

Report

Report to: **Corporate Resources Committee**
Date of Meeting: **5 April 2006**
Report by: **Executive Director (Corporate Resources)**

Subject: **Council-wide Workforce Monitoring –
January and February 2006**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for January and February 2006

2. Recommendation(s)

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

(1) that the following employment information for January and February 2006 relating to the Council be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accidents/incidents
- ◆ discipline, grievance, dignity at work hearings
- ◆ labour turnover/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 Corporate Resources Committee. This report for the Council provides information on the position for the period January and February 2006.

4. Attendance Statistics

4.1. Information on absence statistics as analysed for the most recent month of February 2006, for the Council and each Resource is provided in Appendices 1 – 10. Points to note are:-

- ◆ The Council's absence rate for February 2006 is 4.3%, a decrease of 0.5% when compared with February 2005 and 0.4% higher than last month.
- ◆ In comparison to February 2005, the APT&C figure shows a decrease of 0.3%, the teachers' figure has decreased by 0.2% and the manual worker figure has decreased by 1.0%.

- ◆ Based on current absence figures for the period April 2005 to February 2006, the projected annual average absence figure for the financial year 2005/2006 equates to 8.9 days being lost per employee due to absence.

In comparison to the same month last year:-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have increased by 176 days and total days lost due to psychological conditions have decreased by 116 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have increased by 190 days.
- ◆ Education Resources and Housing and Technical Resources have experienced the most significant increase in musculoskeletal conditions by 277 days and 129 days respectively.
- ◆ Community Resources and Social Work Resources have experienced the most significant decrease in psychological conditions by 229 days and 97 days respectively.
- ◆ Days lost due to respiratory conditions have decreased by 870 days when compared to the same period last year.
- ◆ Education Resources, Community Resources and Housing and Technical Resources have experienced the most significant decrease in respiratory conditions by 302, 209 and 161 days respectively.

5. Occupational Health

5.1. Information on Occupational Health for the period January and February 2006 is provided in Appendix 11.

- ◆ In comparison to the same period last year there has been an increase of 40 employees being referred for a medical examination. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ A total of 221 employees attended physiotherapy treatment, showing an increase of 51 when compared to the same period last year. Of the 221 employees referred, 82% remained at work whilst undertaking treatment.
- ◆ During this period there were 67 employees referred to the Employee Support Officer, showing a decrease of 9 when compared to the same period last year. Of those referrals made this period 75% related to personal reasons.
- ◆ 75 employees were referred for counselling this period, of which 57 were from management and 18 from employees. Personal reasons accounted for 68% of the referrals made and work related stress accounted for 20%.

6. Accidents/Incidents

6.1. The monthly accident/incident report for January and February 2006 is contained in Appendix 12.

- ◆ The number of accidents/incidents recorded was 112, a decrease of 23 from the same period last year.
- ◆ Major accidents/incidents have increased overall by 8 compared to the same period last year.
- ◆ Minor accidents/incidents have decreased overall by 31 when compared to the same period last year. This is mainly due to Education Resources and Social Work Resources where these have decreased by 21 and 8 respectively when compared to the same period last year.

7. Discipline, Grievance, Dignity at Work

7.1. Information on Disciplinary, Grievance Hearings and Dignity at Work for January and February 2006 is contained in Appendices 13 and 14. In terms of the Race Relations (Amendment) Act, information on ethnic origin is now being recorded against all Discipline, Grievance and Dignity at Work cases.

- ◆ In total, 60 disciplinary hearings were held across Resources within the Council, an increase of 18 when compared to the same period last year.
- ◆ Action was taken in 58 of these cases, and there were 4 appeals raised against the outcome, of which 2 were not upheld and 2 were still pending.
- ◆ Our target is to convene disciplinary hearings within 6 weeks, 82% of hearings met this target.
- ◆ During the period 3 appeals were heard by the Appeals Panel. At the end of February 2006, 2 appeals were still pending.
- ◆ During the period 2 grievances were raised, which were still in process. There were 2 Dignity at Work incidents raised during the period, a decrease of 1 when compared to same period last year.

8. Labour Turnover/Analysis of Leavers and Exit Interviews

8.1. Labour turnover

Information on the number of leavers and exit interviews for the period January and February 2006 is contained in Appendix 15. Exit interviews are conducted with leavers who leave voluntarily.

