 2021 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 13 March 2021

## 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 January to March 2021.

## 4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for March 2021, is provided in Appendices 1 to 8. Points to note are:-

The Council's absence rate for March 2021, shown in Appendix 1, is 4.9%, which represents an increase of 0.1% when compared with last month and the figure has decreased by 1.3% when compared to March 2020.

When compared to March 2020, the APT&C absence rate has decreased by 1.6%, the teachers' figure has decreased by 1.9% and the manual workers' figure has decreased by 0.1%.

Based on annual trends and the absence rate to March 2021, the average absence rate for the Council for the financial year 2020/2021 is 4.2%.  
For the financial year 2020/2021, the average days lost per employee equates to 9.9 days.

In comparison to March 2020 (Appendix 8):-

- ◆ Psychological and musculoskeletal conditions are the main reasons for absence.
- ◆ Total days lost due to psychological conditions have increased by 376 days.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 936 days.
- ◆ Total days lost due to respiratory conditions have decreased by 1845 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 246 days.

Whilst the average absence rate for the Council for the financial year 2020/2021 is 4.2%, the figure excluding Covid-19 related absences was 3.7%. This is mainly accounted for by the noted reduction in musculoskeletal absences although we have also seen a significant reduction in stomach related absences, due in some part to improved hand hygiene and reduction in social interaction.

## **5. Occupational Health**

5.1. Information on Occupational Health for the period January to March 2021 is provided in Appendix 9.

- ◆ during the period there were 391 employees referred for a medical examination, a decrease of 41 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 367 employees attended physiotherapy treatment, showing a decrease of 194 when compared to the same period last year. Of the 367 employees referred, 71% remained at work whilst undertaking treatment.
- ◆ during this period 408 employees were referred to the Employee Support Officer, showing a decrease of 85 when compared with the same period last year. Of the referrals made this period, 84% related to personal reasons.
- ◆ 122 employees were referred to the PAM Assist counselling service this period, showing a decrease of 69 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 65% of the referrals made, 11% were for work related reasons and 24% were for other reasons.
- ◆ 32 employees were referred for Cognitive Behavioural Therapy this period, this figure has decreased by 25 when compared to the same period last year.

## **6. Accidents/Incidents**

6.1. The accident/incident report for January to March 2021 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 471, this figure has increased by 64 from the same period last year.
- ◆ there was 1 specified injury recorded, this figure remains unchanged from the same period last year.
- ◆ there were 438 minor accidents/incidents, this figure has increased by 49 from the same period last year.

- ◆ there were 4 accidents resulting in an absence lasting over 3 days during the period, this figure has increased by 3 from the same period last year.
- ◆ there were 28 accidents resulting in an absence lasting over 7 days during the period, this figure has increased by 12 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 January to March 2021 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 12 disciplinary hearings were held across Resources within the Council, a decrease of 21 when compared to the same period last year.
- ◆ action was taken in 12 of these cases. One appeal was raised against the outcome, of which was upheld in part.
- ◆ our target is to convene disciplinary hearings within 6 weeks, 75% of hearings met this target.
- ◆ during the period, 1 appeal was heard by the Appeals Panel and this was upheld in part. 1 other appeal was withdrawn.
- ◆ at the end of March 2021, 1 Appeal Panel is pending.
- ◆ during the period, no grievance cases were raised.
- ◆ during the period, no Dignity at Work cases were 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 January to March 2021 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 13 March 2021, the Council's turnover figure for January to March 2021 is as follows:-

105 leavers eligible for exit interviews/14,894 employees in post = Labour Turnover of 0.7%.

Based on the figure at March 2021, the 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 105 employees leaving the Council that were eligible for an exit interview, a decrease of 30 when compared with the same period last year.
- ◆ exit interviews were held with 27% of leavers, which remains unchanged when compared with 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 January to March 2021, 225 employees left employment. Managers indicated that 221 would be replaced, 1 post (1.0 FTE) was due to the end of a fixed term contract and 3 posts (1.19 FTE) are being removed for savings.

## **9. Recruitment Monitoring**

- 9.1. Information on Recruitment Monitoring for January to March 2021 is contained within Appendix 14.

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

- ◆ overall, 4,748 applications and 4,662 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (231), 97 were shortlisted for interview and 15 were appointed
- ◆ of those applicants of a black/ethnic minority background (205), 68 were shortlisted for interview and 9 were appointed.
- ◆ Of those applicants who are veterans (30), 10 were shortlisted for interview and none were appointed. (Figures for veterans are only available from February 2020).

