

Report

Report to: **Employee Issues Forum**
Date of Meeting: **5 March 2024**
Report by: **Chief Executive**

Subject: **Council-wide Workforce Monitoring – October to December 2023**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period October to December 2023

2. Recommendation(s)

2.1. The Employee Issue Forum is asked to approve the following recommendation(s):-

(1) that the following employment information for the period October to December 2023 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 9 December 2023

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to the Employee Issue Forum. This report for the Council provides information on the position for the period October to December 2023.

4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for December 2023, is provided in Appendices 1 to 8. Points to note are:-

The Council's absence rate for December 2023, shown in Appendix 1, is 6.6%, which represents an increase of 0.4% when compared with last month and the figure has decreased by 0.4% when compared to December 2022.

When compared to December 2022, the APT&C absence rate remains unchanged at 6.7%, the teachers' figure has decreased by 0.5% and the manual workers' figure has decreased by 1.1%.

Based on annual trends and the absence rate to December 2023, the projected average absence rate for the Council for the financial year 2023/2024 is 5.3%.

In comparison to December 2022 (Appendix 8):-

- ◆ psychological and musculoskeletal conditions are the main reasons for absence
- ◆ total days lost due to psychological conditions have increased by 123 days
- ◆ total days lost due to musculoskeletal conditions have increased by 67 days
- ◆ total days lost due to respiratory conditions have decreased by 1,782 days
- ◆ total days lost due to stomach, bowel, blood and metabolic disorders have increased by 119 days

Managers follow the procedures outlined in the Maximising Attendance Policy to support employees to remain at work or to return to work after a sickness absence. There are comprehensive employee supports in place and additionally, Personnel Services works in close partnership with line managers and Resource Management Teams on a case management basis to ensure that appropriate actions are taken.

5. Occupational Health

5.1. Information on Occupational Health for the period October to December 2023 is provided in Appendix 9.

- ◆ during the period there were 323 employees referred for a medical examination, a decrease of 84 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 476 employees attended physiotherapy treatment, showing an increase of 30 when compared to the same period last year. Of the 476 employees referred, 72% remained at work whilst undertaking treatment
- ◆ during this period 540 employees were referred to the Employee Support Officer, showing an increase of 26 when compared with the same period last year. Of the referrals made this period, 88% related to personal reasons
- ◆ 169 employees were referred to the PAM Assist counselling service this period, showing an increase of 2 when compared with the same period last year. All the referrals made this period were from management and none were made directly by employees. Personal reasons accounted for 29% of the referrals made, 16% were for work related reasons and 55% was for other reasons
- ◆ 10 employees were referred for Cognitive Behavioural Therapy this period, an increase of 7 when compared to the same period last year

6. Accidents/Incidents

6.1. The accident/incident report for October to December 2023 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 551, this figure has increased by 72 from the same period last year
- ◆ there were no specified injuries recorded, this figure remains unchanged from the same period last year
- ◆ there were 536 minor accidents/incidents, this figure has increased by 64 from the same period last year
- ◆ there were 3 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 12 accidents resulting in an absence lasting over 7 days during the period, this figure has increased by 5 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 October to December 2023 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 29 disciplinary hearings were held across Resources within the Council, this figure has decreased by 18 when compared to the same period last year
- ◆ action was taken in 26 of these cases. No appeals were raised against the outcomes
- ◆ our target is to convene disciplinary hearings within 6 weeks, 86% of hearings met this target
- ◆ during the period, 3 appeals were heard by the Appeals Panel of which all 3 were not upheld. Two appeals panels were withdrawn
- ◆ at the end of December, 5 Appeals Panels were pending
- ◆ during the period, 1 grievance case was raised
- ◆ during the period, 1 Dignity at Work case was raised
- ◆ during the period, no referrals for mediation was submitted

8. Analysis of Leavers and Exit Interviews

8.1. Information on the number of leavers and exit interviews for the period October to December 2023 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 9 December 2023, the Council's turnover figure for October to December 2023 is as follows:-

159 leavers eligible for exit interviews/15,242 employees in post = Labour Turnover of 1.0%.