Using information compiled from Resources and Staffing Watch information as at 10 December 2005 the Labour Turnover figure for January and February 2006 is as follows:-

132 leavers/16259 employees in post = Labour Turnover of 0.81%

Based on current figures from April 2005 to February 2006, the projected annual average turnover figure for the financial year 2005/2006 for the Council is 4.4%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ There were a total of 132 employees leaving the Council compared with 139 in the same period last year.
- ◆ Exit interviews were held with 77% of leavers compared to 67% last year.
- ◆ The main reason for leaving was Career Advancement (42%).

9. Recruitment Monitoring

9.1. Information on Recruitment Monitoring for January and February 2006 is contained within Appendix 16.

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

- ◆ Overall, 2909 applications were received and 2495 individuals completed Equal Opportunities Monitoring Forms.
- ◆ Of those applicants who declared themselves as disabled (40), 23 were shortlisted for interview, and 2 were appointed.
- ◆ Of those applicants of a black/ethnic minority background (29), 16 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. None.

13. Consultation

- 13.1. There was no requirement to undertake any consultation in terms of the information contained in this report.

Alan Cuthbertson
Executive Director (Corporate Resources)

10 March 2006

Link(s) to Council Objectives

- ◆ managing resources

Previous References

- ◆ 8 February 2006

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 Melrose, Personnel Officer

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APPENDIX 1

**ABSENCE TRENDS - 2003/2004, 2004/2005 & 2005/2006
Council Wide**

APT&C				Teachers				Manual Workers				Council Wide							
	2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006				
April	3.5	3.6	3.2	April	4.0	3.1	2.8	April	4.8	4.9	4.5	April	4.1	3.9	3.6				
May	3.4	3.4	3.4	May	3.6	2.9	3.8	May	4.9	4.9	4.5	May	3.9	3.8	3.8				
June	3.6	3.1	3.3	June	3.3	2.6	3.3	June	4.8	4.2	4.5	June	3.9	3.3	3.6				
July	3.5	2.8	3.2	July	1.6	1.4	1.7	July	4.0	3.5	4.1	July	3.2	2.7	3.1				
August	3.2	2.9	3.0	August	1.8	1.9	1.9	August	4.5	4.0	4.3	August	3.3	3.0	3.1				
September	3.5	3.3	3.3	September	3.3	3.1	3.2	September	5.3	5.1	4.8	September	4.1	3.8	3.7				
October	3.5	3.5	3.6	October	3.6	2.9	3.2	October	5.7	4.9	4.5	October	4.2	3.7	3.8				
November	4.6	3.7	4.2	November	4.6	3.6	3.8	November	6.0	5.1	4.8	November	5.0	4.1	4.3				
December	3.7	3.3	4.0	December	3.5	3.8	3.7	December	5.7	4.8	4.0	December	4.3	3.9	3.9				
January	3.6	3.5	3.9	January	3.8	3.8	3.2	January	5.6	5.2	4.4	January	4.3	4.1	3.9				
February	3.5	4.6	4.3	February	4.2	4.2	4.0	February	6.2	5.5	4.5	February	4.6	4.8	4.3				
March	3.8	4.4		March	4.0	4.2		March	5.8	5.4		March	4.5	4.6					
Annual Average	3.6	3.5	3.6	Annual Average	3.4	3.1	3.1	Annual Average	5.3	4.8	4.4	Annual Average	4.1	3.8	3.7				
Average Apr-Feb	3.6	3.4	3.6	Average Apr-Feb	3.4	3.0	3.1	Average Apr-Feb	5.2	4.7	4.4	Average Apr-Feb	4.1	3.7	3.7				
No of Employees at 28 Feb 2006				7465	No of Employees at 28 Feb 2006				4250	No of Employees at 28 Feb 2006				4575	No of Employees at 28 Feb 2006				16290

- (1) Unpaid special leave is included in all absence rates.
- (2) For the Council as a whole the rate of unpaid special leave is so small as to be negligible.
- (3) Average number of days lost per employee annually is 8.9 days.

