

# Report

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>15 November 2017</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Council-wide Workforce Monitoring – July to September 2017</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 July to September 2017

## 2. Recommendation(s)

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

(1) that the following employment information for the period July to September 2017 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

## 3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for the Council provides information on the position for the period July to September 2017.

## 4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for September 2017, is provided in Appendices 1 – 8. Points to note are:-

The Council's absence rate for September 2017, shown in Appendix 1, is 4.0%, this figure has increased by 0.8% when compared to last month and has decreased by 0.1% when compared to September 2016.

When compared to September 2016, the APT&C absence rate figure has increased by 0.3%, teachers' absence rate has decreased by 0.2% and the manual workers' figure has decreased by 0.4%.

The projected average absence rate for the Council for the financial year 2017/2018 is 4.2%.

For the financial year 2017/2018, the projected average days lost per employee equates to 8.8 days.

In comparison to September 2016 (Appendix 8):-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 198 days.
- ◆ Total days lost due to psychological conditions have decreased by 243 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have increased by 111 days.
- ◆ Total days lost due to respiratory conditions have decreased by 122 days.

## **5. Occupational Health**

5.1. Information on Occupational Health for the period July to September 2017 is provided in Appendix 9.

- ◆ during the period there were 340 employees referred for a medical examination, a decrease of 16 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 508 employees attended physiotherapy treatment, showing an increase of 3 when compared to the same period last year. Of the 508 employees referred, 77% remained at work whilst undertaking treatment.
- ◆ during this period there were 223 employees referred to the Employee Support Officer showing a decrease of 25 when compared with the same period last year. Of those referrals made this period, 90% related to personal reasons.
- ◆ 109 employees were referred to 'TimeforTalking' counselling service this period, showing a decrease of 20 when compared with the same period last year. Of the 109 referrals made this period, 99 were from management and 10 were from employees. Personal reasons accounted for 63% of the referrals made, 30% were for work related reasons and 7% were for other reasons.
- ◆ 52 employees were referred for Cognitive Behavioural Therapy this period, an increase of 6 when compared to the same period last year.

## **6. Accidents/Incidents**

6.1. The quarterly accident/incident report for July to September 2017 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 174, this figure has increased by 21 from the same period last year.
- ◆ there were 4 specified injury accidents/incidents recorded, this figure has increased by 2 from the same period last year.
- ◆ there were 164 minor accidents/incidents, this figure has increased by 17 from the same period last year.
- ◆ there was 1 accident resulting in an absence lasting over 3 days during the period, this figure remains unchanged from the same period last year.
- ◆ there were 5 accidents resulting in absences lasting over 7 days during the period, this figure has increased by 2 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 July to September 2017 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 49 disciplinary hearings were held across Resources within the Council, a decrease of 17 when compared to the same period last year.
- ◆ action was taken in 44 of these cases. No appeals were raised against the outcomes.
- ◆ our target is to convene disciplinary hearings within 6 weeks, 71% of hearings met this target.
- ◆ during the period, 1 appeal was upheld by the Appeals Panel.
- ◆ at the end of September 2017, 5 Appeals Panels were pending.
- ◆ during the period, 8 grievance cases were raised, one was resolved at stage 3 and 7 still in process
- ◆ during the period, 8 Dignity at Work cases were raised and 8 were still in process
- ◆ during the period, 2 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 July to September 2017 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 10 June 2017, the Council's turnover figure for July to September 2017 is as follows:-

247 leavers eligible for exit interviews/14,334 employees in post = Labour Turnover of 1.7%.

Based on the figure at September 2017, the annual labour turnover figure for the financial year 2017/2018 for the Council is 5.3%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ there were a total of 247 employees leaving the Council that were eligible for an exit interview, an increase of 111 when compared with the same period last year.
- ◆ exit interviews were held with 9% of leavers, compared with 16% from the same period last year.

## **9. Recruitment Monitoring**

9.1. Information on Recruitment Monitoring for July to September 2017 is contained within Appendix 14.

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

- ◆ overall, 2,566 applications and 2,403 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (96), 54 were shortlisted for interview and 3 were appointed
- ◆ of those applicants of a black/ethnic minority background (52), 17 were shortlisted for interview and 3 were appointed.

