

# Report

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Report to: **Corporate Resources Committee**  
Date of Meeting: **15 December 2004**  
Report by: **Executive Director (Corporate Resources)**

Subject: **Monitoring Information  
September 2004 - October 2004**

## 1 Purpose of Report

1.1 The purpose of the report is to:-

- ◆ Provide employment information relating to the Council for September 2004 - October 2004

## 2 Recommendation(s)

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

(1) that the following employment information for September - October 2004 relating to the Council be noted:-

- |  |                         |
|--|-------------------------|
| • attendance statistics                  | October 2004            |
| • occupational health                    | September-October 2004  |
| • accidents/incidents                    | September-October 2004  |
| • disciplinary/grievance/dignity at work | September-October 2004  |
| • analysis of leavers                    | September-October 2004  |
| • recruitment monitoring                 | September-October 2004  |
| • staffing watch                         | as at 11 September 2004 |

## 3 Background

3.1 As part of the Council's performance management arrangements, regular Workforce Monitoring Reports were submitted to the Corporate Resources Committee. This report for the Council provides information on the position for the period September-October 2004.

## 4 Attendance Statistics

4.1 Information on absence statistics for October 2004 for the Council and each Resource is provided in Appendices 1 – 10. Points to note are:

- The Council's absence rate for October 2004 is 3.7%, showing a decrease of 0.5% when compared with October 2003, and 0.1% lower than last month.
- In comparison to October 2003, the APT&C figure remains unchanged, the teaching staff figure has decreased by 0.7% and the manual worker figure has decreased by 0.8%.

- Based on current absence figures for October 2004, the projected annual average absence figure for the financial year equates to 8.4 days being lost per employee due to absence.

In comparison to the same month last year:

- Musculoskeletal and psychological remain the two main reasons for absence. Total days lost due to musculoskeletal have increased by 250 days and psychological reasons have decreased by 618 days. Community Resources have experienced the most significant decrease in musculoskeletal (355) and psychological conditions (401).
- Days lost due to respiratory have decreased by 883 days when compared to October 2003. Social Work and Community Resources have had the most significant decrease of days lost due to respiratory conditions by 263 and 246 days respectively.

## **5 Occupational Health**

5.1 Information on Occupational Health is provided in Appendix 11.

- In comparison to the same period last year there has been an increase of 38 employees being referred for a medical examination. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- During the period September – October 2004 a total of 195 employees attended physiotherapy treatment, an increase of 14 compared to the same period last year. Of the 195 employees referred, 70% remained at work whilst undertaking treatment.
- There were 63 employees referred to the Employee Support Officer, a decrease of 10 when compared to the same period last year. Of those referrals made in the period September – October 2004, 65% related to personal issues.
- There were 81 referrals for counselling during the period September – October 2004, 65 from management and 16 from employees. Personal reasons accounted for 46 of the referrals made.

## **4 Accidents/Incidents**

4.1 The monthly accident/incident report for September 2004 - October 2004 is contained in Appendix 12.

- The number of accidents/incidents recorded was 80 a decrease of 33 from the same period last year.
- Minor accidents/incidents have significantly reduced overall by 31 and by 12 in Social Work Resources when compared to September - October 2003.

## **5 Discipline, Grievance, Dignity at Work**

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

- In total, 42 disciplinary hearings were held across Resources within the Council during the period September - October 2004, an increase of 8 when compared against the same period last year. Action was taken in 38 of these cases and there were 3 appeals raised against the outcome, of which all were not upheld.
- Our target is to convene disciplinary hearings within 6 weeks, 98% of hearings met this target. Only 1 disciplinary hearing took over 6 weeks to convene due to unavailability of all parties.
- There were 7 Grievances raised this month, 5 were resolved at stage 2, and 1 was still in process.

- There was 1 Dignity at Work incident raised during the period September – October 2004, a decrease of 4 from the same period last year.

## **6 Analysis of Leavers and Exit Interviews**

### **6.1 Labour Turnover**

Information on the number of leavers and exit interviews 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 12 September 2004 the Labour Turnover figure for September - October 2004 is as follows:

148 leavers/15934 employees in post = Labour Turnover of 0.93%

This equates to an annual labour turnover figure of 5.58%

### **6.2 Analysis of Reasons for Leaving**

- There was an increase of 33 (148) employees leaving the Council during the period September – October 2004 when compared with the same period last year.
- The main reason for leaving in the period September – October 2004 remains career advancement (56%).
- Exit interviews in the period September-October 2004 were held with 72% of leavers compared to 43% in the same period last year.