ABSENCE TRENDS - 2003/2004, 2004/2005 & 2005/2006
Community Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006	
April	3.3	2.8	2.2	April	4.4	4.7	4.6	April	4.2	4.5	4.2	April	4.1	3.9	3.6	
May	3.9	2.4	2.8	May	4.6	4.8	4.6	May	4.5	4.5	4.3	May	3.9	3.8	3.8	
June	4.2	1.9	2.5	June	4.7	3.8	4.6	June	4.7	3.6	4.3	June	3.9	3.3	3.6	
July	4.9	2.7	2.4	July	3.6	3	3.7	July	3.8	3	3.5	July	3.2	2.7	3.1	
August	4.7	3.3	2.8	August	4.1	3.5	4.2	August	4.2	3.4	4.0	August	3.3	3	3.1	
September	5.4	3.4	2.6	September	5.7	5.3	5.0	September	5.7	4.8	4.6	September	4.1	3.8	3.7	
October	4.5	3.6	3.1	October	6.2	4.7	4.5	October	6	4.5	4.3	October	4.2	3.7	3.8	
November	5	3.2	3.0	November	6.3	4.9	5.0	November	6.1	4.6	4.7	November	5	4.1	4.3	
December	3.8	3.4	3.1	December	6.2	4.3	4.0	December	5.9	4.2	3.9	December	4.3	3.9	3.9	
January	3.9	2.2	3.0	January	6.4	5.3	4.4	January	6	4.5	4.2	January	4.3	4.1	3.9	
February	2.8	4.9	3.0	February	7.1	5.6	4.7	February	6.5	5.5	4.5	February	4.6	4.8	4.3	
March	2.7	3.8		March	5.9	5.4		March	5.5	5.2		March	4.5	4.6		
Annual Average	4.1	3.1	2.8	Annual Average	5.4	4.6	4.5	Annual Average	5.3	4.4	4.2	Annual Average	4.1	3.8	3.7	
Average Apr-Feb	4.2	3.1	2.8	Average Apr-Feb	5.4	4.5	4.5	Average Apr-Feb	5.2	4.3	4.2	Average Apr-Feb	4.1	3.7	3.7	
No of Employees at 28 Feb 2006			477	No of Employees at 28 Feb 2006			2743	No of Employees at 28 Feb 2006			3220	No of Employees at 28 Feb 2006			16290	

For Community Resources the absence rate for unpaid special leave was nil.

Average number of days lost per employee annually is 11.0 days.

ABSENCE TRENDS - 2003/2004, 2004/2005 & 2005/2006
Corporate Resources

Resource Total (APT&C)				Council Wide			
	2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006
April	2.2	2.8	3.5	April	4.1	3.9	3.6
May	2.0	3.1	3.2	May	3.9	3.8	3.8
June	2.4	2.7	3.7	June	3.9	3.3	3.6
July	3.5	2.0	3.6	July	3.2	2.7	3.1
August	4.1	1.7	4.3	August	3.3	3.0	3.1
September	3.6	1.9	3.7	September	4.1	3.8	3.7
October	2.4	1.9	2.5	October	4.2	3.7	3.8
November	2.7	2.1	2.7	November	5.0	4.1	4.3
December	2.4	2.2	2.6	December	4.3	3.9	3.9
January	2.2	3.7	2.3	January	4.3	4.1	3.9
February	2.7	3.9	2.9	February	4.6	4.8	4.3
March	2.8	3.9		March	4.5	4.6	
Annual Average	2.8	2.7	3.2	Annual Average	4.1	3.8	3.7
Average Apr-Feb	2.7	2.5	3.2	Average Apr-Feb	4.1	3.7	3.7

No of Employees at 28 Feb 2006	234	No of Employees at 28 Feb 2006	16290
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For Corporate Resources the absence rate for unpaid special leave was nil.
Average number of days lost per employee annually is 7.6 days.

APPENDIX 4

ABSENCE TRENDS - ABSENCE TRENDS - 2003/2004, 2004/2005 & 2005/2006
Education Resources

