

Report

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Report to:	Corporate Resources Committee
Date of Meeting:	16 November 2005
Report by:	Executive Director (Corporate Resources)

Subject:	Council-wide Workforce Monitoring - August and September 2005
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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 August and September 2005

2. Recommendation(s)

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

(1) that the following employment information for August and September 2005 relating to the Council be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accidents/incidents
- ◆ discipline, grievance, dignity at work hearings
- ◆ labour turnover and analysis of leavers/exit interviews
- ◆ recruitment monitoring
- ◆ staffing watch as at 10 September 2005

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 August and September 2005.

4. Attendance Statistics

4.1. Information on absence statistics as analysed for the most recent month of September 2005, for the Council and each Resource is provided in Appendices 1 – 10. Points to note are:

- ◆ The Council's absence rate for September 2005 is 3.7%, showing a decrease of 0.1% compared with September 2004 and 0.6% higher than last month.
- ◆ In comparison to September 2004, the APT&C figure remains unchanged, the teachers' figure has increased by 0.1% and the manual worker figure has decreased by 0.3%.

- ◆ Based on current absence figures for the period April to September 2005, the projected annual average absence figure for the financial year 2005/2006 equates to 8.4 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 and psychological conditions have decreased by 418 days and 40 days respectively.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have increased by 264 days.
- ◆ Community Resources have experienced the most significant decrease in musculoskeletal conditions by 303 days.
- ◆ Education Resources and Housing and Technical Resources have experienced the most significant increase in psychological conditions by 278 and 148 days respectively.
- ◆ Days lost due to respiratory conditions have decreased by 212 days when compared to the same period last year. Education Resources have had the most significant decrease by 221 days.

5. Occupational Health

5.1 Information on Occupational Health for the period August and September 2005 is provided in Appendix 11.

- ◆ In comparison to the same period last year there has been an increase of 5 employees being referred for a medical examination. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ A total of 227 employees attended physiotherapy treatment, showing an increase of 34 when compared to the same period last year. Of the 227 employees referred, 88% remained at work whilst undertaking treatment.
- ◆ During this period there were 69 employees referred to the Employee Support Officer, showing a decrease of 3 when compared to the same period last year. Of those referrals made this period 67% related to personal reasons.
- ◆ There were 82 employees referred for counselling this period, of which 53 were from management and 29 from employees. Personal reasons accounted for 62% of the referrals made and work related stress accounted for 26%.

6. Accidents/Incidents

6.1 The monthly accident/incident report for August and September 2005 is contained in Appendix 12.

- ◆ The number of accidents/incidents recorded was 113, an increase of 33 from the same period last year.
- ◆ Major accidents/incidents remain unchanged compared to the same period last year.
- ◆ Minor accidents/incidents have increased overall by 33 when compared to the same period last year.
- ◆ This is mainly due to Education Resources and Housing and Technical Resources where these have increased by 19 and 11 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 August and September 2005 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 11 when compared to the same period last year.
- ◆ Action was taken in 56 of these cases, and there were 4 appeals raised against the outcome, of which 1 was upheld and 3 were not upheld.
- ◆ Our target is to convene disciplinary hearings within 6 weeks, 87% of hearings met this target.
- ◆ During August and September there were 2 appeals heard by the Appeals Panel.
- ◆ At the end of September 2005, 5 appeals were still pending.
- ◆ During the period 2 grievances were raised, of which 1 was resolved at stage 2 and 1 is 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 and Analysis of Leavers/Exit Interviews

Information on the number of leavers and exit interviews for the period August and September 2005 is contained in Appendix 15. Exit interviews are conducted with leavers who leave voluntarily.

8.1 Labour turnover

Using information compiled from Resources and Staffing Watch information as at 10 September 2005 the Labour Turnover figure for August and September 2005 is as follows:

211 leavers/16309 employees in post = Labour Turnover of 1.29%

Based on current figures from April to September 2005, the projected annual average turnover figure for the financial year 2005/2006 for the Council is 5.0%.