## **10. Employee Implications**

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

## **11. Financial Implications**

- 11.1. All financial implications are accommodated within existing budgets.

## **12. Other Implications**

- 12.1. There are no implications for sustainability or risk in terms of the information contained within this report.

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

- 13.1. 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.
- 13.2. 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)**

11 October 2017

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

- ◆ Accountable, effective and efficient
- ◆ Fair and open
- ◆ Self aware and improving
- ◆ Excellent employer
- ◆ People focused
- ◆ Working with and respecting others

## **Previous References**

- ◆ Finance and Corporate Resources Committee – 6 September 2017

## **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:-

Janet McLuckie, Personnel Officer

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**ABSENCE TRENDS - 2015/2016, 2016/2017 & 2017/2018**  
**Council Wide**

APT&C				Teachers				Manual Workers				Council Wide			
	2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018
	%	%	%		%	%	%		%	%	%		%	%	%
April	4.2	4.0	4.1	April	2.6	2.9	2.1	April	4.3	6.1	5.2	April	3.8	4.3	3.9
May	4.0	4.2	4.4	May	2.9	3.1	2.7	May	4.4	5.8	5.1	May	3.9	4.4	4.2
June	3.6	4.1	4.1	June	2.2	2.4	2.2	June	4.5	5.6	4.9	June	3.5	4.1	3.9
July	3.2	3.5	3.3	July	1.2	1.2	0.8	July	3.9	4.7	4.5	July	2.9	3.3	3.0
August	3.5	3.7	3.7	August	1.5	1.4	1.0	August	4.3	5.2	4.5	August	3.3	3.6	3.2
September	3.6	4.1	4.4	September	2.6	2.4	2.2	September	5.1	5.4	5.0	September	3.8	4.1	4.0
October	4.1	4.5		October	2.8	2.9		October	5.0	5.6		October	4.1	4.4	
November	4.5	5.0		November	3.8	3.1		November	5.9	6.4		November	4.7	4.9	
December	4.2	5.1		December	4.2	3.2		December	6.1	6.3		December	4.7	4.9	
January	4.1	4.7		January	4.0	2.8		January	6.0	5.5		January	4.6	4.5	
February	4.5	5.1		February	4.2	3.7		February	6.5	5.8		February	5.0	5.0	
March	4.7	5.0		March	4.3	3.4		March	6.8	5.4		March	5.2	4.7	
Annual Average	4.0	4.4	4.5	Annual Average	3.0	2.7	2.5	Annual Average	5.2	5.7	5.4	Annual Average	4.1	4.4	4.2
Average Apr-Sep	3.7	3.9	4.0	Average Apr-Sep	2.2	2.2	1.8	Average Apr-Sep	4.4	5.5	4.9	Average Apr-Sep	3.5	4.0	3.7

No of Employees at 30 September 2017	6929	No of Employees at 30 September 2017	3748	No of Employees at 30 September 2017	4371	No of Employees at 30 September 2017	15048
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For the financial year 2017/18, the projected average days lost per employee equates to 8.8 days.