## **10. Staffing Watch**

- 10.1 There has been an increase of 23 in the number of employees in post from 12 December 2020 to 13 March 2021. Details of the 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)**

26 April 2021

**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 – 17 March 2021

**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 &amp; 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	5.6	November	3.5	3.8	4.6	November	6.0	6.6	7.3	November	5.1	5.5	5.8
December	4.9	5.7	5.3	December	3.1	3.8	4.7	December	6.3	7.2	6.9	December	4.8	5.7	5.6
January	4.7	5.2	4.5	January	3.3	3.4	2.7	January	6.6	7.1	7.2	January	4.9	5.3	4.8
February	4.9	5.6	4.3	February	4.0	3.8	2.5	February	6.7	7.3	7.4	February	5.2	5.6	4.8
March	4.7	6.2	4.6	March	3.9	4.8	2.9	March	6.1	7.3	7.2	March	4.9	6.2	4.9
Annual Average	4.5	4.8	4.0	Annual Average	2.6	3.0	2.5	Annual Average	6.0	6.2	6.1	Annual Average	4.4	4.8	4.2
Average Apr-Mar	4.5	4.8	4.0	Average Apr-Mar	2.6	3.0	2.5	Average Apr-Mar	6.0	6.2	6.1	Average Apr-Mar	4.4	4.8	4.2

No of Employees at 31 March 2021	7446	No of Employees at 31 March 2021	3944	No of Employees at 31 March 2021	4513	No of Employees at 31 March 2021	15903
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For the financial year 2020/21, the average days lost per employee equates to 9.9 days.

## ABSENCE TRENDS - 2018/2019, 2019/2020 &amp; 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	3.6	November	6.2	6.6	7.1	November	6.0	6.4	6.6	November	5.1	5.5	5.8
December	4.1	5.4	3.1	December	6.0	7.0	6.4	December	5.7	6.8	5.9	December	4.8	5.7	5.6
January	3.4	4.1	3.4	January	6.1	6.6	6.0	January	5.6	6.2	5.6	January	4.9	5.3	4.8
February	4.1	3.8	2.8	February	6.3	7.1	6.5	February	5.9	6.6	5.9	February	5.2	5.6	4.8
March	4.8	4.5	2.6	March	5.6	7.1	6.8	March	5.5	6.7	6.2	March	4.9	6.2	4.9
Annual Average	4.2	4.0	2.6	Annual Average	5.8	5.9	5.6	Annual Average	5.5	5.6	5.1	Annual Average	4.4	4.8	4.2
Average Apr-Mar	4.2	4.0	2.6	Average Apr-Mar	5.8	5.9	5.6	Average Apr-Mar	5.5	5.6	5.1	Average Apr-Mar	4.4	4.8	4.2
No of Employees at 31 March 2021			553	No of Employees at 31 March 2021			2842	No of Employees at 31 March 2021			3395	No of Employees at 31 March 2021			15903
For the financial year 2020/21, the average days lost per employee equates to 12.8 days.															

## ABSENCE TRENDS - 2018/2019, 2019/2020 &amp; 2020/2021

## Education Resources

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	6.6	November	3.5	3.8	4.6	November	4.4	4.7	5.5	November	5.1	5.5	5.8
December	5.4	5.5	6.5	December	3.1	3.8	4.7	December	4.1	4.6	5.5	December	4.8	5.7	5.6
January	5.1	5.1	4.8	January	3.3	3.4	2.7	January	4.1	4.2	3.6	January	4.9	5.3	4.8
February	5.3	5.7	4.7	February	4.0	3.8	2.5	February	4.5	4.6	3.5	February	5.2	5.6	4.8
March	5.0	7.1	5.6	March	3.9	4.8	2.9	March	4.4	5.8	4.1	March	4.9	6.2	4.9
Annual Average	4.5	4.6	4.2	Annual Average	2.6	3.0	2.5	Annual Average	3.4	3.7	3.3	Annual Average	4.4	4.8	4.2
Average Apr-Mar	4.5	4.6	4.2	Average Apr-Mar	2.6	3.0	2.5	Average Apr-Mar	3.4	3.7	3.3	Average Apr-Mar	4.4	4.8	4.2
No of Employees at 31 March 2021			3200	No of Employees at 31 March 2021			3944	No of Employees at 31 March 2021			7144	No of Employees at 31 March 2021			15903

For the financial year 2020/21, the average days lost per employee equates to 7.8 days.