8.2 Analysis of Reasons for Leaving

- ◆ There were a total of 211 employees leaving the Council compared with 214 in the same period last year.
- ◆ Exit interviews were held with 65% of leavers compared to 74% last year.
- ◆ The main reason for leaving was Career Advancement (58%).

9 Recruitment Monitoring

9.1 Information on Recruitment Monitoring for August and September 2005 is contained within Appendix 16.

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

- ◆ Overall, 3122 applications were received and 2340 individuals completed Equal Opportunities Monitoring Forms.
- ◆ Of those applicants who declared themselves as disabled (52), 34 were shortlisted for interview, and 4 were appointed.
- ◆ Of those applicants of a black/ethnic minority background (25), 7 were shortlisted for interview, and none were appointed.

10 Staffing Watch

- 10.1 Details of the number of employees in post on 10 September 2005 is contained in Appendix 17.
- ♦ there was an increase of 244 employees in post since 11 June 2005. This increase is mainly attributable to the recruitment of teaching staff to vacant posts and also teaching staff to the supply register.

11 Employee Implications

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

12 Financial Implications

- 12.1 All financial implications are accommodated within existing budgets.

13 Other Implications

- 13.1 None.

14 Consultation

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

Alan Cuthbertson
Executive Director (Corporate Resources)

17 October 2005

Link(s) to Council Objectives

- ♦ managing resources

Previous References

- ♦ 21 September 2005

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		October	3.6	2.9		October	5.7	4.9		October	4.2	3.7	
November	4.6	3.7		November	4.6	3.6		November	6.0	5.1		November	5.0	4.1	
December	3.7	3.3		December	3.5	3.8		December	5.7	4.8		December	4.3	3.9	
January	3.6	3.5		January	3.8	3.8		January	5.6	5.2		January	4.3	4.1	
February	3.5	4.6		February	4.2	4.2		February	6.2	5.5		February	4.6	4.8	
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	3.2	Annual Average	3.4	3.1	2.8	Annual Average	5.3	4.8	4.5	Annual Average	4.1	3.8	3.5
Average Apr-Sept	3.5	3.2	3.2	Average Apr-Sept	2.9	2.5	2.8	Average Apr-Sept	4.7	4.4	4.5	Average Apr-Sept	3.8	3.4	3.5

No of Employees at 30 Sept 2005			7369	No of Employees at 30 Sept 2005			4129	No of Employees at 30 Sept 2005			4671	No of Employees at 30 Sept 2005			16169
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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 - 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		October	6.2	4.7		October	6	4.5		October	4.2	3.7		
November	5	3.2		November	6.3	4.9		November	6.1	4.6		November	5	4.1		
December	3.8	3.4		December	6.2	4.3		December	5.9	4.2		December	4.3	3.9		
January	3.9	2.2		January	6.4	5.3		January	6	4.5		January	4.3	4.1		
February	2.8	4.9		February	7.1	5.6		February	6.5	5.5		February	4.6	4.8		
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	2.6	Annual Average	5.4	4.6	4.5	Annual Average	5.3	4.4	4.2	Annual Average	4.1	3.8	3.5	
Average Apr-Sept	4.4	2.8	2.6	Average Apr-Sept	4.5	4.2	4.5	Average Apr-Sept	4.5	4.0	4.2	Average Apr-Sept	3.8	3.4	3.5	
No of Employees at 30 Sept 2005			477	No of Employees at 30 Sept 2005			2830	No of Employees at 30 Sept 2005			3307	No of Employees at 30 Sept 2005			16169	

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		October	4.2	3.7	
November	2.7	2.1		November	5.0	4.1	
December	2.4	2.2		December	4.3	3.9	
January	2.2	3.7		January	4.3	4.1	
February	2.7	3.9		February	4.6	4.8	
March	2.8	3.9		March	4.5	4.6	
Annual Average	2.8	2.7	3.7	Annual Average	4.1	3.8	3.5
Average Apr-Sept	3.0	2.4	3.7	Average Apr-Sept	3.8	3.4	3.5