**ABSENCE TRENDS - 2015/2016, 2016/2017 & 2017/2018**  
**Community Services**

APT&C				Manual Workers				Service Total				Council Wide			
	2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018
April	1.8	4.6	3.7	April	4.2	5.7	5.0	April	3.9	5.5	4.7	April	3.8	4.3	3.9
May	2.6	5.1	4.9	May	4.3	5.5	5.5	May	4.2	5.4	5.4	May	3.9	4.4	4.2
June	2.3	4.2	4.9	June	4.5	5.3	5.0	June	4.2	5.1	5.0	June	3.5	4.1	3.9
July	2.1	2.9	3.7	July	3.7	4.1	3.9	July	3.5	3.8	3.9	July	2.9	3.3	3.0
August	3.6	3.0	3.7	August	4.1	4.7	4.3	August	4.0	4.3	4.1	August	3.3	3.6	3.2
September	2.1	4.9	4.0	September	5.0	5.5	4.8	September	4.6	5.3	4.7	September	3.8	4.1	4.0
October	6.7	5.3		October	5.1	5.7		October	5.2	5.6		October	4.1	4.4	
November	2.7	6.4		November	6.1	6.7		November	5.7	6.6		November	4.7	4.9	
December	3.0	6.3		December	6.4	6.3		December	6.0	6.3		December	4.7	4.9	
January	3.2	5.4		January	6.4	5.8		January	6.0	5.7		January	4.6	4.5	
February	3.0	5.7		February	6.7	6.5		February	6.3	6.4		February	5.0	5.0	
March	5.1	5.1		March	6.6	5.7		March	6.3	5.6		March	5.2	4.7	
Annual Average	3.2	4.9	4.9	Annual Average	5.3	5.6	5.4	Annual Average	5.0	5.5	5.3	Annual Average	4.1	4.4	4.2
Average Apr-Sep	2.4	4.1	4.2	Average Apr-Sep	4.3	5.1	4.8	Average Apr-Sep	4.1	4.9	4.6	Average Apr-Sep	3.5	4.0	3.7
No of Employees at 30 September 2017			328	No of Employees at 30 September 2017			2568	No of Employees at 30 September 2017			2896	No of Employees at 30 September 2017			15048

**ABSENCE TRENDS - 2015/2016, 2016/2017 & 2017/2018**  
**Education Resources**

APT&C				Teachers				Resource Total				Council Wide			
	2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018
April	4.2	3.4	4.0	April	2.6	2.9	2.1	April	3.2	3.1	2.9	April	3.8	4.3	3.9
May	4.3	3.8	4.7	May	2.9	3.1	2.7	May	3.5	3.4	3.5	May	3.9	4.4	4.2
June	3.6	3.8	3.6	June	2.2	2.4	2.2	June	2.8	3.0	2.8	June	3.5	4.1	3.9
July	2.6	2.9	2.1	July	1.2	1.2	0.8	July	1.8	1.9	1.3	July	2.9	3.3	3.0
August	3.1	3.0	2.7	August	1.5	1.4	1.0	August	2.2	2.0	1.7	August	3.3	3.6	3.2
September	4.6	3.7	4.3	September	2.6	2.4	2.2	September	3.4	2.9	3.0	September	3.8	4.1	4.0
October	4.5	4.2		October	2.8	2.9		October	3.5	3.4		October	4.1	4.4	
November	5.4	5.4		November	3.8	3.1		November	4.5	4.0		November	4.7	4.9	
December	5.0	5.4		December	4.2	3.2		December	4.5	4.1		December	4.7	4.9	
January	4.6	4.7		January	4.0	2.8		January	4.3	3.6		January	4.6	4.5	
February	4.7	5.5		February	4.2	3.7		February	4.4	4.4		February	5.0	5.0	
March	4.9	5.6		March	4.3	3.4		March	4.5	4.3		March	5.2	4.7	
Annual Average	4.3	4.3	4.4	Annual Average	3.0	2.7	2.5	Annual Average	3.6	3.3	3.3	Annual Average	4.1	4.4	4.2
Average Apr-Sep	3.7	3.4	3.6	Average Apr-Sep	2.2	2.2	1.8	Average Apr-Sep	2.8	2.7	2.5	Average Apr-Sep	3.5	4.0	3.7
No of Employees at 30 September 2017			2535	No of Employees at 30 September 2017			3748	No of Employees at 30 September 2017			6283	No of Employees at 30 September 2017			15048

For the financial year 2017/18, the projected average days lost per employee equates to 6.0 days.