## **7 Recruitment Monitoring**

### **7.1 Information on Recruitment Monitoring is contained within Appendix 16.**

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

- Overall, 1381 applications were received during the period September – October 2004 and 1280 individuals completed Equal Opportunities Monitoring Forms.
- Of those applicants who declared themselves as disabled (17), 10 were shortlisted for interview, and 3 were appointed.
- Of those applicants from an ethnic/black background (38), 16 were shortlisted for interview, and 2 were appointed.

## **8 Employee Implications**

### **8.1 There are no implications for employees arising from the information presented in this report.**

## **9 Staffing Watch**

### **8.1 Details of the number of employees in post on 11 September 2004 is contained in Appendix 17.**

The number of employees in post has increased by 225. This increase is mainly attributable to an increase of employees within Education Resources and Community Resources.

## **9 Financial Implications**

### **9.1 All financial implications are accommodated within existing budgets.**

## **10 Other Implications**

### **10.1 None**

## **11 Consultation**

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

**Alan Cuthbertson**  
**Executive Director (Corporate Resources)**

11 November 2004

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

- managing resources

### **Previous References**

20 October 2004

### **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 - 2002/2003, 2003/2004, 2004/2005  
Council Wide**

APT&C				Teachers				Manual Workers				Council Wide			
	2002 / 2003	2003 / 2004	2004/ 2005		2002 / 2003	2003 / 2004	2004/ 2005		2002 / 2003	2003 / 2004	2004/ 2005		2002 / 2003	2003 / 2004	2004/ 2005
April	4.3	3.5	3.6	April	4.2	4.0	3.1	April	5.3	4.8	4.9	April	4.6	4.1	3.9
May	4.6	3.4	3.4	May	4.1	3.6	2.9	May	5.6	4.9	4.9	May	4.8	3.9	3.8
June	4.0	3.6	3.1	June	3.3	3.3	2.6	June	5.2	4.8	4.2	June	4.2	3.9	3.3
July	3.8	3.5	2.8	July	1.6	1.6	1.4	July	4.8	4.0	3.5	July	3.6	3.2	2.7
August	3.5	3.2	2.9	August	1.8	1.8	1.9	August	5.1	4.5	4.0	August	3.6	3.3	3.0
September	4.2	3.5	3.3	September	3.0	3.3	3.1	September	5.5	5.3	5.1	September	4.3	4.1	3.8
October	4.3	3.5	3.5	October	3.4	3.6	2.9	October	5.6	5.7	4.9	October	4.5	4.2	3.7
November	4.6	4.6		November	4.8	4.6		November	5.4	6.0		November	4.9	5.0	
December	4.0	3.7		December	3.9	3.5		December	4.6	5.7		December	4.2	4.3	
January	4.0	3.6		January	4.0	3.8		January	5.0	5.6		January	4.3	4.3	
February	4.1	3.5		February	4.4	4.2		February	5.4	6.2		February	4.6	4.6	
March	4.1	3.8		March	4.8	4.0		March	5.6	5.8		March	4.8	4.5	
Annual Average	4.1	3.6	3.2	Annual Average	3.6	3.4	2.6	Annual Average	5.3	5.3	4.5	Annual Average	4.4	4.1	3.5
Average Apr-Oct	4.1	3.5	3.2	Average Apr-Oct	3.1	3.0	2.6	Average Apr-Oct	5.3	4.9	4.5	Average Apr-Oct	4.2	3.8	3.5

No of Employees at 31 Oct 2004	7374	No of Employees at 31 Oct 2004	4040	No of Employees at 31 Oct 2004	4563	No of Employees at 31 Oct 2004	15977
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- (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 8.4 days.

**ABSENCE TRENDS - 2002/2003, 2003/2004, 2004/2005**  
**Community Resources**

APT&C				Manual Workers				Resource Total				Council Wide			
	2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005
April	3.4	3.3	2.8	April	4.6	4.4	4.7	April	4.5	4.2	4.5	April	4.6	4.1	3.9
May	4.5	3.9	2.4	May	5.5	4.6	4.8	May	5.4	4.5	4.5	May	4.8	3.9	3.8
June	4.0	4.2	1.9	June	5.1	4.7	3.8	June	4.9	4.7	3.6	June	4.2	3.9	3.3
July	3.8	4.9	2.7	July	4.7	3.6	3.0	July	4.6	3.8	3.0	July	3.6	3.2	2.7
August	3.3	4.7	3.3	August	4.7	4.1	3.5	August	4.5	4.2	3.4	August	3.6	3.3	3.0
September	3.3	5.4	3.4	September	5.5	5.7	5.3	September	5.2	5.7	4.8	September	4.3	4.1	3.8
October	4.6	4.5	3.6	October	5.1	6.2	4.7	October	5.0	6.0	4.5	October	4.5	4.2	3.7
November	3.4	5.0		November	4.9	6.3		November	4.7	6.1		November	4.9	5.0	
December	2.9	3.8		December	4.1	6.2		December	3.9	5.9		December	4.2	4.3	
January	4.0	3.9		January	4.7	6.4		January	4.6	6.0		January	4.3	4.3	
February	4.0	2.8		February	5.3	7.1		February	5.1	6.5		February	4.6	4.6	
March	3.8	2.7		March	5.1	5.9		March	5.0	5.5		March	4.8	4.5	
Annual Average	3.8	4.1	2.9	Annual Average	4.9	5.4	4.3	Annual Average	4.8	5.3	4.0	Annual Average	4.4	4.1	3.5
Average Apr-Oct	3.8	4.4	2.9	Average Apr-Oct	5.0	4.8	4.3	Average Apr-Oct	4.9	4.7	4.0	Average Apr-Oct	4.2	3.8	3.5