APT&C				Teachers				Resource Total				Council Wide				
	2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006	
April	3.5	3.3	3.0	April	4.0	3.1	2.8	April	3.8	3.2	2.9	April	4.1	3.9	3.6	
May	3.1	3.0	4.0	May	3.6	2.9	3.8	May	3.5	2.9	3.8	May	3.9	3.8	3.8	
June	3.4	2.7	3.8	June	3.3	2.6	3.3	June	3.4	2.7	3.5	June	3.9	3.3	3.6	
July	2.9	1.9	3.5	July	1.6	1.4	1.7	July	2.0	1.6	2.2	July	3.2	2.7	3.1	
August	2.5	2.4	3.0	August	1.8	1.9	1.9	August	2.0	2.0	2.2	August	3.3	3.0	3.1	
September	2.9	3.5	3.8	September	3.3	3.1	3.2	September	3.2	3.2	3.4	September	4.1	3.8	3.7	
October	3.2	3.3	3.8	October	3.6	2.9	3.2	October	3.4	3.0	3.4	October	4.2	3.7	3.8	
November	4.4	3.5	4.8	November	4.6	3.6	3.8	November	4.5	3.6	4.2	November	5.0	4.1	4.3	
December	3.7	3.2	4.4	December	3.5	3.8	3.7	December	3.6	3.5	3.9	December	4.3	3.9	3.9	
January	3.6	4.0	4.3	January	3.8	3.8	3.2	January	3.7	3.9	3.7	January	4.3	4.1	3.9	
February	3.6	5.2	5.3	February	4.2	4.2	4.0	February	4.0	4.6	4.5	February	4.6	4.8	4.3	
March	4.0	4.9		March	4.0	4.2		March	4.0	4.5		March	4.5	4.6		
Annual Average	3.4	3.4	4.0	Annual Average	3.4	3.1	3.1	Annual Average	3.4	3.2	3.4	Annual Average	4.1	3.8	3.7	
Average Apr-Feb	3.3	3.3	4.0	Average Apr-Feb	3.4	3.0	3.1	Average Apr-Feb	3.4	3.1	3.4	Average Apr-Feb	4.1	3.7	3.7	
No of Employees at 28 Feb 2006			2515	No of Employees at 28 Feb 2006			4250	No of Employees at 28 Feb 2006			6765	No of Employees at 28 Feb 2006			16290	

For Education Resources the absence rate for unpaid special leave is so small as to be negligible.
Average number of days lost per employee annually is 7.7 days.

ABSENCE TRENDS - 2003/2004, 2004/2005 & 2005/2006
Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006	
April	1.6	2.3	2.1	April	7.7	5.9	5.2	April	3.4	3.3	3.1	April	4.1	3.9	3.6	
May	1.2	2.1	1.9	May	4.7	7.4	3.9	May	2.3	3.6	2.5	May	3.9	3.8	3.8	
June	1.9	2.0	2.0	June	4.4	7.3	4.0	June	2.6	3.5	2.6	June	3.9	3.3	3.6	
July	2.0	1.6	2.3	July	5.0	5.9	5.1	July	2.9	2.8	3.2	July	3.2	2.7	3.1	
August	1.5	2.2	2.0	August	8.1	6.4	5.2	August	3.4	3.4	3.0	August	3.3	3.0	3.1	
September	3.1	2.5	1.9	September	7.6	5.2	5.8	September	4.3	3.2	3.1	September	4.1	3.8	3.7	
October	3.4	1.8	2.7	October	4.6	4.2	5.1	October	3.7	2.5	3.4	October	4.2	3.7	3.8	
November	3.9	2.5	2.8	November	5.0	3.3	4.1	November	4.2	2.7	3.2	November	5	4.1	4.3	
December	3.0	2.6	3.4	December	5.1	3.0	4.0	December	3.6	2.7	3.6	December	4.3	3.9	3.9	
January	2.9	2.0	3.1	January	5.0	2.0	5.6	January	3.5	2.0	3.9	January	4.3	4.1	3.9	
February	3.5	2.4	2.6	February	5.3	3.9	2.9	February	4.0	2.9	2.7	February	4.6	4.8	4.3	
March	3.2	3.2		March	4.8	5.1		March	3.7	3.8		March	4.5	4.6		
Annual Average	2.6	2.3	2.4	Annual Average	5.6	5.0	4.6	Annual Average	3.5	3.0	3.1	Annual Average	4.1	3.8	3.7	
Average Apr-Feb	2.5	2.2	2.4	Average Apr-Feb	5.7	5.0	4.6	Average Apr-Feb	3.4	3.0	3.1	Average Apr-Feb	4.1	3.7	3.7	
No of Employees at 28 Feb 2006			490	No of Employees at 28 Feb 2006			209	No of Employees at 28 Feb 2006			699	No of Employees at 28 Feb 2006			16290	

For Enterprise Resources the absence rate for unpaid special leave is nil.
Average number of days lost per employee annually is 7.8 days.