**ABSENCE TRENDS - 2015/2016, 2016/2017 & 2017/2018**  
**Finance and Corporate Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018				
April	3.1	2.6	2.8	April			0.0	April	3.1	2.6	2.8	April	3.8	4.3	3.9				
May	2.9	2.2	3.2	May				May	2.9	2.2	3.2	May	3.9	4.4	4.2				
June	3.7	2.2	3.3	June				June	3.7	2.2	3.3	June	3.5	4.1	3.9				
July	3.5	2.0	3.1	July				July	3.5	2.0	3.0	July	2.9	3.3	3.0				
August	3.0	2.2	3.5	August				August	3.0	2.2	3.4	August	3.3	3.6	3.2				
September	1.7	2.4	4.1	September				September	1.7	2.4	4.1	September	3.8	4.1	4.0				
October	2.3	2.6		October				October	2.3	2.6		October	4.1	4.4					
November	2.3	3.1		November				November	2.3	3.1		November	4.7	4.9					
December	2.5	2.6		December				December	2.5	2.6		December	4.7	4.9					
January	2.7	2.6		January				January	2.7	2.6		January	4.6	4.5					
February	3.9	3.8		February				February	3.9	3.8		February	5.0	5.0					
March	2.7	3.7		March				March	2.7	3.7		March	5.2	4.7					
Annual Average	2.9	2.7	3.2	Annual Average	0.0	Annual Average	2.9	2.7	3.2	Annual Average	4.1	4.4	4.2						
Average Apr-Sep	3.0	2.3	3.3	Average Apr-Sep	0.0	Average Apr-Sep	3.0	2.3	3.3	Average Apr-Sep	3.5	4.0	3.7						
No of Employees at 30 September 2017				1059	No of Employees at 30 September 2017				10	No of Employees at 30 September 2017				1069	No of Employees at 30 September 2017				15048

For the financial year 2017/18, the projected average days lost per employee equates to 7.8 days.  
 Figures for manual workers only applicable from May 2017/2018



**ABSENCE TRENDS - 2015/2016, 2016/2017 & 2017/2018**  
**Housing & Technical Resources**

APT&C				Manual Workers				Resource Total				Council Wide			
	2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018
April	4.5	4.6	4.3	April	5.0	6.3	4.5	April	4.7	5.1	4.4	April	3.8	4.3	3.9
May	3.6	4.3	4.2	May	4.7	5.0	3.9	May	3.9	4.5	4.1	May	3.9	4.4	4.2
June	3.8	4.3	3.9	June	4.6	5.5	4.4	June	4.0	4.7	4.1	June	3.5	4.1	3.9
July	3.5	4.1	4.3	July	4.1	4.5	4.9	July	3.7	4.2	4.5	July	2.9	3.3	3.0
August	3.7	4.9	4.7	August	4.3	5.7	4.0	August	3.9	5.1	4.4	August	3.3	3.6	3.2
September	3.5	5.1	4.3	September	3.8	4.6	4.5	September	3.6	5.0	4.4	September	3.8	4.1	4.0
October	4.2	5.5		October	4.1	5.0		October	4.2	5.3		October	4.1	4.4	
November	4.4	4.9		November	4.5	6.7		November	4.5	5.5		November	4.7	4.9	
December	4.0	5.0		December	4.9	6.7		December	4.3	5.6		December	4.7	4.9	
January	3.9	5.0		January	4.9	4.3		January	4.2	4.8		January	4.6	4.5	
February	4.2	4.9		February	6.5	4.7		February	4.9	4.8		February	5.0	5.0	
March	4.9	4.7		March	7.3	4.6		March	5.7	4.6		March	5.2	4.7	
Annual Average	4.0	4.8	4.6	Annual Average	4.9	5.3	4.9	Annual Average	4.3	4.9	4.7	Annual Average	4.1	4.4	4.2
Average Apr-Sep	3.8	4.6	4.3	Average Apr-Sep	4.4	5.3	4.4	Average Apr-Sep	4.0	4.8	4.3	Average Apr-Sep	3.5	4.0	3.7
No of Employees at 30 September 2017			895	No of Employees at 30 September 2017			553	No of Employees at 30 September 2017			1448	No of Employees at 30 September 2017			15048

For the financial year 2017/18, the projected average days lost per employee equates to 10.6 days.