No of Employees at 31 Oct 2004			473	No of Employees at 31 Oct 2004			2728	No of Employees at 31 Oct 2004			3201	No of Employees at 31 Oct 2004			15977
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For Community Resources the absence rate for unpaid special leave was nil.

Average number of days lost per employee annually is 10.5 days.

**ABSENCE TRENDS - 2002/2003, 2003/2004, 2004/2005**  
**Corporate Resources**

Resource Total (APT&C)				Council Wide			
	2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005
<b>April</b>	3.5	2.2	2.8	<b>April</b>	4.6	4.1	3.9
<b>May</b>	3.6	2.0	3.1	<b>May</b>	4.8	3.9	3.8
<b>June</b>	2.6	2.4	2.7	<b>June</b>	4.2	3.9	3.3
<b>July</b>	1.5	3.5	2.0	<b>July</b>	3.6	3.2	2.7
<b>August</b>	1.9	4.1	1.7	<b>August</b>	3.6	3.3	3.0
<b>September</b>	3.8	3.6	1.9	<b>September</b>	4.3	4.1	3.8
<b>October</b>	5.0	2.4	1.9	<b>October</b>	4.5	4.2	3.7
<b>November</b>	4.3	2.7		<b>November</b>	4.9	5.0	
<b>December</b>	2.9	2.4		<b>December</b>	4.2	4.3	
<b>January</b>	3.1	2.2		<b>January</b>	4.3	4.3	
<b>February</b>	2.7	2.7		<b>February</b>	4.6	4.6	
<b>March</b>	3.4	2.8		<b>March</b>	4.8	4.5	
<b>Annual Average</b>	<b>3.2</b>	<b>2.8</b>	<b>2.3</b>	<b>Annual Average</b>	<b>4.4</b>	<b>4.1</b>	<b>3.5</b>
<b>Average Apr-Oct</b>	<b>3.1</b>	<b>2.9</b>	<b>2.3</b>	<b>Average Apr-Oct</b>	<b>4.2</b>	<b>3.8</b>	<b>3.5</b>

<b>No of Employees at 31 Oct 2004</b>	<b>245</b>	<b>No of Employees at 31 Oct 2004</b>	<b>15977</b>
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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 5.7 days.