ABSENCE TRENDS - ABSENCE TRENDS - 2003/2004, 2004/2005 & 2005/2006
Finance & IT Resources

Resource Total (APT&C)				Council Wide			
	2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006
April	3.6	1.2	1.6	April	4.1	3.9	3.6
May	3.1	2.7	1.6	May	3.9	3.8	3.8
June	2.7	2.0	1.8	June	3.9	3.3	3.6
July	2.1	2.0	3.0	July	3.2	2.7	3.1
August	1.3	1.8	2.1	August	3.3	3.0	3.1
September	2.0	2.3	1.4	September	4.1	3.8	3.7
October	2.5	3.1	2.5	October	4.2	3.7	3.8
November	2.8	2.5	2.6	November	5.0	4.1	4.3
December	2.1	1.8	3.3	December	4.3	3.9	3.9
January	2.2	2.0	3.0	January	4.3	4.1	3.9
February	2.0	2.9	2.3	February	4.6	4.8	4.3
March	1.5	2.1		March	4.5	4.6	
Annual Average	2.3	2.2	2.3	Annual Average	4.1	3.8	3.7
Average Apr-Feb	2.4	2.2	2.3	Average Apr-Feb	4.1	3.7	3.7
No of Employees at 28 Feb 2006				No of Employees at 28 Feb 2006			
278				16290			

For Finance & Information Technology the absence rate for unpaid special leave was nil
Average number of days lost per employee annually is 5.7 days.

ABSENCE TRENDS - 2003/2004, 2004/2005 & 2005/2006
Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006
April	2.9	3.6	3.1	April	5.1	4.4	3.5	April	3.7	3.8	3.2	April	4.1	3.9	3.6
May	2.4	3.8	3.1	May	4.7	3.9	4.1	May	3.2	3.8	3.4	May	3.9	3.8	3.8
June	2.6	4.0	3.2	June	4.3	4.0	4.6	June	3.2	4.0	3.6	June	3.9	3.3	3.6
July	2.9	3.9	3.3	July	4.3	4.3	4.9	July	3.4	4.1	3.8	July	3.2	2.7	3.1
August	2.3	3.9	3.3	August	5.5	5.4	4.0	August	3.4	4.3	3.5	August	3.3	3.0	3.1
September	2.9	3.6	3.6	September	6.0	6.5	3.8	September	3.9	4.5	3.7	September	4.1	3.8	3.7
October	3.0	3.9	3.7	October	6.3	6.9	3.8	October	4.1	4.8	3.7	October	4.2	3.7	3.8
November	4.5	4.3	4.2	November	7.5	7.9	4.4	November	5.5	5.4	4.2	November	5	4.1	4.3
December	3.7	3.0	3.7	December	5.4	7.8	3.4	December	4.3	4.5	3.6	December	4.3	3.9	3.9
January	3.1	3.0	3.9	January	4.2	6.5	3.6	January	3.5	4.0	3.8	January	4.3	4.1	3.9
February	3.2	3.8	4.5	February	5.4	6.3	3.8	February	3.9	4.6	4.3	February	4.6	4.8	4.3
March	3.5	3.8		March	5.9	5.3		March	4.2	4.3		March	4.5	4.6	
Annual Average	3.1	3.7	3.6	Annual Average	5.4	5.8	4.0	Annual Average	3.9	4.3	3.7	Annual Average	4.1	3.8	3.7
Average Apr-Feb	3.0	3.7	3.6	Average Apr-Feb	5.3	5.8	4.0	Average Apr-Feb	3.8	4.3	3.7	Average Apr-Feb	4.1	3.7	3.7

No of Employees at 28 Feb 2006	1543	No of Employees at 28 Feb 2006	615	No of Employees at 28 Feb 2006	2158	No of Employees at 28 Feb 2006	16290
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For Housing & Technical Resources the rate of unpaid special leave was nil.
Average number of days lost per employee annually is 9.4 days.