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

### 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	6.6	November	5.3	6.8	8.9	November	5.4	6.8	7.4	November	5.1	5.5	5.8
December	5.1	6.9	6.5	December	6.9	8.7	10.3	December	5.7	7.5	7.7	December	4.8	5.7	5.6
January	5.2	6.2	5.8	January	8.4	9.5	13.1	January	6.2	7.3	8.3	January	4.9	5.3	4.8
February	5.5	6.8	5.1	February	8.5	8.8	12.6	February	6.5	7.5	7.6	February	5.2	5.6	4.8
March	5.4	6.8	4.6	March	6.5	8.5	10.6	March	5.8	7.4	6.6	March	4.9	6.2	4.9
Annual Average	5.3	6.1	5.2	Annual Average	6.5	7.6	9.2	Annual Average	5.7	6.6	6.5	Annual Average	4.4	4.8	4.2
Average Apr-Mar	5.3	6.1	5.2	Average Apr-Mar	6.5	7.6	9.2	Average Apr-Mar	5.7	6.6	6.5	Average Apr-Mar	4.4	4.8	4.2

No of Employees at 31 March 2021	1844	No of Employees at 31 March 2021	1095	No of Employees at 31 March 2021	2939	No of Employees at 31 March 2021	15903
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For the financial year 2020/21, the average days lost per employee equates to 14.2 days.



## ATTENDANCE MONITORING

## Absence Classification

From : 1 March - 31 March 2021

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	1277	28	833	13	69	10	342	30	670	18	3191	19
Psychological	1462	32	2678	43	259	38	294	26	1293	36	5986	37
Stomach, Bowel, Blood, Metabolic Disorders	384	8	503	8	17	2	143	13	271	7	1318	8
Respiratory	628	14	802	13	164	24	159	14	650	18	2403	15
Other Classification	885	19	1465	23	178	26	200	18	740	20	3468	21
<b>Total Days Lost By Resource</b>	4636	100	6281	100	687	100	1138	100	3624	100	16366	100
<b>Total Work Days Available</b>	75211		151762		19586		31247		55323			

From : 1 March - 31 March 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	1376	28	1206	15	139	16	459	27	947	24	4127	21
Psychological	1293	26	2301	28	249	28	417	25	1350	34	5610	29
Stomach, Bowel, Blood, Metabolic Disorders	330	7	631	8	115	13	233	14	255	6	1564	8
Respiratory	864	18	2240	28	167	19	359	21	618	15	4248	22
Other Classification	1024	21	1767	22	207	24	215	13	850	21	4063	21
<b>Total Days Lost By Resource</b>	4887	100	8145	100	877	100	1683	100	4020	100	19612	100
<b>Total Work Days Available</b>	73219		140445		19406		29660		54292			

\*WDL = Work Days Lost

## OCCUPATIONAL HEALTH REPORTS

FROM: 1 January 2021 - 31 March 2021 comparison with 1 January 2020 - 31 March 2020

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Jan-Mar 2021)	93	38	42	15	58	145	391
TOTAL (Jan-Mar 2020)	107	52	49	18	70	136	432

No of Employees Referred For Physiotherapy				No of Employees Referred To Employee Support Officer				No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE		Jan-Mar 2020	Jan-Mar 2021	RESOURCE		Jan-Mar 2020	Jan-Mar 2021	RESOURCE	Jan-Mar 2020	Jan-Mar 2021
Community and Enterprise		141	82	Community and Enterprise		108	106	Community and Enterprise	5	3
Education (Teachers)		77	57	Education		220	169	Education	9	9
Education (Others)		103	62	Finance and Corporate		17	25	Finance and Corporate	0	0
Finance and Corporate		29	19	Housing and Technical		39	26	Housing and Technical	6	1
Housing and Technical		71	32	Social Work		109	82	Social Work	9	6
Social Work		140	115	TOTAL		493	408	Not Disclose	28	13
TOTAL		561	367					TOTAL	57	32

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 (Jan-Mar 2021)	14	0	0	0	79	0	20	0	9	0	122	0
TOTAL (Jan-Mar 2020)	32	0	0	0	101	0	44	0	14	0	191	0
Total Referrals (Jan-Mar 2021)											122	
Total Referrals (Jan-Mar 2020)											191	

M = MANAGEMENT REFERRAL S = SELF REFERRAL

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

**FROM: 1 January 2021 - 31 March 2021 comparison with 1 January 2020 - 31 March 2020**

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020
Specified Injury	0	0	0	0	0	0	0	0	1	1	1	1
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	1	1	1	1
Over 7-day	21	9	1	2	0	0	0	2	6	3	28	16
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>	21	9	1	2	0	0	0	2	6	3	28	16
Over 3-day	3	1	1	0	0	0	0	0	0	0	4	1
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>	3	1	1	0	0	0	0	0	0	0	4	1
Minor	53	26	23	8	0	0	5	5	36	13	117	48
Near Miss	8	3	2	0	0	0	1	0	1	0	12	3
Violent Incident: Physical	5	3	252	301	0	0	1	0	23	5	281	308
Violent Incident: Verbal	3	1	16	25	0	1	0	0	9	2	28	30
<b>Total Minor***</b>	69	33	293	334	0	1	6	5	69	20	438	389
<b>Total Accidents/Incidents</b>	93	43	295	336	0	1	7	7	76	24	471	407