Based on the figure at December 2023, the projected annual labour turnover figure for the financial year 2023/2024 for the Council is 4.2%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ there was a total of 159 employees leaving the Council that were eligible for an exit interview, a decrease of 3 when compared with the same period last year
- ◆ there was a total of 53 exit interviews conducted which is a decrease of 2 when compared with 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 4 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 October to December 2023, 325 employees (221.03 FTE) left employment. Managers indicated that 306 posts (205.51 FTE) would be replaced, 3 posts (2.27 FTE) were being filled on a temporary basis, 8 posts (5.71 FTE) were due to the end of fixed term contracts, 6 posts (5.54 FTE) were being left vacant pending savings or service reviews and 2 posts (2.00 FTE) are planning to be removed for savings.

9. Recruitment Monitoring

- 9.1. Information on Recruitment Monitoring for October to December 2023 is contained within Appendix 14.

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

- ♦ overall, 3,669 applications and 3,579 completed Equal Opportunities Monitoring Forms were received
- ♦ of those applicants who declared themselves as disabled (119), 64 were shortlisted for interview and 6 were appointed
- ♦ of those applicants of a black/ethnic minority background (451), 96 were shortlisted for interview and 5 were appointed
- ♦ Of those applicants who are veterans (44), 25 were shortlisted for interview and no one was appointed

10. Staffing Watch

- 10.1. There has been a decrease of 69 in the number of employees in post from 9 September 2023 to 9 December 2023. 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
Chief Executive

9 February 2024

Link(s) to Council Values/Priorities/Outcomes

- ◆ 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

- ◆ Employee Issue Forum – 14 November 2023

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: -

Elaine Maxwell, HR Business Manager

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E-mail: Elaine.Maxwell@southlanarkshire.gov.uk

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Council Wide

APT&C				Teachers				Manual Workers				Council Wide			
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024
	%	%	%		%	%	%		%	%	%		%	%	%
April	4.1	5.2	5.2	April	2.5	2.7	2.8	April	6.2	8.8	7.0	April	4.3	5.6	5.1
May	4.7	5.0	5.1	May	3.2	3.6	3.2	May	6.7	7.6	6.2	May	4.9	5.4	5.1
June	4.4	5.0	4.9	June	2.6	2.6	2.2	June	7.0	8.1	6.5	June	4.7	5.3	4.7
July	4.1	4.5	4.0	July	1.1	1.4	1.1	July	6.3	7.4	5.8	July	4.0	4.6	3.8
August	4.6	4.3	4.2	August	2.0	1.4	1.3	August	7.3	7.4	6.2	August	4.7	4.4	4.1
September	6.1	5.2	5.2	September	4.4	2.8	2.9	September	8.5	8.0	7.6	September	6.4	5.4	5.3
October	6.0	5.7	5.2	October	4.1	3.4	2.7	October	8.7	8.1	7.1	October	6.3	5.8	5.1
November	6.5	6.3	6.1	November	5.6	4.7	4.3	November	8.7	8.6	8.1	November	6.9	6.5	6.2
December	6.2	6.7	6.7	December	6.1	5.3	4.8	December	8.8	8.9	7.8	December	6.9	7.0	6.6
January	6.7	5.2		January	3.9	4.3		January	10.1	8.0		January	7.0	5.8	
February	6.5	5.7		February	3.7	4.1		February	9.5	7.9		February	6.6	5.9	
March	8.0	6.2		March	4.3	4.6		March	11.3	8.3		March	7.9	6.4	
Annual Average	5.7	5.4	5.3	Annual Average	3.6	3.4	3.2	Annual Average	8.3	8.1	7.2	Annual Average	5.9	5.7	5.3
Average Apr-Dec	5.2	5.3	5.2	Average Apr-Dec	3.5	3.1	2.8	Average Apr-Dec	7.6	8.1	6.9	Average Apr-Dec	5.5	5.6	5.1
No of Employees at 31 December 2023			7660	No of Employees at 31 December 2023			4012	No of Employees at 31 December 2023			4513	No of Employees at 31 December 2023			16185