ABSENCE TRENDS - 2003/2004, 2004/2005 & 2005/2006
Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006				
April	5.0	5.0	4.5	April	5.2	5.9	4.8	April	5.1	5.3	4.6	April	4.1	3.9	3.6				
May	5.3	4.5	3.9	May	5.9	5.8	4.4	May	5.5	4.9	4.1	May	3.9	3.8	3.8				
June	5.1	3.8	3.4	June	5.0	4.9	4.2	June	5.1	4.2	3.7	June	3.9	3.3	3.6				
July	4.8	3.1	3.2	July	4.5	4.4	4.2	July	4.7	3.5	3.5	July	3.2	2.7	3.1				
August	5.0	3.2	3.3	August	4.5	4.2	4.5	August	4.8	3.5	3.7	August	3.3	3.0	3.1				
September	4.7	3.5	3.3	September	3.5	3.7	4.7	September	4.3	3.5	3.7	September	4.1	3.8	3.7				
October	4.6	4.0	4.0	October	3.9	4.1	4.8	October	4.3	4.0	4.3	October	4.2	3.7	3.8				
November	5.4	4.5	4.6	November	4.7	4.5	4.5	November	5.1	4.5	4.5	November	5.0	4.1	4.3				
December	4.4	4.1	4.5	December	4.4	4.7	4.3	December	4.4	4.3	4.4	December	4.3	3.9	3.9				
January	4.7	4.7	4.2	January	4.4	4.9	4.7	January	4.6	4.8	4.3	January	4.3	4.1	3.9				
February	4.3	5.1	4.0	February	4.5	5.3	4.6	February	4.4	5.2	4.2	February	4.6	4.8	4.3				
March	4.9	5.0		March	5.5	5.3		March	5.1	5.1		March	4.5	4.6					
Annual Average	4.9	4.2	3.9	Annual Average	4.7	4.8	4.5	Annual Average	4.8	4.4	4.1	Annual Average	4.1	3.8	3.7				
Average Apr-Feb	4.8	4.1	3.9	Average Apr-Feb	4.6	4.8	4.5	Average Apr-Feb	4.8	4.3	4.1	Average Apr-Feb	4.1	3.7	3.7				
No of Employees at 28 Feb 2006				1928	No of Employees at 28 Feb 2006				1008	No of Employees at 28 Feb 2006				2936	No of Employees at 28 Feb 2006				16290

For Social Work Resources the absence rate for unpaid special is so small as to be negligible.
Average number of days lost per employee annually is 9.4 days.

ABSENCE BY LONG AND SHORT TERM

From: 1 December 2005 - 28 February 2006

Resource	No of employees	December 2005			January 2006			February 2006		
		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	3220	1.2	2.7	3.9	1.8	2.4	4.2	1.9	2.6	4.5
Corporate	234	1.8	0.8	2.6	1.7	0.6	2.3	1.9	1.0	2.9
Education	6765	1.7	2.2	3.9	1.5	2.2	3.7	2.0	2.5	4.5
Enterprise	699	1.5	2.1	3.6	2.1	1.8	3.9	1.2	1.5	2.7
Finance & IT	278	1.8	1.5	3.3	1.6	1.4	3.0	1.3	1.0	2.3
Housing & Technical	2158	2.1	1.5	3.6	2.1	1.7	3.8	2.1	2.2	4.3
Social Work	2936	1.7	2.7	4.4	2.1	2.2	4.3	2.5	1.7	4.2
Council Overall for Dec 05 - Jan 06	16290	1.6	2.3	3.9	1.8	2.1	3.9	2.0	2.3	4.3

ATTENDANCE MONITORING

ABSENCE CLASSIFICATIONS

From : 1 February 2006 - 28 February 2006

REASONS	Community Resources		Corporate Resources		Education Resources		Enterprise Resources		Finance and IT Resources		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
MUSCULOSKELETAL	856	30	35	28	1017	19	84	23	28	23	529	29	506	23	3055	24
PSYCHOLOGICAL	490	17	0	0	1211	23	83	23	20	16	361	20	464	21	2629	20
STOMACH, BOWEL, BLOOD, METABOLIC DISORDERS	346	12	6	5	969	18	35	10	26	21	337	19	314.5	14	2034	16
RESPIRATORY	541	19	22	17	692	13	84	23	27	22	199	11	393.5	18	1959	15
OTHERS	641	22	63	50	1473	27	76	21	22	18	384	21	541	24	3200	25
Total Days Lost By Resource	2874	100	126	100	5362	100	362	100	123	100	1810	100	2219	100	12876	100
Total Work Days Available	64400		4382		119707		13515		5356		42032		2936			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 January 2006 - 28 February 2006 comparison with 1 January 2005 - 28 February 2005