\*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 7 day 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 January 2021 - 31 March 2021 comparison with 1 January 2020 - 31 March 2020

RESOURCE	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 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	APT&C	Manual / Craft	Teachers	Total				
COMMUNITY AND ENTERPRISE	0	7	N/A	7	0	0	N/A	0	0	7	N/A	7	2	3	2	71%
HOUSING & TECHNICAL	1	1	N/A	2	0	0	N/A	0	1	1	N/A	2	1	0	1	50%
SOCIAL WORK	2	1	N/A	3	0	0	N/A	0	2	1	N/A	3	1	2	0	100%
TOTAL (Jan-Mar 2021)	3	9	0	12	0	0	0	0	3	9	0	12	4	5	3	75%
TOTAL (Jan-Mar 2020)	9	21	3	33	1	0	0	1	8	21	3	32	14	5	14	58%

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 (Jan-Mar 2021)	0	1	0	1	0	0	0	0	0	1	0	1	0	0	0	0	0
TOTAL (Jan-Mar 2020)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

\*Resources nil responses are not included in figures

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 January - 31 March 2021

APPEAL'S PANEL	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
	1	0	0	1	2	1



**RECORD OF GRIEVANCES****FROM: 1 January 2021 - 31 March 2021 comparison with 1 January 2020 - 31 March 2020**

<b>GRIEVANCES</b>	<b>No of Grievances</b>	<b>No Resolved at Stage 1</b>	<b>No Resolved at Stage 2</b>	<b>No Resolved at Stage 3</b>	<b>Still in Process</b>
<b>TOTAL (Jan-Mar 2021)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL (Jan-Mar 2020)</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>

**DIGNITY AT WORK****FROM: 1 January 2021 - 31 March 2021 comparison with 1 January 2020 - 31 March 2020**

<b>DIGNITY AT WORK</b>	<b>No of Incidents</b>	<b>No Resolved at Informal Stage</b>	<b>No Resolved at Formal Stage</b>	<b>No of Appeals</b>	<b>Appeals in Process</b>	<b>Still in Process</b>
<b>TOTAL (Jan-Mar 2021)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL (Jan-Mar 2020)</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

## REFERRALS FOR WORKPLACE MEDIATION

As at March 2021

WORKPLACE MEDIATION	Jan-21	Feb-21	Mar-21		
No of Referrals	0	0	0		
*No of Successful Cases	0	0	0		
*No of Unsuccessful Cases	0	0	0		
No of cases unsuitable for mediation	0	0	0		
WORKPLACE MEDIATION	Jan-20	Feb-20	Mar-20		
No of Referrals	0	0	0		
*No of Successful Cases	0	0	0		
*No of Unsuccessful Cases	0	0	0		
No of cases unsuitable for mediation	0	0	0		
*successful/unsuccessful case outcomes may be shown outwith the month they were referred.					

## ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

## EXIT INTERVIEWS (Jan-Mar 2021)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
CAREER ADVANCEMENT	0	2	1	1	6	10	36
POOR RELATIONSHIPS WITH MANAGERS /	1	1	0	0	1	3	11
TRAVELLING DIFFICULTIES	0	0	0	0	1	1	4
MOVING OUTWITH AREA	0	1	0	0	0	1	4
FURTHER EDUCATION	0	1	0	0	0	1	4
CHILD CARING / CARING RESPONSIBILITIES	1	0	0	0	0	1	4
OTHER	4	4	0	0	3	11	39
NUMBER OF EXIT INTERVIEWS CONDUCTED	6	9	1	1	11	28	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	24	34	3	6	38	105	
% OF LEAVERS INTERVIEWED	25	26	33	17	29	27	

## EXIT INTERVIEWS (Jan-Mar 2020)

NUMBER OF EXIT INTERVIEWS CONDUCTED	5	11	3	3	14	36	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	30	47	10	10	38	135	
% OF LEAVERS INTERVIEWED	17	23	30	30	37	27	

\* Note these totals include temporary employees



## RECRUITMENT MONITORING

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

**FROM : 1 January 2021 - 31 March 2021**

<b>Total Number of applications received:</b>	<b>4748</b>
<b>Total Number of Equal Opportunities Monitoring forms received:</b>	<b>4662</b>
<b>Total Number of posts recruited for:</b>	<b>819</b>
<b>Total Number of appointments:</b>	<b>606</b>