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024				
	%	%	%		%	%	%		%	%	%		%	%	%				
April	2.3	4.4	3.6	April	5.7	7.3	6.3	April	5.2	6.9	6.0	April	4.3	5.6	5.1				
May	2.7	3.9	3.7	May	6.4	6.8	6.3	May	5.9	6.3	5.9	May	4.9	5.4	5.1				
June	2.8	3.5	4.3	June	6.6	7.2	5.9	June	6.0	6.7	5.7	June	4.7	5.3	4.7				
July	2.9	3.9	2.3	July	5.3	5.9	4.6	July	4.9	5.6	4.3	July	4.0	4.6	3.8				
August	2.9	3.4	3.0	August	6.4	6.6	5.2	August	5.9	6.1	4.9	August	4.7	4.4	4.1				
September	3.4	3.1	2.5	September	8.2	7.9	7.1	September	7.5	7.1	6.4	September	6.4	5.4	5.3				
October	3.8	5.1	2.0	October	7.9	7.5	7.0	October	7.3	7.1	6.3	October	6.3	5.8	5.1				
November	3.5	4.2	2.6	November	8.0	8.3	8.1	November	7.3	7.7	7.3	November	6.9	6.5	6.2				
December	4.2	3.7	3.0	December	8.0	8.8	7.5	December	7.4	8.0	6.8	December	6.9	7.0	6.6				
January	3.6	2.6		January	9.6	7.4		January	8.6	6.7		January	7.0	5.8					
February	4.4	3.6		February	9.5	7.4		February	8.7	6.9		February	6.6	5.9					
March	6.0	3.9		March	11.0	7.9		March	10.2	7.3		March	7.9	6.4					
Annual Average	3.5	3.8	3.1	Annual Average	7.7	7.4	6.7	Annual Average	7.1	6.9	6.2	Annual Average	5.9	5.7	5.3				
Average Apr-Dec	3.2	3.9	3.0	Average Apr-Dec	6.9	7.4	6.4	Average Apr-Dec	6.4	6.8	6.0	Average Apr-Dec	5.5	5.6	5.1				
No of Employees at 31 December 2023				530	No of Employees at 31 December 2023				2906	No of Employees at 31 December 2023				3436	No of Employees at 31 December 2023				16185

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Education Resources

APT&C				Teachers				Resource Total				Council Wide							
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024				
	%	%	%		%	%	%		%	%	%		%	%	%				
April	4.8	5.5	5.0	April	2.5	2.7	2.8	April	3.5	4.0	3.8	April	4.3	5.6	5.1				
May	5.7	5.5	5.4	May	3.2	3.6	3.2	May	4.4	4.5	4.2	May	4.9	5.4	5.1				
June	4.7	5.1	4.8	June	2.6	2.6	2.2	June	3.5	3.7	3.4	June	4.7	5.3	4.7				
July	3.4	3.8	3.4	July	1.1	1.4	1.1	July	2.1	2.5	2.2	July	4.0	4.6	3.8				
August	3.8	3.6	4.0	August	2.0	1.4	1.3	August	2.8	2.4	2.5	August	4.7	4.4	4.1				
September	6.4	5.8	5.9	September	4.4	2.8	2.9	September	5.3	4.1	4.3	September	6.4	5.4	5.3				
October	6.6	6.5	5.5	October	4.1	3.4	2.7	October	5.2	4.8	4.0	October	6.3	5.8	5.1				
November	8.0	7.9	7.1	November	5.6	4.7	4.3	November	6.7	6.2	5.6	November	6.9	6.5	6.2				
December	8.0	8.5	8.1	December	6.1	5.3	4.8	December	7.0	6.8	6.3	December	6.9	7.0	6.6				
January	8.1	6.1		January	3.9	4.3		January	5.8	5.1		January	7.0	5.8					
February	7.2	6.8		February	3.7	4.1		February	5.3	5.4		February	6.6	5.9					
March	9.5	7.0		March	4.3	4.6		March	6.7	5.7		March	7.9	6.4					
Annual Average	6.4	6.0	5.8	Annual Average	3.6	3.4	3.2	Annual Average	4.9	4.6	4.4	Annual Average	5.9	5.7	5.3				
Average Apr-Dec	5.7	5.8	5.5	Average Apr-Dec	3.5	3.1	2.8	Average Apr-Dec	4.5	4.3	4.0	Average Apr-Dec	5.5	5.6	5.1				
No of Employees at 31 December 2023				3491	No of Employees at 31 December 2023				4012	No of Employees at 31 December 2023				7503	No of Employees at 31 December 2023				16185