**ABSENCE TRENDS - 2015/2016, 2016/2017 & 2017/2018**  
**Social Work Resources**

APT&C				Manual Workers				Resource Total				Council Wide			
	2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018
April	5.0	4.8	5.0	April	4.2	6.6	5.6	April	4.8	5.4	5.2	April	3.8	4.3	3.9
May	4.8	5.3	4.9	May	4.5	6.9	4.1	May	4.7	5.8	4.6	May	3.9	4.4	4.2
June	3.9	5.2	5.3	June	4.3	6.2	4.6	June	4.0	5.5	5.1	June	3.5	4.1	3.9
July	3.9	5.0	4.8	July	4.0	5.7	4.9	July	4.0	5.3	4.8	July	2.9	3.3	3.0
August	4.0	4.8	4.9	August	4.0	5.4	4.7	August	4.0	5.0	4.8	August	3.3	3.6	3.2
September	3.5	4.3	5.0	September	5.3	5.3	5.2	September	4.0	4.7	5.1	September	3.8	4.1	4.0
October	3.9	4.7		October	4.8	5.6		October	4.2	5.0		October	4.1	4.4	
November	4.4	5.1		November	6.0	5.4		November	4.9	5.2		November	4.7	4.9	
December	4.3	5.6		December	5.5	6.1		December	4.7	5.8		December	4.7	4.9	
January	4.4	5.5		January	5.7	5.5		January	4.8	5.5		January	4.6	4.5	
February	5.2	5.8		February	6.2	4.8		February	5.5	5.4		February	5.0	5.0	
March	5.3	5.6		March	7.2	4.8		March	5.9	5.3		March	5.2	4.7	
Annual Average	4.4	5.1	5.2	Annual Average	5.1	5.7	5.1	Annual Average	4.6	5.3	5.2	Annual Average	4.1	4.4	4.2
Average Apr-Sep	4.2	4.9	5.0	Average Apr-Sep	4.4	6.0	4.9	Average Apr-Sep	4.3	5.3	4.9	Average Apr-Sep	3.5	4.0	3.7
No of Employees at 30 September 2017			1852	No of Employees at 30 September 2017			1063	No of Employees at 30 September 2017			2915	No of Employees at 30 September 2017			15048

For the financial year 2017/18, the projected average days lost per employee equates to 10.8 days.

## ABSENCE BY LONG AND SHORT TERM

From: 1 July 2017 - 30 September 2017

Resource	No of employees	July 2017			August 2017			September 2017		
		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	3333	1.1	2.9	4.0	1.6	2.7	4.3	1.8	3.0	4.8
Education	6283	0.1	1.2	1.3	0.7	1.0	1.7	1.3	1.7	3.0
Finance and Corporate	1069	0.9	2.1	3.0	0.9	2.5	3.4	1.6	2.5	4.1
Housing & Technical	1448	1.5	3.0	4.5	1.5	2.9	4.4	1.9	2.5	4.4
Social Work	2915	1.3	3.5	4.8	1.4	3.4	4.8	1.7	3.4	5.1
<b>Council Overall for July 2017 - September 2017</b>	<b>15048</b>	<b>0.7</b>	<b>2.3</b>	<b>3.0</b>	<b>1.1</b>	<b>2.1</b>	<b>3.2</b>	<b>1.6</b>	<b>2.4</b>	<b>4.0</b>

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

**From : 1 September - 30 September 2017**

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	1110	35	813	22	123	15	393	31	804	31	3243	28
Psychological	608	19	994	27	299	36	347	28	716	27	2964	26
Stomach, Bowel, Blood, Metabolic Disorders	321	10	689	19	37	4	227	18	270	10	1544	13
Respiratory	244	8	225	6	81	10	52	4	240	9	842	7
Other Classification	934	29	953	26	289	35	235	19	603	23	3014	26
<b>Total Days Lost By Resource</b>	3217	100	3674	100	829	100	1254	100	2633	100	11607	100
<b>Total Work Days Available</b>	67701		122054		20321		28742		51920			

**From : 1 September - 30 September 2016**

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	1494	46	700	19	37	4	513	41	697	26	3441	30
Psychological	661	21	1106	30	122	15	588	47	730	28	3207	28
Stomach, Bowel, Blood, Metabolic Disorders	508	16	522	14	30	4	127	10	246	9	1433	12
Respiratory	274	9	327	9	26	3	166	13	171	6	964	8
Other Classification	1008	31	966	26	78	9	521	42	749	28	3322	29
<b>Total Days Lost By Resource</b>	3945	100	3621	100	293	100	1915	100	2593	100	12367	100
<b>Total Work Days Available</b>	74665		123265		12004		38498		55759			

**\*WDL = Work Days Lost**

## OCCUPATIONAL HEALTH REPORTS

FROM: 1 July 2017 - 30 September 2017 comparison with 1 July 2016 - 30 September 2016