No of Employees at 30 Sept 2005	241	No of Employees at 30 Sept 2005	16169
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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 8.8 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		October	3.6	2.9		October	3.4	3.0		October	4.2	3.7	
November	4.4	3.5		November	4.6	3.6		November	4.5	3.6		November	5.0	4.1	
December	3.7	3.2		December	3.5	3.8		December	3.6	3.5		December	4.3	3.9	
January	3.6	4.0		January	3.8	3.8		January	3.7	3.9		January	4.3	4.1	
February	3.6	5.2		February	4.2	4.2		February	4.0	4.6		February	4.6	4.8	
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	3.5	Annual Average	3.4	3.1	2.8	Annual Average	3.4	3.2	3.0	Annual Average	4.1	3.8	3.5
Average Apr-Sept	3.1	2.8	3.5	Average Apr-Sept	2.9	2.5	2.8	Average Apr-Sept	3.0	2.6	3.0	Average Apr-Sept	3.8	3.4	3.5

No of Employees at 30 Sept 2005			2483	No of Employees at 30 Sept 2005			4129	No of Employees at 30 Sept 2005			6612	No of Employees at 30 Sept 2005			16169
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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 6.8 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		October	4.6	4.2		October	3.7	2.5		October	4.2	3.7		
November	3.9	2.5		November	5.0	3.3		November	4.2	2.7		November	5	4.1		
December	3.0	2.6		December	5.1	3.0		December	3.6	2.7		December	4.3	3.9		
January	2.9	2.0		January	5.0	2.0		January	3.5	2.0		January	4.3	4.1		
February	3.5	2.4		February	5.3	3.9		February	4.0	2.9		February	4.6	4.8		
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	2.0	Annual Average	5.6	5.0	4.9	Annual Average	3.5	3.0	2.9	Annual Average	4.1	3.8	3.5	
Average Apr-Sept	1.9	2.1	2.0	Average Apr-Sept	6.3	6.4	4.9	Average Apr-Sept	3.2	3.3	2.9	Average Apr-Sept	3.8	3.4	3.5	
No of Employees at 30 Sept 2005			489	No of Employees at 30 Sept 2005			206	No of Employees at 30 Sept 2005			695	No of Employees at 30 Sept 2005			16169	

For Enterprise Resources the absence rate for unpaid special leave is nil.
Average number of days lost per employee annually is 7.4 days.

APPENDIX 6

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		October	4.2	3.7	
November	2.8	2.5		November	5.0	4.1	
December	2.1	1.8		December	4.3	3.9	
January	2.2	2.0		January	4.3	4.1	
February	2.0	2.9		February	4.6	4.8	
March	1.5	2.1		March	4.5	4.6	
Annual Average	2.3	2.2	1.9	Annual Average	4.1	3.8	3.5
Average Apr-Sept	2.5	2.0	1.9	Average Apr-Sept	3.8	3.4	3.5

No of Employees at 30 Sept 2005	291	No of Employees at 30 Sept 2005	16169
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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 4.8 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		October	6.3	6.9		October	4.1	4.8		October	4.2	3.7	
November	4.5	4.3		November	7.5	7.9		November	5.5	5.4		November	5	4.1	
December	3.7	3.0		December	5.4	7.8		December	4.3	4.5		December	4.3	3.9	
January	3.1	3.0		January	4.2	6.5		January	3.5	4.0		January	4.3	4.1	
February	3.2	3.8		February	5.4	6.3		February	3.9	4.6		February	4.6	4.8	
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	3.3	Annual Average	5.4	5.8	4.2	Annual Average	3.9	4.3	3.5	Annual Average	4.1	3.8	3.5
Average Apr-Sept	2.7	3.8	3.3	Average Apr-Sept	5.0	4.8	4.2	Average Apr-Sept	3.5	4.1	3.5	Average Apr-Sept	3.8	3.4	3.5