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Finance and Corporate Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024	
	%	%	%		%	%	%		%	%	%		%	%	%	
April	2.6	2.8	3.6	April	0.0	0.0	0.0	April	2.6	2.8	3.6	April	4.3	5.6	5.1	
May	3.3	3.2	3.9	May	0.0	0.0	0.0	May	3.3	3.2	3.9	May	4.9	5.4	5.1	
June	3.5	4.0	4.2	June	0.0	0.0	0.0	June	3.5	4.0	4.2	June	4.7	5.3	4.7	
July	3.3	3.9	3.5	July	0.0	0.0	0.0	July	3.3	3.9	3.5	July	4.0	4.6	3.8	
August	3.6	4.1	3.8	August	0.0	0.0	0.0	August	3.6	4.1	3.8	August	4.7	4.4	4.1	
September	4.0	3.6	3.9	September	0.0	0.0	0.0	September	4.0	3.6	3.9	September	6.4	5.4	5.3	
October	3.6	3.8	3.2	October	0.0	0.0	0.0	October	3.6	3.8	3.2	October	6.3	5.8	5.1	
November	4.3	3.4	3.5	November	0.0	0.0	0.0	November	4.3	3.4	3.5	November	6.9	6.5	6.2	
December	3.8	4.3	3.3	December	0.0	0.0	0.0	December	3.8	4.3	3.3	December	6.9	7.0	6.6	
January	3.8	4.3		January	0.0	0.0		January	3.8	4.3		January	7.0	5.8		
February	3.4	3.8		February	0.0	0.0		February	3.4	3.8		February	6.6	5.9		
March	3.4	3.8		March	0.0	0.0		March	3.4	3.8		March	7.9	6.4		
Annual Average	3.6	3.8	3.7	Annual Average	0.0	0.0	0.0	Annual Average	3.6	3.8	3.7	Annual Average	5.9	5.7	5.3	
Average Apr-Dec	3.6	3.7	3.7	Average Apr-Dec	0.0	0.0	0.0	Average Apr-Dec	3.6	3.7	3.7	Average Apr-Dec	5.5	5.6	5.1	
No of Employees at 31 December 2023			888	No of Employees at 31 December 2023			0	No of Employees at 31 December 2023			888	No of Employees at 31 December 2023			16185	

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024
	%	%	%		%	%	%		%	%	%		%	%	%
April	3.2	5.5	5.7	April	3.6	10.6	6.9	April	3.3	7.6	6.2	April	4.3	5.6	5.1
May	2.9	4.5	4.9	May	4.2	8.1	6.1	May	3.4	6.0	5.4	May	4.9	5.4	5.1
June	3.5	4.9	5.4	June	6.2	8.5	6.8	June	4.6	6.4	6.0	June	4.7	5.3	4.7
July	4.0	5.5	5.0	July	5.7	8.9	8.1	July	4.7	6.9	6.2	July	4.0	4.6	3.8
August	4.9	4.7	5.1	August	7.9	7.1	8.5	August	6.2	5.7	6.4	August	4.7	4.4	4.1
September	5.8	4.5	4.7	September	8.1	6.3	7.8	September	6.8	5.2	6.0	September	6.4	5.4	5.3
October	5.2	4.3	4.9	October	9.0	7.8	5.2	October	6.8	5.8	5.0	October	6.3	5.8	5.1
November	5.7	4.6	4.8	November	9.2	7.8	6.7	November	7.2	5.9	5.6	November	6.9	6.5	6.2
December	4.6	4.4	5.1	December	9.5	7.2	7.4	December	6.7	5.6	6.0	December	6.9	7.0	6.6
January	5.2	4.5		January	8.8	5.5		January	6.7	4.9		January	7.0	5.8	
February	6.4	4.4		February	8.5	6.2		February	7.3	5.1		February	6.6	5.9	
March	7.8	5.3		March	10.7	6.8		March	9.0	5.9		March	7.9	6.4	
Annual Average	4.9	4.8	5.0	Annual Average	7.6	7.6	6.8	Annual Average	6.1	5.9	5.7	Annual Average	5.9	5.7	5.3
Average Apr-Dec	4.4	4.8	5.1	Average Apr-Dec	7.0	8.0	7.1	Average Apr-Dec	5.5	6.1	5.9	Average Apr-Dec	5.5	5.6	5.1
No of Employees at 31 December 2023			883	No of Employees at 31 December 2023			558	No of Employees at 31 December 2023			1441	No of Employees at 31 December 2023			16185