**ABSENCE TRENDS - ABSENCE TRENDS - 2002/2003, 2003/2004, 2004/2005**  
**Education Resources**

APT&C				Teachers				Manual Workers				Resource Total				Council Wide								
	2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005					
April	4.5	3.5	3.3	April	4.2	4.0	3.1	April	3.0	5.2	5.8	April	4.3	3.8	3.2	April	4.6	4.1	3.9					
May	4.5	3.1	3.0	May	4.1	3.6	2.9	May	4.5	9.6	3.4	May	4.2	3.5	2.9	May	4.8	3.9	3.8					
June	3.8	3.4	2.7	June	3.3	3.3	2.6	June	2.2	6.4	3.2	June	3.4	3.4	2.7	June	4.2	3.9	3.3					
July	2.9	2.9	1.9	July	1.6	1.6	1.4	July	0.8	10.8	2.4	July	1.9	2.0	1.6	July	3.6	3.2	2.7					
August	3.3	2.5	2.4	August	1.8	1.8	1.9	August	3.6	5.8	3.4	August	2.2	2.0	2.0	August	3.6	3.3	3.0					
September	3.7	2.9	3.5	September	3.0	3.3	3.1	September	6.2	2.4	3.9	September	3.3	3.2	3.2	September	4.3	4.1	3.8					
October	3.9	3.2	3.3	October	3.4	3.6	2.9	October	6.2	4.1	2.7	October	3.6	3.4	3.0	October	4.5	4.2	3.7					
November	4.7	4.4		November	4.8	4.6		November	2.2	4.2		November	4.7	4.5		November	4.9	5.0						
December	3.9	3.7		December	3.9	3.5		December	1.8	4.9		December	3.9	3.6		December	4.2	4.3						
January	3.8	3.6		January	4.0	3.8		January	1.8	4.3		January	3.9	3.7		January	4.3	4.3						
February	4.4	3.6		February	4.4	4.2		February	5.2	6.2		February	4.4	4.0		February	4.6	4.6						
March	4.2	4.0		March	4.8	4.0		March	7.1	5.7		March	4.6	4.0		March	4.8	4.5						
Annual Average	4.0	3.4	2.9	Annual Average	3.6	3.4	2.6	Annual Average	3.7	5.8	3.5	Annual Average	3.7	3.4	2.7	Annual Average	4.4	4.1	3.5					
Average Apr-Oct	3.8	3.1	2.9	Average Apr-Oct	3.1	3.0	2.6	Average Apr-Oct	3.8	6.3	3.5	Average Apr-Oct	3.3	3.0	2.7	Average Apr-Oct	4.2	3.8	3.5					
No of Employees at 31 Oct 2004				2719	No of Employees at 31 Oct 2004				4040	No of Employees at 31 Oct 2004				34	No of Employees at 31 Oct 2004				6793	No of Employees at 31 Oct 2004				15977

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 6.2 days



**ABSENCE TRENDS - 2002/2003, 2003/2004, 2004/2005**  
**Enterprise Resources**

APT&C				Manual Workers				Resource Total				Council Wide			
	2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005
April	2.5	1.6	2.3	April	3.6	7.7	5.9	April	2.8	3.4	3.3	April	4.6	4.1	3.9
May	3.4	1.2	2.1	May	3.7	4.7	7.4	May	3.5	2.3	3.6	May	4.8	3.9	3.8
June	2.4	1.9	2.0	June	4.3	4.4	7.3	June	3.0	2.6	3.5	June	4.2	3.9	3.3
July	3.0	2.0	1.6	July	3.1	5.0	5.9	July	3.0	2.9	2.8	July	3.6	3.2	2.7
August	3.2	1.5	2.2	August	4.2	8.1	6.4	August	3.5	3.4	3.4	August	3.6	3.3	3.0
September	3.3	3.1	2.5	September	5.2	7.6	5.2	September	3.8	4.3	3.2	September	4.3	4.1	3.8
October	3.4	3.4	1.8	October	5.3	4.6	4.2	October	3.9	3.7	2.5	October	4.5	4.2	3.7
November	2.5	3.9		November	4.6	5.0		November	3.1	4.2		November	4.9	5.0	
December	2.5	3.0		December	4.1	5.1		December	3.0	3.6		December	4.2	4.3	
January	2.2	2.9		January	3.5	5.0		January	2.6	3.5		January	4.3	4.3	
February	2.2	3.5		February	3.7	5.3		February	2.7	4.0		February	4.6	4.6	
March	2.5	3.2		March	5.6	4.8		March	3.4	3.7		March	4.8	4.5	
Annual Average	2.8	2.6	2.1	Annual Average	4.2	5.6	6.0	Annual Average	3.2	3.5	3.2	Annual Average	4.4	4.1	3.5
Average Apr-Oct	3.0	2.1	2.1	Average Apr-Oct	4.2	6.0	6.0	Average Apr-Oct	3.4	3.2	3.2	Average Apr-Oct	4.2	3.8	3.5

No of Employees at 31 Oct 2004			460	No of Employees at 31 Oct 2004			180	No of Employees at 31 Oct 2004			640	No of Employees at 31 Oct 2004			15977
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For Enterprise Resources the absence rate for unpaid special leave is nil.  
Average number of days lost per employee annually is 8.4 days.

**ABSENCE TRENDS - ABSENCE TRENDS - 2002/2003, 2003/2004, 2004/2005**  
**Finance & IT Resources**

Resource Total (APT&C)				Council Wide			
	2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005
April	3.6	3.6	1.2	April	4.6	4.1	3.9
May	3.6	3.1	2.7	May	4.8	3.9	3.8
June	2.9	2.7	2.0	June	4.2	3.9	3.3
July	2.8	2.1	2.0	July	3.6	3.2	2.7
August	1.3	1.3	1.8	August	3.6	3.3	3.0
September	2.2	2.0	2.3	September	4.3	4.1	3.8
October	2.4	2.5	3.1	October	4.5	4.2	3.7
November	4.1	2.8		November	4.9	5.0	
December	4.0	2.1		December	4.2	4.3	
January	4.6	2.2		January	4.3	4.3	
February	4.9	2.0		February	4.6	4.6	
March	3.6	1.5		March	4.8	4.5	
Annual Average	3.3	2.3	2.2	Annual Average	4.4	4.1	3.5
Average Apr-Oct	2.7	2.5	2.2	Average Apr-Oct	4.2	3.8	3.5

No of Employees at 31 Oct 2004		275	No of Employees at 31 Oct 2004	15977
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For Finance & Information Technology the absence rate for unpaid special leave was nil  
Average number of days lost per employee annually is 5.3 days.