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Jul-Sep 2017)	95	20	21	32	53	119	340
TOTAL (Jul-Sep 2016)	77	28	25	14	45	167	356

No of Employees Referred For Physiotherapy		
RESOURCE	Jul-Sep 2016	Jul-Sep 2017
Community and Enterprise	137	135
Education (Teachers)	54	44
Education (Others)	65	58
Finance and Corporate	20	36
Housing and Technical	84	75
Social Work	145	160
TOTAL	505	508

No of Employees Referred To Employee Support Officer		
RESOURCE	Jul-Sep 2016	Jul-Sep 2017
Community and Enterprise	60	62
Education	71	59
Finance and Corporate	8	16
Housing and Technical	41	32
Social Work	68	54
TOTAL	248	223

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Jul-Sep 2016	Jul-Sep 2017
Community and Enterprise	11	5
Education	10	11
Finance and Corporate	5	9
Housing and Technical	5	12
Social Work	15	15
TOTAL	46	52

	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 (Jul-Sep 2017)	27	6	0	0	65	4	1	0	6	0	99	10	
TOTAL (Jul-Sep 2016)	31	10	0	0	70	9	0	0	9	0	110	19	
								Total Referrals (Jul-Sep 2017)				109	
								Total Referrals (Jul-Sep 2016)				129	

M = MANAGEMENT REFERRAL    S = SELF REFERRAL

\*Resources nil responses are not included in figures

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

FROM: 1 July 2017 - 30 September 2017 comparison with 1 July 2016 - 30 September 2016

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
Fatal	1	0	0	0	0	0	0	0	0	0	1	0
Specified Injury	2	0	1	1	0	0	0	0	0	0	3	1
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	1	0	1
<b>Total Specified Injury*</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>2</b>
Over 7-day	2	3	0	0	0	0	2	0	1	0	5	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 7-day**</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>3</b>
Over 3-day	1	1	0	0	0	0	0	0	0	0	1	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>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
Minor	9	17	6	8	0	1	9	5	6	8	30	39
Near Miss	3	2	0	1	0	0	0	1	4	1	7	5
Violent Incident: Physical	3	3	84	72	0	1	3	3	22	10	112	89
Violent Incident: Verbal	4	1	5	4	1	4	1	0	4	5	15	14
<b>Total Minor***</b>	<b>19</b>	<b>23</b>	<b>95</b>	<b>85</b>	<b>1</b>	<b>6</b>	<b>13</b>	<b>9</b>	<b>36</b>	<b>24</b>	<b>164</b>	<b>147</b>
<b>Total Accidents/Incidents</b>	<b>25</b>	<b>27</b>	<b>96</b>	<b>86</b>	<b>1</b>	<b>6</b>	<b>15</b>	<b>9</b>	<b>37</b>	<b>25</b>	<b>174</b>	<b>153</b>

\*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 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 July 2017 - 30 September 2017 comparison with 1 July 2016 - 30 September 2016

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	3	18	N/A	21	1	2	N/A	3	2	16	N/A	18	6	8	7	67%
EDUCATION	4	0	1	5	0	0	0	0	4	0	1	5	3	0	2	60%
FINANCE AND CORPORATE	1	0	N/A	1	1	0	N/A	1	0	0	N/A	0	0	1	0	100%
HOUSING & TECHNICAL	1	0	N/A	1	0	0	N/A	0	1	0	N/A	1	1	0	0	100%
SOCIAL WORK	14	7	N/A	21	0	1	N/A	1	14	6	N/A	20	11	5	5	76%
TOTAL (Jul-Sep 2017)	23	25	1	49	2	3	0	5	21	22	1	44	21	14	14	71%
TOTAL (Jul-Sep 2016)	23	41	2	66	5	7	0	12	18	34	2	54	24	15	27	59%

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 (Jul-Sep 2017)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL (Jul-Sep 2016)	6	2	0	8	0	0	0	0	2	0	0	2	4	1	0	5	1

\*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.