No of Employees at 30 Sept 2005			1497	No of Employees at 30 Sept 2005			620	No of Employees at 30 Sept 2005			2117	No of Employees at 30 Sept 2005			16169
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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 9.0 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		October	3.9	4.1		October	4.3	4.0		October	4.2	3.7		
November	5.4	4.5		November	4.7	4.5		November	5.1	4.5		November	5.0	4.1		
December	4.4	4.1		December	4.4	4.7		December	4.4	4.3		December	4.3	3.9		
January	4.7	4.7		January	4.4	4.9		January	4.6	4.8		January	4.3	4.1		
February	4.3	5.1		February	4.5	5.3		February	4.4	5.2		February	4.6	4.8		
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	3.6	Annual Average	4.7	4.8	4.5	Annual Average	4.8	4.4	3.9	Annual Average	4.1	3.8	3.5	
Average Apr-Sept	5.0	3.9	3.6	Average Apr-Sept	4.8	4.8	4.5	Average Apr-Sept	4.9	4.2	3.9	Average Apr-Sept	3.8	3.4	3.5	
No of Employees at 30 Sept 2005			1891	No of Employees at 30 Sept 2005			1015	No of Employees at 30 Sept 2005			2906	No of Employees at 30 Sept 2005			16169	

For Social Work Resources the absence rate for unpaid special leave was 0.16%
Average number of days lost per employee annually is 9.0 days.

ABSENCE BY LONG AND SHORT TERM

From: 1 July 2005 - 30 September 2005

Resource	No of employees	July 2005			August 2005			September 2005		
		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	3307	0.7	2.8	3.5	1.3	2.7	4.0	1.3	3.3	4.6
Corporate	241	1.8	1.8	3.6	2.0	2.3	4.3	1.1	2.6	3.7
Education	6612	0.2	2.0	2.2	0.7	1.5	2.2	1.6	1.8	3.4
Enterprise	695	1.3	1.9	3.2	1.4	1.6	3.0	1.5	1.6	3.1
Finance & IT	291	1.3	1.7	3.0	1.0	1.1	2.1	0.9	0.5	1.4
Housing & Technical	2117	1.8	2.0	3.8	1.7	1.8	3.5	1.8	1.9	3.7
Social Work	2906	1.3	2.2	3.5	1.6	2.1	3.7	1.8	1.9	3.7
Council Overall for July 05 - Sept 05	16169	0.9	2.2	3.1	1.2	1.9	3.1	1.6	2.1	3.7

ATTENDANCE MONITORING

ABSENCE CLASSIFICATIONS

From : 1 September 2005 - 30 September 2005

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	1085	33	80	46	855	19	122	27	15	18	507	30	514	24	3178	26
PSYCHOLOGICAL	585	17	18	10	991	22	69	15	24	29	332	20	517	24	2536	21
STOMACH, BOWEL,BLOOD, METABOLIC DISORDERS	421	12	4	2	844	19	48	11	17	20	227	14	250	12	1811	15
RESPIRATORY	317	9	13	7	429	10	52	11	15	18	192	12	254	12	1272	10
OTHERS	963	29	62	35	1321	30	164	36	13	15	397	24	583	28	3503	28
Total Days Lost By Resource	3371	100	177	100	4440	100	455	100	84	100	1655	100	2118	100	12300	100
Total Work Days Available	72754		4774		130302		14800		6169		45297		56591			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 August 2005 - 30 September 2005 comparison with 1 August 2004 - 30 September 2004

MEDICAL REFERRALS	Community	Corporate	Education		Enterprise	Finance & IT	Housing & Technical	Social Work	Totals
			Teachers	Others					
TOTAL (Aug-Sept 2005)	35	2	11	9	4	0	20	22	103
TOTAL (Aug-Sept 2004)	25	2	12	11	4	1	15	28	98

RESOURCE	NO OF EMPLOYEES REFERRED FOR PHYSIOTHERAPY	
	Aug-Sept 2004	Aug-Sept 2005
COMMUNITY	40	34
CORPORATE	5	9
EDUCATION (TEACHERS)	27	30
EDUCATION (OTHERS)	21	34
ENTERPRISE	17	16
FINANCE & IT	1	3
HOUSING & TECH	31	36
SOCIAL WORK	51	65
TOTAL	193	227