MEDICAL REFERRALS	Community	Corporate	Education		Enterprise	Finance & IT	Housing & Technical	Social Work	Totals
			Teachers	Others					
TOTAL (Jan-Feb 2006)	43	0	22	28	2	0	22	29	146
TOTAL (Jan-Feb 2005)	27	1	9	15	3	1	27	23	106

RESOURCE	NO OF EMPLOYEES REFERRED FOR PHYSIOTHERAPY	
	Jan-Feb 2005	Jan-Feb 2006
COMMUNITY	32	44
CORPORATE	7	3
EDUCATION (TEACHERS)	20	36
EDUCATION (OTHERS)	28	19
ENTERPRISE	15	21
FINANCE & IT	5	3
HOUSING & TECH	26	36
SOCIAL WORK	37	59
TOTAL	170	221

RESOURCE	NO OF EMPLOYEES REFERRED TO EMPLOYEE SUPPORT OFFICER	
	Jan-Feb 2005	Jan-Feb 2006
COMMUNITY	18	17
CORPORATE	1	2
EDUCATION	15	16
ENTERPRISE	1	4
FINANCE & IT	1	0
HOUSING & TECHNICAL	8	11
SOCIAL WORK	32	17
TOTAL	76	67

ANALYSIS OF COUNSELLING REFERRALS BY CAUSE

	REASON														
	WORK STRESS		STRESS		ADDICTION		PERSONAL		ANXIETY/ DEPRESSION		GRIEF		TOTAL		
	M	S	M	S	M	S	M	S	M	S	M	S	M	S	
TOTAL JAN-FEB 2006	11	4	0	0	1	1	40	11	2	0	3	2	57	18	
TOTAL JAN-FEB 2005	7	7	0	0	3	1	39	17	4	3	6	3	59	31	
TOTAL										Total Referrals (Jan-Feb 2006)				75	
										Total Referrals (Jan-Feb 2005)				90	

M = MANAGEMENT REFERRAL S = SELF REFERRAL

*Resources nil responses are not included in figures

CAUSE OF ACCIDENTS/INCIDENTS TO EMPLOYEES

FROM: 1 January 2006 - 28 February 2006 comparison with 1 January 2005 - 28 February 2005

	Community		Education		Enterprise		Housing & Tech		Social Work		TOTAL	
	Jan-Feb 06	Jan-Feb 05	Jan-Feb 06	Jan-Feb 05	Jan-Feb 06	Jan-Feb 05	Jan-Feb 06	Jan-Feb 05	Jan-Feb 06	Jan-Feb 05	Jan-Feb 06	Jan-Feb 05
Major*	3	2	5	0	3	0	8	9	0	0	19	11
Minor	12	14	30	51	9	9	22	22	20	28	93	124
Violent Incident: Physical**	0	0	14	38	1	0	1	0	9	14	25	52
Violent Incident: Verbal**	3	1	5	30	1	0	3	6	5	8	17	45
Total Accidents/Incidents	15	16	35	51	12	9	30	31	20	28	112	135

Note: *Major accidents as defined by HSE include injuries such as broken limbs, fractured skulls, loss of consciousness and accidents resulting in absence of 3+ days

**Violent Incidents are included in the Major and Minor figures.

* Resources nil responses are not included in figures

RECORD OF DISCIPLINARY HEARINGS

FROM: 1 January 2006 - 28 February 2006 comparison with 1 January 2005 - 28 February 2005

RESOURCE	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 6 Weeks	No of Non-White employees Disciplined
	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	0	28	N/A	28	0	0	N/A	0	0	28	N/A	28	21	2	5	82%	0
ENTERPRISE/FINANCE & IT/HOUSING & TECHNICAL	3	22	N/A	25	0	2	N/A	2	3	20	N/A	23	5	14	6	76%	0
SOCIAL WORK	7	0	N/A	7	0	0	N/A	0	7	0	N/A	7	7	0	0	100%	0
TOTAL (JAN-FEB 2006)	10	50	0	60	0	2	0	2	10	48	0	58	33	16	11	82%	0
TOTAL (JAN-FEB 2005)	16	26	0	42	1	1	0	2	15	25	0	40	31	7	4	90%	0

RESOURCE	No of Appeals				Outcome of Appeals											Appeals Pending	No of Non-white employees who appealed
	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	Total		
TOTAL (JAN-FEB 2006)	1	3	0	4	0	0	0	0	0	0	0	0	0	2	2	2	0
TOTAL (JAN-FEB 2005)	2	5	0	7	0	0	0	0	1	1	0	2	0	3	3	2	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.