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Social Work Resources

Social Work Resources															
APT&C				Manual Workers				Resource Total				Council Wide			
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024
	%	%	%		%	%	%		%	%	%		%	%	%
April	4.5	6.2	6.5	April	9.6	12.6	9.4	April	6.2	8.3	7.4	April	4.3	5.6	5.1
May	5.0	5.7	5.8	May	9.3	10.1	8.4	May	6.5	7.1	6.6	May	4.9	5.4	5.1
June	3.9	5.9	5.5	June	7.6	11.3	8.6	June	5.2	7.6	6.5	June	4.7	5.3	4.7
July	6.1	6.0	5.4	July	10.3	11.8	8.8	July	7.5	7.9	6.5	July	4.0	4.6	3.8
August	7.3	6.0	4.8	August	10.2	10.8	8.6	August	8.2	7.5	6.0	August	4.7	4.4	4.1
September	7.6	5.9	5.6	September	10.3	9.6	9.3	September	8.5	7.1	6.8	September	6.4	5.4	5.3
October	6.9	5.8	6.5	October	11.3	10.4	8.5	October	8.4	7.3	7.1	October	6.3	5.8	5.1
November	6.2	6.0	7.3	November	10.8	10.4	9.0	November	7.7	7.4	7.8	November	6.9	6.5	6.2
December	5.5	6.4	7.4	December	11.1	10.6	9.5	December	7.3	7.7	8.1	December	6.9	7.0	6.6
January	7.4	5.2		January	13.0	12.0		January	9.2	7.4		January	7.0	5.8	
February	7.5	5.8		February	10.1	11.0		February	8.3	7.5		February	6.6	5.9	
March	8.0	7.0		March	12.8	10.9		March	9.5	8.2		March	7.9	6.4	
Annual Average	6.3	6.0	6.1	Annual Average	10.5	11.0	9.5	Annual Average	7.7	7.6	7.2	Annual Average	5.9	5.7	5.3
Average Apr-Dec	5.9	6.0	6.1	Average Apr-Dec	10.1	10.8	8.9	Average Apr-Dec	7.3	7.5	7.0	Average Apr-Dec	5.5	5.6	5.1
No of Employees at 31 December 2023			1868	No of Employees at 31 December 2023			1049	No of Employees at 31 December 2023			2917	No of Employees at 31 December 2023			16185

									Appendix 7	
Absence by long and short term										
From: 1 October 2023 to 31 December 2023										
		October 2023			November 2023			December 2023		
Resource	No of employees	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	3436	2.1	4.2	6.3	2.7	4.6	7.3	2.3	4.5	6.8
Education	7503	1.5	2.5	4.0	2.5	3.1	5.6	2.3	4.0	6.3
Finance and Corporate	888	1.1	2.1	3.2	1.4	2.1	3.5	1.3	2.0	3.3
Housing & Technical	1441	2.1	2.9	5.0	2.3	3.3	5.6	2.0	4.0	6.0
Social Work	2917	2.3	4.8	7.1	3.0	4.8	7.8	4.2	3.9	8.1
Council Overall for October 2023 to December 2023	16185	1.8	3.3	5.1	2.5	3.7	6.2	2.5	4.1	6.6

**Attendance Monitoring
Absence Classification**

From : 1 December 2023 - 31 December 2023

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	1344	28	1300	14	77	14	424	25	815	19	3960	19
Psychological	1407	29	3387	36	188	34	547	32	1660	40	7189	35
Stomach, Bowel, Blood, Metabolic Disorders	405	8	1047	11	61	11	162	10	455	11	2130	10
Respiratory	761	16	1750	19	121	22	274	16	437	10	3343	16
Other Classification	856	18	1941	21	111	20	292	17	834	20	4034	20
Total Days Lost By Resource	4773	100	9425	100	558	100	1699	100	4201	100	20656	100
Total Work Days Available	69981		148432		16807		28302		51755			