## APPEALS PANEL

FROM: 1 July 2017 - 30 September 2017

APPEALS PANEL	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
	1	0	0	0	1	5

**RECORD OF GRIEVANCES****FROM: 1 July 2017 - 30 September 2017 comparison with 1 July 2016 - 30 September 2016**

GRIEVANCES	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
<b>TOTAL (Jul-Sep 2017)</b>	8	0	0	1	7
<b>TOTAL (Jul-Sep 2016)</b>	4	0	4	0	0

**DIGNITY AT WORK****FROM: 1 July 2017 - 30 September 2017 comparison with 1 July 2016 - 30 September 2016**

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
<b>TOTAL (Jul-Sep 2017)</b>	8	0	0	0	0	8
<b>TOTAL (Jul-Sep 2016)</b>	0	0	0	0	0	0

\*Resources nil responses are not included in figures



## REFERRALS FOR WORKPLACE MEDIATION

As at September 2017

WORKPLACE MEDIATION	Jul-17	Aug-17	Sep-17
No of Referrals	0	2	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	Jul-16	Aug-16	Sep-16
No of Referrals	2	0	3
*No of Successful Cases	2	0	0
*No of Unsuccessful Cases	0	0	0
No of cases unsuitable for mediation	2	0	1

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

## ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

FROM: 1 July 2017 - 30 September 2017

## LABOUR TURNOVER (Jul-Sep 2017)

	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total
<b>Total Number of Leavers Per Resource</b>	165	619	18	21	69	<b>892</b>

## EXIT INTERVIEWS (Jul-Sep 2017)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
CHILD CARING / CARING RESPONSIBILITIES	0	1	2	1	1	5	22
DISSATISFACTION WITH TERMS AND CONDITIONS	0	2	0	0	0	2	9
CAREER ADVANCEMENT	1	0	0	0	1	2	9
FURTHER EDUCATION	0	0	1	0	0	1	4
MOVING OUTWITH AREA	0	0	0	0	1	1	4
PERSONAL REASONS	1	0	0	0	0	1	4
TRAVELLING DIFFICULTIES	0	1	0	0	0	1	4
OTHER	2	5	0	0	3	10	43
<b>NUMBER OF EXIT INTERVIEWS CONDUCTED</b>	<b>4</b>	<b>9</b>	<b>3</b>	<b>1</b>	<b>6</b>	<b>23</b>	
<b>TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW</b>	<b>78</b>	<b>94</b>	<b>12</b>	<b>14</b>	<b>49</b>	<b>247</b>	
<b>% OF LEAVERS INTERVIEWED</b>	<b>5</b>	<b>10</b>	<b>25</b>	<b>7</b>	<b>12</b>	<b>9</b>	

## EXIT INTERVIEWS (Jul-Sep 2016)

<b>NUMBER OF EXIT INTERVIEWS CONDUCTED</b>	<b>1</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>22</b>	
<b>TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW</b>	<b>49</b>	<b>27</b>	<b>10</b>	<b>10</b>	<b>40</b>	<b>136</b>	
<b>% OF LEAVERS INTERVIEWED</b>	<b>2</b>	<b>70</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>16</b>	

\* Note these totals include temporary employees

## RECRUITMENT MONITORING

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

FROM : 1 July 2017 - 30 September 2017

Total Number of applications received:	<u>2566</u>
Total Number of Equal Opportunities Monitoring forms received:	<u>2403</u>
Total Number of posts recruited for:	<u>207</u>
Total Number of appointments:	<u>371</u>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	2403	1099	345
Total No of Male Applicants	668	257	47
Total No of Female Applicants	1735	732	214
Total No of Disabled Applicants	96	54	3
Total No of applicants aged under 50	2044	834	228
Total No of applicants aged over 50	345	217	33
Total No of White applicants	2332	967	257
Total No of Black/Ethnic minority applicants*	52	17	3

FROM : 1 July 2016 - 30 September 2016

Total Number of applications received:	<u>2624</u>
Total Number of Equal Opportunities Monitoring forms received:	<u>2519</u>
Total Number of posts recruited for:	<u>209</u>
Total Number of appointments:	<u>299</u>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	2515	869	245
Total No of Male Applicants	641	211	42
Total No of Female Applicants	1866	654	178
Total No of Disabled Applicants	74	40	5
Total No of applicants aged under 50	2149	723	179
Total No of applicants aged over 50	345	139	39
Total No of White applicants	2420	843	218
Total No of Black/Ethnic minority applicants*	59	15	2

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