**ABSENCE TRENDS - 2002/2003, 2003/2004, 2004/2005**  
**Housing & Technical Resources**

APT&C				Manual Workers				Resource Total				Council Wide			
	2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005
April	3.8	2.9	3.6	April	7.1	5.1	4.4	April	5.0	3.7	3.8	April	4.6	4.1	3.9
May	3.8	2.4	3.8	May	6.0	4.7	3.9	May	4.6	3.2	3.8	May	4.8	3.9	3.8
June	3.7	2.6	4.0	June	5.2	4.3	4.0	June	4.2	3.2	4.0	June	4.2	3.9	3.3
July	3.6	2.9	3.9	July	4.2	4.3	4.3	July	3.8	3.4	4.1	July	3.6	3.2	2.7
August	3.1	2.3	3.9	August	5.0	5.5	5.4	August	3.8	3.4	4.3	August	3.6	3.3	3.0
September	3.5	2.9	3.6	September	5.3	6.0	6.5	September	4.2	3.9	4.5	September	4.3	4.1	3.8
October	2.9	3.0	3.9	October	5.2	6.3	6.9	October	3.8	4.1	4.8	October	4.5	4.2	3.7
November	3.9	4.5		November	5.7	7.5		November	4.6	5.5		November	4.9	5.0	
December	3.4	3.7		December	4.6	5.4		December	3.9	4.3		December	4.2	4.3	
January	3.4	3.1		January	4.7	4.2		January	3.9	3.5		January	4.3	4.3	
February	3.9	3.2		February	4.4	5.4		February	4.0	3.9		February	4.6	4.6	
March	4.1	3.5		March	6.5	5.9		March	5.0	4.2		March	4.8	4.5	
Annual Average	3.6	3.1	3.8	Annual Average	5.3	5.4	5.1	Annual Average	4.2	3.9	4.2	Annual Average	4.4	4.1	3.5
Average Apr-Oct	3.5	2.7	3.8	Average Apr-Oct	5.4	5.2	5.1	Average Apr-Oct	4.2	3.6	4.2	Average Apr-Oct	4.2	3.8	3.5

  

No of Employees at 31 Oct 2004	1433	No of Employees at 31 Oct 2004	592	No of Employees at 31 Oct 2004	2025	No of Employees at 31 Oct 2004	15977
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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 10.6 days.

**ABSENCE TRENDS - 2002/2003, 2003/2004, 2004/2005**  
**Social Work Resources**

APT&C				Manual Workers				Resource Total				Council Wide				
	2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005	
April	5.5	5.0	5.0	April	6.6	5.2	5.9	April	5.9	5.1	5.3	April	4.6	4.1	3.9	
May	6.1	5.3	4.5	May	6.4	5.9	5.8	May	6.2	5.5	4.9	May	4.8	3.9	3.8	
June	5.7	5.1	3.8	June	6.0	5.0	4.9	June	5.8	5.1	4.2	June	4.2	3.9	3.3	
July	5.6	4.8	3.1	July	6.0	4.5	4.4	July	5.7	4.7	3.5	July	3.6	3.2	2.7	
August	4.9	5.0	3.2	August	6.9	4.5	4.2	August	5.7	4.8	3.5	August	3.6	3.3	3.0	
September	6.3	4.7	3.5	September	5.8	3.5	3.7	September	6.1	4.3	3.5	September	4.3	4.1	3.8	
October	6.3	4.6	4.0	October	7.4	3.9	4.1	October	6.7	4.3	4.0	October	4.5	4.2	3.7	
November	6.2	5.4		November	7.1	4.7		November	6.5	5.1		November	4.9	5.0		
December	5.8	4.4		December	6.3	4.4		December	6.0	4.4		December	4.2	4.3		
January	5.5	4.7		January	6.4	4.4		January	5.8	4.6		January	4.3	4.3		
February	4.5	4.3		February	6.6	4.5		February	5.3	4.4		February	4.6	4.6		
March	4.9	4.9		March	6.4	5.5		March	5.5	5.1		March	4.8	4.5		
Annual Average	5.6	4.9	3.9	Annual Average	6.5	4.7	4.7	Annual Average	5.9	4.8	4.1	Annual Average	4.4	4.1	3.5	
Average Apr-Oct	5.8	4.9	3.9	Average Apr-Oct	6.4	4.6	4.7	Average Apr-Oct	6.0	4.8	4.1	Average Apr-Oct	4.2	3.8	3.5	
No of Employees at 31 Oct 2004			1769	No of Employees at 31 Oct 2004			1029	No of Employees at 31 Oct 2004			2798	No of Employees at 31 Oct 2004			15977	

For Social Work Resources the absence rate for unpaid special leave was 0.1%  
Average number of days lost per employee annually is 9.4 days.