RESOURCE	NO OF EMPLOYEES REFERRED TO EMPLOYEE SUPPORT OFFICER	
	Aug-Sept 2004	Aug-Sept 2005
COMMUNITY	19	18
CORPORATE	0	0
EDUCATION	9	17
ENTERPRISE	8	1
FINANCE & IT	1	2
HOUSING & TECHNICAL	12	7
SOCIAL WORK	23	24
TOTAL	72	69

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 AUG-SEPT 2005	16	5	0	0	4	0	29	22	1	0	3	2	53	29	
TOTAL AUG-SEPT 2004	11	4	0	0	1	1	38	9	3	1	2	1	55	16	
TOTAL										Total Referrals (Aug-Sept 2005)				82	
										Total Referrals (Aug-Sept 2004)				71	

M = MANAGEMENT REFERRAL S = SELF REFERRAL

*Resources nil responses are not included in figures

CAUSE OF ACCIDENTS/INCIDENTS TO EMPLOYEES

FROM: 1 August 2005 - 30 September 2005 comparison with 1 August 2004 - 30 September 2004

	Community		Education		Enterprise		Finance & IT		Housing & Tech		Social Work		TOTAL	
	Aug-Sept 05	Aug-Sept 04	Aug-Sept 05	Aug-Sept 04	Aug-Sept 05	Aug-Sept 04	Aug-Sept 05	Aug-Sept 04	Aug-Sept 05	Aug-Sept 04	Aug-Sept 05	Aug-Sept 04	Aug-Sept 05	Aug-Sept 04
Major*	3	4	0	1	1	2	0	0	9	5	0	1	13	13
Minor	8	10	37	18	5	4	1	0	19	8	30	27	100	67
Violent Incident: Physical**	1	1	26	8	0	0	0	0	2	5	15	19	44	33
Violent Incident: Verbal**	3	0	5	7	1	0	0	0	2	3	9	4	20	14
Total Accidents/Incidents	11	14	37	19	6	6	1	0	28	13	30	28	113	80

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 August 2005 - 30 September 2005 comparison with 1 August 2004 - 30 September 2004

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/CORPORATE/ EDUCATION/ENTERPRISE/FINANCE & IT	4	36	1	41	0	0	N/A	0	4	36	1	41	30	6	5	88%	0
HOUSING & TECHNICAL	5	8	N/A	13	1	3	N/A	4	4	5	N/A	9	5	5	3	77%	0
SOCIAL WORK	6	0	N/A	6	0	0	N/A	0	6	0	N/A	6	6	0	0	100%	0
TOTAL (AUG-SEPT 2005)	15	44	1	60	1	3	0	4	14	41	1	56	41	11	8	87%	0
TOTAL (AUG-SEPT 2004)	11	37	1	49	2	3	0	5	9	34	1	44	43	4	2	96%	1

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 (AUG-SEPT 2005)	0	4	0	4	0	1	0	1	0	0	0	0	0	3	3	0	0	
TOTAL (AUG-SEPT 2004)	1	1	0	2	0	0	0	0	0	0	0	0	1	0	1	1	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.

CORPORATE RESOURCES APPEAL PANEL

FROM: 1 September 2005 - 30 September 2005

RESOURCE	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
COMMUNITY	0	0	0	0	2	3
HOUSING & TECHNICAL	0	0	0	0	0	2
TOTAL	0	0	0	0	2	5

RECORD OF GRIEVANCES

FROM: 1 August 2005 - 30 September 2005 comparison with 1 August 2004 - 30 September 2004

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 (AUG-SEPT 2005)	0	2	0	1	0	1
TOTAL (AUG-SEPT 2004)	0	9	1	2	0	6

DIGNITY AT WORK

FROM: 1 August 2005 - 30 September 2005 comparison with 1 August 2004 - 30 September 2004

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 (AUG-SEPT 2005)	0	2	0	0	0	0	2
TOTAL (AUG-SEPT 2004)	0	3	2	0	0	0	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.