Gender / Disability / Age	Applied	Interviewed	Appointed
<b>Total EO Forms Received</b>	<b>4662</b>	<b>1518</b>	<b>547</b>
<b>Total No of Male Applicants</b>	1804	594	223
<b>Total No of Female Applicants</b>	2835	922	324
<b>Total No of Disabled Applicants</b>	231	97	15
<b>Total No of applicants aged under 50</b>	3734	1212	455
<b>Total No of applicants aged over 50</b>	887	292	88
<b>Total No of White applicants</b>	4378	1425	533
<b>Total No of Black/Ethnic minority applicants*</b>	205	68	9
<b>Total No of Veteran applicants</b>	30	10	0

**FROM : 1 January 2020 - 31 March 2020**

<b>Total Number of applications received:</b>	<b>4207</b>
<b>Total Number of Equal Opportunities Monitoring forms received:</b>	<b>4154</b>
<b>Total Number of posts recruited for:</b>	<b>237</b>
<b>Total Number of appointments:</b>	<b>794</b>

Gender / Disability / Age	Applied	Interviewed	Appointed
<b>Total EO Forms Received</b>	<b>4154</b>	<b>1744</b>	<b>750</b>
<b>Total No of Male Applicants</b>	976	368	89
<b>Total No of Female Applicants</b>	3169	1374	658
<b>Total No of Disabled Applicants</b>	194	99	23
<b>Total No of applicants aged under 50</b>	3399	1432	624
<b>Total No of applicants aged over 50</b>	730	300	120
<b>Total No of White applicants</b>	3758	1668	723
<b>Total No of Black/Ethnic minority applicants*</b>	175	64	24
<b>Total No of Veteran applicants</b>	9	5	0

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

### QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 13 March 2021

#### 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	3092	1204	246	189	1453	2146.11	1.00	1420.89	415.11	238.06	46.05	16.00	4.00	5.00	0.00
Education - Others	3003	141	81	563	2218	2173.08	1.00	1080.74	824.42	138.29	49.04	12.06	4.00	58.73	4.80
Education - Teachers	3845	685	71	2311	778	3515.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	4.60	3509.40
Finance & Corporate Resources	870	200	16	349	305	768.49	2.00	112.37	338.88	227.40	55.54	25.30	6.00	1.00	0.00
Housing & Technical	1311	837	26	320	128	1254.48	1.00	211.81	632.16	366.05	31.46	10.00	2.00	0.00	0.00
Social Work Resources	2773	210	200	989	1374	2408.42	1.00	1252.14	556.49	546.79	24.00	26.00	2.00	0.00	0.00
						8750.58	(excluding Teachers)								
<b>Total All Staff</b>	<b>14894</b>	<b>3277</b>	<b>640</b>	<b>4721</b>	<b>6256</b>	<b>12265.58</b>	<b>6.00</b>	<b>4077.95</b>	<b>2767.06</b>	<b>1516.59</b>	<b>206.09</b>	<b>90.36</b>	<b>18.00</b>	<b>69.33</b>	<b>3514.20</b>

### QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 12 December 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	3158	1280	228	190	1460	2218.48	1.00	1498.73	417.50	230.20	46.05	16.00	4.00	5.00	0.00
Education - Others	2891	138	80	518	2155	2092.10	1.00	1027.84	794.54	139.45	50.04	12.60	4.00	57.83	4.80
Education - Teachers	3861	692	69	2329	771	3534.60	0.00	0.00	0.00	0.00	0.00	1.00	0.00	4.60	3529.00
Finance & Corporate Resources	870	200	16	351	303	769.35	2.00	111.50	340.25	228.96	54.54	25.10	6.00	1.00	0.00
Housing & Technical	1308	833	28	321	126	1252.81	1.00	214.51	630.57	363.27	31.46	10.00	2.00	0.00	0.00
Social Work Resources	2783	213	203	983	1384	2419.92	1.00	1259.30	551.60	558.02	24.00	24.00	2.00	0.00	0.00
						8752.66	(excluding Teachers)								
<b>Total All Staff</b>	<b>14871</b>	<b>3356</b>	<b>624</b>	<b>4692</b>	<b>6199</b>	<b>12287.26</b>	<b>6.00</b>	<b>4111.88</b>	<b>2734.46</b>	<b>1519.90</b>	<b>206.09</b>	<b>88.70</b>	<b>18.00</b>	<b>68.43</b>	<b>3533.80</b>