**ABSENCE BY LONG AND SHORT TERM**

From: 1 August 2004 - 31 October 2004

Resource	No of employees	August 2004			September 2004			October 2004		
		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	3201	1.4	2.0	<b>3.4</b>	1.8	3.0	<b>4.8</b>	1.4	3.1	<b>4.5</b>
Corporate	245	0.8	0.9	<b>1.7</b>	0.9	1.0	<b>1.9</b>	1.4	0.5	<b>1.9</b>
Education	6793	1.2	0.8	<b>2.0</b>	1.6	1.6	<b>3.2</b>	1.4	1.6	<b>3.0</b>
Enterprise	640	2.1	1.3	<b>3.4</b>	1.0	2.2	<b>3.2</b>	0.8	1.7	<b>2.5</b>
Finance & IT	275	1.1	0.7	<b>1.8</b>	1.3	1.0	<b>2.3</b>	2.1	1.0	<b>3.1</b>
Housing & Technical	2025	1.7	2.6	<b>4.3</b>	1.7	2.8	<b>4.5</b>	2.2	2.6	<b>4.8</b>
Social Work	2798	1.6	1.9	<b>3.5</b>	1.5	2.0	<b>3.5</b>	1.7	2.3	<b>4.0</b>
<b>Council Overall for Aug 04 - Oct 04</b>	<b>15977</b>	<b>1.3</b>	<b>1.7</b>	<b>3.0</b>	<b>1.6</b>	<b>2.2</b>	<b>3.8</b>	<b>1.5</b>	<b>2.2</b>	<b>3.7</b>

## ATTENDANCE MONITORING

## ABSENCE CLASSIFICATIONS

From : 1 October 2004 - 31 October 2004

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	1114	37	8	9	782	21	110	34	41	24	637.5	32	637	30	3330	29
PSYCHOLOGICAL	540	18	33	37	733	19	71	21	0	0	485	25	489	23	2351	21
STOMACH, BOWEL,BLOOD, METABOLIC DISORDERS	272	9	10	11	535	14	61	18	40.5	24	260	13	191.5	9	1370	12
RESPIRATORY	406	14	23	26	444	12	43	13	38.5	23	221	11	232	11	1408	12
OTHERS	667	22	15	17	1280	34	46	14	48	29	374.5	19	568.5	27	2999	26
<b>Total Days Lost By Resource</b>	2999	100	89	100	3774	100	331	100	168	100	1978	100	2118	100	11457.0	100
<b>Total Work Days Available</b>	67221		4797		123825		13440		5443		41141		52691			

\*WDL = Work Days Lost

### OCCUPATIONAL HEALTH REPORTS

**FROM: 1 September 2004 - 31 October 2004 comparison with 1 September 2003 - 31 October 2003**

MEDICAL REFERRALS	Community	Corporate	Education		Enterprise	Finance & IT	Housing & Technical	Social Work	Totals
			Teachers	Others					
TOTAL (Sept/Oct 2004)	28	2	12	15	7	1	19	32	116
TOTAL (Sept/Oct 2003)	15	0	2	12	4	0	18	27	78

RESOURCE	NO OF EMPLOYEES REFERRED FOR PHYSIOTHERAPY	
	Sep-Oct 2003	Sep-Oct 2004
COMMUNITY	36	39
CORPORATE	4	7
EDUCATION (TEACHERS)	22	30
EDUCATION (OTHERS)	22	23
ENTERPRISE	14	14
FINANCE & IT	1	3
HOUSING & TECH	29	36
SOCIAL WORK	53	43
TOTAL	181	195

RESOURCE	NO OF EMPLOYEES REFERRED TO EMPLOYEE SUPPORT OFFICER	
	Sep-Oct 2003	Sep-Oct 2004
COMMUNITY	23	14
CORPORATE	0	0
EDUCATION	9	12
ENTERPRISE	6	3
FINANCE & IT	0	1
HOUSING & TECHNICAL	13	12
SOCIAL WORK	22	21
TOTAL	73	63