From : 1 December 2022 - 31 December 2022

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	1416	24	1027	10	90	11	498	30	862	21	3893	17
Psychological	1659	29	3486	33	384	46	328	20	1209	30	7066	31
Stomach, Bowel, Blood, Metabolic Disorders	405	7	1041	10	55	7	115	7	395	10	2011	9
Respiratory	1198	21	2696	26	113	14	380	23	738	18	5125	23
Other Classification	1141	20	2181	21	190	23	315	19	816	20	4643	20
Total Days Lost By Resource	5819	100	10431	100	832	100	1636	100	4020	100	22738	100
Total Work Days Available	72489		153386		19236		29348		52210			

***WDL = Work Days Lost**

Occupational Health Reports

From: 1 October - 31 December 2023 comparison with 1 October - 31 December 2022

Medical Referrals											
		Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals			
			Teachers	Others							
Total (Oct - Dec 2023)		92	27	50	13	52	89	323			
Total (Oct - Dec 2022)		104	42	61	21	60	119	407			

No of Employees Referred For Physiotherapy			No of Employees Referred To Employee Support Officer			No of Employees Referred For Cognitive Behavioural Therapy		
Resource	Oct - Dec 2022	Oct - Dec 2023	Resource	Oct - Dec 2022	Oct - Dec 2023	Resource	Oct - Dec 2022	Oct - Dec 2023
Community and Enterprise	106	128	Community and Enterprise	108	100	Community and Enterprise	0	0
Education (Teachers)	70	76	Education	243	256	Education	1	2
Education (Others)	102	83	Finance and Corporate	33	18	Finance and Corporate	0	0
Finance and Corporate	18	21	Housing and Technical	32	34	Housing and Technical	0	2
Housing and Technical	49	61	Social Work	98	132	Social Work	0	2
Social Work	101	107	Total	514	540	Not Disclosed	2	4
Total	446	476				Total	3	10

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 (Oct - Dec 2023)	27	0	0	0	49	0	62	31	0	169	0
Total (Oct - Dec 2022)	38	0	0	0	108	0	0	21	0	167	0
Total								Total Referrals (Oct - Dec 2023)		169	
								Total Referrals (Oct - Dec 2022)		167	

M = MANAGEMENT REFERRAL S = SELF REFERRAL

**Analysis of Accidents/ Incidents
Comparison
Cause of Accidents/ Incidents to employees**

From: 1 October - 31 December 2023 comparison with 1 October - 31 December 2022

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023
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
Total Specified Injury*	0	0	0	0	0	0	0	0	0	0	0	0
Over 7-day	4	7	1	2	0	0	0	1	2	2	7	12
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
Total Over 7-day**	4	7	1	2	0	0	0	1	2	2	7	12
Over 3-day	0	0	0	2	0	0	0	0	0	1	0	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
Total Over 3-day**	0	0	0	2	0	0	0	0	0	1	0	3
Minor	14	26	10	14	0	1	5	5	14	17	43	63
Near Miss	4	11	1	7	0	0	2	0	0	2	7	20
Violent Incident: Physical	3	4	391	368	0	0	1	0	8	29	403	401
Violent Incident: Verbal	7	3	9	45	0	0	1	0	2	4	19	52
Total Minor***	28	44	411	434	0	1	9	5	24	52	472	536
Total Accidents/Incidents	32	51	412	438	0	1	9	6	26	55	479	551

*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 specified 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 October - 31 December 2023 comparison with 1 October - 31 December 2022

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	0	17	N/A	17	0	2	N/A	2	0	15	N/A	15	13	2	2	88%
Education	1	1	2	4	0	0	0	0	1	1	2	4	3	0	1	75%
Finance and Corporate	1	0	N/A	1	0	0	N/A	0	1	0	N/A	1	0	1	0	100%
Housing and Technical	1	0	N/A	1	0	0	N/A	0	1	0	N/A	1	0	1	0	100%
Social Work	2	4	N/A	6	0	1	N/A	1	2	3	N/A	5	4	1	1	83%
Total (Oct - Dec 2023)	5	22	2	29	0	3	0	3	5	19	2	26	20	5	4	86%
Total (Oct - Dec 2022)	9	37	1	47	1	2	0	3	8	35	1	44	25	10	12	74%