CORPORATE RESOURCES APPEAL PANEL

FROM: 1 January 2006 - 28 February 2006

RESOURCE	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
COMMUNITY	0	0	1	0	1	2
HOUSING & TECHNICAL	0	1	1	0	2	0
TOTAL	0	1	2	0	3	2

RECORD OF GRIEVANCES

FROM: 1 January 2006 - 28 February 2006 comparison with 1 January 2005 - 28 February 2005

GRIEVANCES	No of Non-White employees who submitted a grievance	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (JAN-FEB 2006)	0	2	0	0	0	2
TOTAL (JAN-FEB 2005)	0	6	1	1	0	4

DIGNITY AT WORK

FROM: 1 January 2006 - 28 February 2006 comparison with 1 January 2005 - 28 February 2005

DIGNITY AT WORK	No of Non-White employees who submitted a complaint	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
TOTAL (JAN-FEB 2006)	0	2	0	0	0	0	2
TOTAL (JAN-FEB 2005)	0	3	0	0	0	0	3

*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.

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS JANUARY - FEBRUARY 2006

REASONS FOR LEAVING	COMMUNITY	CORPORATE	EDUCATION	ENTERPRISE	FINANCE & IT	HOUSING & TECHNICAL	SOCIAL WORK	TOTAL	%
CAREER ADVANCEMENT	11	0	13	2	1	4	12	43	42
CHILD CARING / CARING RESPONSIBILITIES	5	0	3	0	0	1	3	12	12
PERSONAL REASONS	7	0	1	1	0	1	0	10	10
DISSATISFACTION WITH TERMS AND CONDITIONS	1	0	3	0	0	0	4	8	8
MOVING OUTWITH AREA	0	0	4	0	0	0	3	7	7
OTHER	12	0	5	1	0	3	0	21	21
NUMBER OF EXIT INTERVIEWS CONDUCTED	36	0	29	4	1	9	22	101	100
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	48	0	38	4	1	18	23	132	
% OF LEAVERS INTERVIEWED	75	0	76	100	100	50	96	77	

EXIT INTERVIEWS JANUARY - FEBRUARY 2005

NUMBER OF EXIT INTERVIEWS CONDUCTED (LAST YEAR)	12	1	49	5	1	15	10	93	
TOTAL NO OF PERMANENT LEAVERS PER RESOURCE (LAST YEAR)	19	5	60	5	1	32	17	139	
% OF LEAVERS INTERVIEWED (LAST YEAR)	63	20	82	100	100	47	59	67	

* Note these totals include temporary employees

RECRUITMENT MONITORING

Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 January 2006 - 28 February 2006

Total Number of applications received:	<u>2909</u>
Total Number of Equal Opportunities Monitoring forms received:	<u>2495 (86%)</u>
Total Number of posts recruited for:	<u>207</u>
Total Number of appointments:	<u>201</u>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	2495	1117	174
Total No of Male Applicants	769	305	35
Total No of Female Applicants	1693	794	138
Total No of Disabled Applicants	40	23	2
Total No of applicants aged under 50	2184	989	161
Total No of applicants aged over 50	282	110	12
Total No of White applicants	2411	1074	167
Total No of Black/Ethnic minority applicants*	29	16	3

FROM : 1 January 2005 - 28 February 2005

Total Number of applications received:	<u>1703</u>
Total Number of Equal Opportunities Monitoring forms received:	<u>1410 (83%)</u>
Total Number of posts recruited for:	<u>249</u>
Total Number of appointments:	<u>244</u>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1410	775	197
Total No of Male Applicants	508	250	72
Total No of Female Applicants	886	516	125
Total No of Disabled Applicants	18	11	2
Total No of applicants aged under 50	1224	684	178
Total No of applicants aged over 50	172	83	18
Total No of White applicants	1352	742	192
Total No of Black/Ethnic minority applicants*	14	7	1

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