### 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 SEPT-OCT 2004	19	5	0	0	3	0	39	7	3	2	1	2	65	16
TOTAL SEPT-OCT 2003	14	7	0	0	5	3	26	8	2	2	3	1	50	21
TOTAL											Total Referrals (Sept-Oct 2004)		81	
											Total Referrals (Sept-Oct 2003)		71	

M = MANAGEMENT REFERRAL    S = SELF REFERRAL

\*Resources nil responses are not included in figures

## CAUSE OF ACCIDENTS/INCIDENTS TO EMPLOYEES

FROM: 1 September 2004 - 31 October 2004 comparison with 1 September 2003 - 31 October 2003

	Community		Education		Enterprise		Housing & Tech		Social Work		TOTAL	
	Sep-Oct 04	Sep-Oct 03	Sep-Oct 04	Sep-Oct 03	Sep-Oct 04	Sep-Oct 03	Sep-Oct 04	Sep-Oct 03	Sep-Oct 04	Sep-Oct 03	Sep-Oct 04	Sep-Oct 03
Major*	6	4	2	1	0	1	6	10	1	1	15	17
Minor	5	10	27	29	7	7	6	18	20	32	65	96
Violent Incident: Physical**	0	1	12	12	0	0	4	0	13	17	29	30
Violent Incident: Verbal**	0	1	11	8	0	0	3	4	3	8	17	21
<b>Total Accidents/Incidents</b>	<b>11</b>	<b>14</b>	<b>29</b>	<b>30</b>	<b>7</b>	<b>8</b>	<b>12</b>	<b>28</b>	<b>21</b>	<b>33</b>	<b>80</b>	<b>113</b>

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 September 2004 - 31 October 2004 comparison with 1 September 2003 - 31 October 2003

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	2	19	N/A	21	0	0	N/A	0	2	19	N/A	21	19	1	1	95%	1
EDUCATION/ENTERPRISE/HOUSING & TECHNICAL/SOCIAL WORK	7	11	3	21	2	1	1	4	5	10	2	17	13	8	0	100%	0
TOTAL (SEPT-OCT 2004)	9	30	3	42	2	1	1	4	7	29	2	38	32	9	1	98%	1
TOTAL (SEPT-OCT 2003)	9	25	0	34	2	2	0	4	8	22	0	30	28	4	2	94%	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 (SEPT-OCT 2004)	1	2	0	3	0	0	0	0	0	0	0	0	1	2	3	0	1
TOTAL (SEPT-OCT 2003)	1	2	0	3	0	0	0	0	0	0	0	0	0	2	2	0	0

\*Resources nil responses are not included in figures

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

### RECORD OF GRIEVANCES

FROM: 1 September 2004 - 31 October 2004 comparison with 1 September 2003 - 31 October 2003

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 (SEPT-OCT 2004)	0	7	0	5	0	2
TOTAL (SEPT-OCT 2003)	0	3	0	2	1	0

### DIGNITY AT WORK

FROM: 1 September 2004 - 31 October 2004 comparison with 1 September 2003 - 31 October 2003

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 (SEPT-OCT 2004)	0	1	1	0	0	0	0
TOTAL (SEPT-OCT 2003)	0	5	0	3	0	0	2

\*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

FROM: 1 September 2004 - 31 October 2004

## LABOUR TURNOVER SEPTEMBER 2004

	COMMUNITY	CORPORATE	EDUCATION	ENTERPRISE	FINANCE & IT	HOUSING & TECHNICAL	SOCIAL WORK	TOTAL
Total Number of Leavers Per Resource	239	3	70	18	1	35	35	401

## EXIT INTERVIEWS SEPTEMBER-OCTOBER 2004

REASONS FOR LEAVING	COMMUNITY	CORPORATE	EDUCATION	ENTERPRISE	FINANCE & IT	HOUSING & TECHNICAL	SOCIAL WORK	TOTAL	%
CAREER ADVANCEMENT	9	3	27	2	0	4	14	59	56
FURTHER EDUCATION	2	0	7	0	0	3	2	14	13
MOVING OUTWITH AREA	1	0	3	0	0	0	6	10	9
CHILD CARING / CARING RESPONSIBILITIES	2	0	0	0	0	0	5	7	7
OTHER	11	0	2	2	0	0	1	16	15
NUMBER OF EXIT INTERVIEWS CONDUCTED	25	3	39	4	0	7	28	106	100
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	38	3	44	6	0	22	35	148	
% OF LEAVERS INTERVIEWED	66	100	89	67	0	32	80	72	