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 (Oct - Dec 2023)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total (Oct - Dec 2022)	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

Appeal's Panel

From: 1 October - 31 December 2023

Appeal's Panel	Upheld	Upheld in Part	Not Upheld	Total	Withdrawn	Appeals pending to date
Total	0	0	3	3	2	5

Appendix 12a						
Record of Grievances						
From: 1 October - 31 December 2023 comparison with 1 October - 31 December 2022						
Grievances	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process	
Total (Oct - Dec 2023)	1	0	1	0	0	
Total (Oct - Dec 2022)	7	1	6	0	0	
Dignity at Work						
From: 1 October - 31 December 2023 comparison with 1 October - 31 December 2022						
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 (Oct - Dec 2023)	1	0	0	0	0	1
Total (Oct - Dec 2022)	0	0	0	0	0	0

				Appendix 12b	
Referrals for Workplace Mediation					
As at December 2023					
Workplace Mediation	Oct-23	Nov-23	Dec-23		
No of Referrals	0	0	0		
*No of Successful Cases	1	0	0		
*No of Unsuccessful Cases	0	0	0		
No of cases unsuitable for mediation	0	0	0		
Workplace Mediation	Oct-22	Nov-22	Dec-22		
No of Referrals	0	0	0		
*No of Successful Cases	1	0	0		
*No of Unsuccessful Cases	0	0	0		
No of cases unsuitable for mediation	0	1	0		
*successful/unsuccessful case outcomes may be shown outwith the month they were referred.					

Analysis of leavers and exit interviews

From 1 October - 31 December 2023

Reason for leaving	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
Career Advancement	7	9	3	1	7	27	51%
Personal Reasons	0	5	0	1	3	9	17%
Moving outwith area	2	3	0	0	2	7	13%
Poor relationship with managers / colleagues	2	0	0	1	0	3	6%
Disatisfaction with terms and conditions	1	1	0	0	0	2	4%
Travelling difficulties	0	0	0	0	1	1	2%
Further Education	0	0	0	0	0	0	0%
Child Caring / Caring Responsibilities	0	0	0	0	0	0	0%
Other	3	0	0	0	1	4	8%
Number of exit interviews conducted	15	18	3	3	14	53	
Total no. of leavers per Resource eligible for an exit interview	41	47	13	21	37	159	
% of leavers interviewed	37%	38%	23%	14%	38%	33%	

From 1 October - 31 December 2022

Number of exit interviews conducted	9	18	1	4	23	55	
Total no. of leavers per Resource eligible for an exit interview	46	37	10	9	60	162	
% of leavers interviewed	20%	49%	10%	44%	38%	34%	

* Note these totals include temporary employees

October to December 2023	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	60.99	106.00	54.72	99.00	2.27	3.00	0.00	0.00	4.00	4.00	0.00	0.00	0.00	0.00
Education	56.18	79.00	54.64	77.00	0.00	0.00	0.00	0.00	0.00	0.00	1.54	2.00	0.00	0.00
Finance & Corporate	16.28	21.00	14.28	19.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00
Housing & Technical	31.30	40.00	27.59	36.00	0.00	0.00	0.00	0.00	1.71	2.00	2.00	2.00	0.00	0.00
Social Work	56.28	79.00	54.28	75.00	0.00	0.00	0.00	0.00	0.00	2.00	1.00	1.00	1.00	1.00
Total	221.03	325	205.51	306	2.27	3	0.00	0	5.71	8	5.54	6	2.00	2
Cumulative Grand Total	943.18	1319	900.29	1233	7.56	40	0.95	1	13.01	19	17.84	21	3.53	5

Recruitment Monitoring
Analysis of Gender, Disability, Ethnicity and Age

From : 1 October - 31 December 2023

Total Number of applications received:	3669
Total Number of Equal Opportunities Monitoring forms received:	3579
Total Number of posts recruited for:	332
Total Number of appointments:	252