## EXIT INTERVIEWS SEPTEMBER-OCTOBER 2003

NUMBER OF EXIT INTERVIEWS CONDUCTED (LAST YEAR)	6	1	12	1	1	7	22	50	
TOTAL NO OF PERMANENT LEAVERS PER RESOURCE (LAST YEAR)	35	2	25	2	1	17	33	115	
% OF LEAVERS INTERVIEWED (LAST YEAR)	17	50	48	50	100	41	67	43	

\* Note these totals include temporary employees

## RECRUITMENT MONITORING

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

FROM : 1 September 2004 - 31 October 2004

Total Number of applications received:	<b>1381</b>
Total Number of Equal Opportunities Monitoring forms received:	<b>1280 (93%)</b>
Total Number of posts recruited for:	<b>183</b>
Total Number of appointments:	<b>185</b>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	<b>1280</b>	<b>614</b>	<b>158</b>
Total No of Male Applicants	482	191	42
Total No of Female Applicants	782	414	110
Total No of Disabled Applicants	17	10	3
Total No of applicants aged under 50	1102	517	140
Total No of applicants aged over 50	168	92	24
Total No of White applicants	1221	589	151
Total No of Black/Ethnic minority applicants*	38	16	2

FROM : 1 September 2003 - 31 October 2003

Total Number of applications received:	<b>1876</b>
Total Number of Equal Opportunities Monitoring forms received:	<b>1646 (88%)</b>
Total Number of posts recruited for:	<b>344</b>
Total Number of appointments:	<b>334</b>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	<b>1646</b>	<b>834</b>	<b>300</b>
Total No of Male Applicants	581	265	90
Total No of Female Applicants	1057	563	211
Total No of Disabled Applicants	24	16	2
Total No of applicants aged under 50	1479	757	284
Total No of applicants aged over 50	159	72	15
Total No of White applicants	1599	816	296
Total No of Black/Ethnic minority applicants*	19	8	2

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

**QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 11 SEPTEMBER 2004****Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	3391	1414	111	389	1477
Corporate Resources	248	63	1	148	36
Education - Teachers	4057	832	127	2377	721
Education - Others	2449	204	50	757	1438
Enterprise Resources	629	440	6	140	43
Finance & IT Resources	272	116	1	126	29
Housing & Technical	2080	1177	5	740	158
Social Work Resources	2808	318	77	868	1545

<b>Total All Staff</b>	<b>15934</b>	<b>4564</b>	<b>378</b>	<b>5545</b>	<b>5447</b>
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Total	Full-Time Equivalent				
	Salary Band				
	A1	A2	B	C	Other
2704.62	6	16	153.31	1126.66	1402.65
232.4	7	20.6	68.2	136.6	0
3521.59	407.5	3114.09	*	*	*
1748.79	10	27	170.03	1541.76	0
606.6	8	31.6	221.8	177	168.2
260.3	3	14	132.9	110.4	0
1997.9	9	35	351.6	973.3	629
2280.43	6	20	436.47	1817.96	0

<b>9831.04</b>	<b>456.5</b>	<b>3278.29</b>	<b>1534.31</b>	<b>5883.68</b>	<b>2199.85</b>
<b>13352.63</b>	<b>Total including teachers</b>				

**QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 12 JUNE 2004****Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	3365	1403	111	398	1453
Corporate Resources	250	64	1	149	36
Education - Teachers	3857	823	95	2286	653
Education - Others	2478	194	52	741	1491
Enterprise Resources	637	446	7	145	39
Finance & IT Resources	275	118	1	126	30
Housing & Technical	2056	1150	5	755	146
Social Work Resources	2791	274	115	869	1533

<b>Total All Staff</b>	<b>15709</b>	<b>4472</b>	<b>387</b>	<b>5469</b>	<b>5381</b>
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Total	Full-Time Equivalent				
	Salary Band				
	A1	A2	B	C	Other
2682.1	7	13	150.96	1116.61	1394.53
234.6	7	20.6	68.8	138.2	0
3453.1	*	*	*	*	3453.1
1732.03	6	26	154.46	1545.57	0
615.2	8	31.6	220.2	177	178.4
262.9	3	15	133.9	111	0
1972.1	9	35	358.6	960.5	609
2248.76	6	9	445.3	1788.46	0

<b>9747.69</b>	<b>46</b>	<b>150.2</b>	<b>1532.22</b>	<b>5837.34</b>	<b>5635.03</b>
<b>13200.79</b>	<b>Total including teachers</b>				

A1 Salaries at or above SCP66 - £52,272  
A2 Salaries in the range SCP50-65 - £36,132 - £51,045  
B Salaries in the range SCP31-49 - £22,398 - £35,343  
C Salaries in the range SCP01-30 - £10,068 - £21,732  
Others Manual and Craft

\* Teachers not included in salary band analysis  
as not APT&C