Gender / Disability / Age						
	Applied	Interviewed	Appointed	% of Applicants interviewed	% of Applicants appointed	% of Interviewees appointed
Total EO Forms Received	3579	1085	223	30%	6%	21%
Total No of Male Applicants	1160	358	68	31%	6%	19%
Total No of Female Applicants	2406	721	145	30%	6%	20%
Total No of Disabled Applicants	119	64	6	54%	5%	9%
Total No of applicants aged under 50	2836	841	173	30%	6%	21%
Total No of applicants aged over 50	710	237	40	33%	6%	17%
Total No of White applicants	3083	974	207	32%	7%	21%
Total No of Black/Ethnic minority applicants*	451	96	5	21%	1%	5%
Total No of Veteran applicants	44	25	0	57%	0%	0%

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

From : 1 July - 30 September 2022

Total Number of applications received:	2579
Total Number of Equal Opportunities Monitoring forms received:	2533
Total Number of posts recruited for:	678
Total Number of appointments:	465

Gender / Disability / Age						
	Applied	Interviewed	Appointed	% of Applicants interviewed	% of Applicants appointed	% of Interviewees appointed
Total EO Forms Received	2533	1094	435	43%	17%	40%
Total No of Male Applicants	683	304	101	45%	15%	33%
Total No of Female Applicants	1840	788	322	43%	18%	41%
Total No of Disabled Applicants	62	31	5	50%	8%	16%
Total No of applicants aged under 50	2026	835	327	41%	16%	39%
Total No of applicants aged over 50	472	245	90	52%	19%	37%
Total No of White applicants	2338	1046	409	45%	17%	39%
Total No of Black/Ethnic minority applicants*	162	38	12	23%	7%	32%
Total No of Veteran applicants	32	24	0	75%	0%	0%

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 9 DECEMBER 2023

Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent Salary Band									
	Total	Male		Female		Total	Chief Officer	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
		F/T	P/T	F/T	P/T										
Community & Enterprise Resources	3114	1222	269	202	1421	2188.21	5.00	1514.30	359.98	244.18	44.05	15.70	0.00	5.00	0.00
Education - Others	3309	125	96	668	2420	2415.94	4.00	1184.67	959.54	143.27	46.00	11.00	0.00	62.66	4.80
Education - Teachers	3915	698	81	2217	919	3528.45	0.00	0.00	0.00	0.00	0.00	1.00	0.00	6.60	3520.85
Finance & Corporate Resources	830	192	14	399	225	753.56	8.00	104.29	350.02	216.67	53.28	21.30	0.00	0.00	0.00
Housing & Technical	1278	791	24	330	133	1217.72	3.00	200.18	619.36	355.58	29.60	10.00	0.00	0.00	0.00
Social Work Resources	2727	200	210	1001	1316	2386.18	3.00	333.37	1458.96	525.30	31.80	33.75	0.00	0.00	0.00
						8961.61	(excluding Teachers)								
Total All Staff	15173	3228	694	4817	6434	12490.06	23.00	3336.81	3747.86	1485.00	204.73	92.75	0.00	74.26	3525.65

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 9 SEPTEMBER 2023

Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent Salary Band									
	Total	Male		Female		Total	Chief Officer	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
		F/T	P/T	F/T	P/T										
Community & Enterprise Resources	3140	1248	260	204	1428	2213.56	5.00	1535.63	371.38	236.50	44.05	16.00	0.00	5.00	0.00
Education - Others	3296	130	94	672	2400	2414.69	4.00	1185.77	951.66	144.40	49.60	10.00	0.00	62.46	6.80
Education - Teachers	3923	700	81	2235	907	3539.95	0.00	0.00	0.00	0.00	0.00	1.00	0.00	6.60	3532.35
Finance & Corporate Resources	841	196	15	400	230	761.82	8.00	111.26	357.34	213.64	50.28	21.30	0.00	0.00	0.00
Housing & Technical	1286	802	25	332	127	1228.24	3.00	205.10	623.16	357.38	29.60	10.00	0.00	0.00	0.00
Social Work Resources	2756	199	207	1004	1346	2411.06	3.00	350.14	1461.14	529.23	36.80	30.75	0.00	0.00	0.00
						9029.37	(excluding Teachers)								
Total All Staff	15242	3275	682	4847	6438	12569.32	23.00	3387.90	3764.68	1481.15	210.33	89.05	0.00	74.06	3539.15