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

FROM: 1 August 2005 - 30 September 2005

LABOUR TURNOVER AUGUST-SEPTEMBER 2005

	COMMUNITY	CORPORATE	EDUCATION	ENTERPRISE	FINANCE & IT	HOUSING & TECHNICAL	SOCIAL WORK	TOTAL
Total Number of Leavers Per Resource	49	10	211	22	1	53	22	368

EXIT INTERVIEWS AUGUST-SEPTEMBER 2005

REASONS FOR LEAVING	COMMUNITY	CORPORATE	EDUCATION	ENTERPRISE	FINANCE & IT	HOUSING & TECHNICAL	SOCIAL WORK	TOTAL	%
CAREER ADVANCEMENT	13	3	19	3	1	10	9	58	42
PERSONAL REASONS	16	2	4	1	0	0	0	23	17
FURTHER EDUCATION	2	1	8	0	0	1	2	14	10
MOVING OUTWITH AREA	1	0	10	0	0	0	1	12	9
CHILD CARING / CARING RESPONSIBILITIES	2	0	4	0	0	1	4	11	8
OTHER	1	0	8	3	0	6	2	20	14
NUMBER OF EXIT INTERVIEWS CONDUCTED	35	6	53	7	1	18	18	138	100
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	48	6	87	8	1	39	22	211	
% OF LEAVERS INTERVIEWED	73	100	61	88	100	46	82	65	

EXIT INTERVIEWS AUGUST-SEPTEMBER 2004

NUMBER OF EXIT INTERVIEWS CONDUCTED (LAST YEAR)	27	2	83	12	0	10	25	159	
TOTAL NO OF PERMANENT LEAVERS PER RESOURCE (LAST YEAR)	46	2	88	16	0	30	32	214	
% OF LEAVERS INTERVIEWED (LAST YEAR)	59	100	94	75	0	33	78	74	

* Note these totals include temporary employees

RECRUITMENT MONITORING

Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 August 2005 - 30 September 2005

Total Number of applications received:	3122
Total Number of Equal Opportunities Monitoring forms received:	2340 (75%)
Total Number of posts recruited for:	299
Total Number of appointments:	302

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	2340	1010	236
Total No of Male Applicants	757	321	78
Total No of Female Applicants	1560	680	158
Total No of Disabled Applicants	52	34	4
Total No of applicants aged under 50	2021	880	205
Total No of applicants aged over 50	296	118	28
Total No of White applicants	2246	981	234
Total No of Black/Ethnic minority applicants*	25	7	0

FROM : 1 August 2004 - 30 September 2004

Total Number of applications received:	2333
Total Number of Equal Opportunities Monitoring forms received:	2084 (89%)
Total Number of posts recruited for:	355
Total Number of appointments:	353

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	2084	989	301
Total No of Male Applicants	614	261	56
Total No of Female Applicants	1415	703	229
Total No of Disabled Applicants	25	12	4
Total No of applicants aged under 50	1872	876	281
Total No of applicants aged over 50	181	99	22
Total No of White applicants	1992	960	290
Total No of Black/Ethnic minority applicants*	50	10	1

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 10 SEPTEMBER 2005**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	3435	1437	130	277	1591
Corporate Resources	233	59	3	139	32
Education - Teachers	4031	840	145	2352	694
Education - Others	2567	298	79	424	1766
Enterprise Resources	686	471	6	160	49
Finance & IT Resources	299	121	1	145	32
Housing & Technical	2199	1230	6	771	192
Social Work Resources	2859	288	128	899	1544

Total All Staff	16309	4744	498	5167	5900
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Total	Full-Time Equivalent				
	Salary Band				
	A1	A2	B	C	Other
2645.37	5	18	151.62	1075.43	1395.32
218.2	8	19.6	68.3	122.3	0
3543.45	412.9	3130.55	*	*	*
1792.45	5	23	266.64	1497.81	0
661.7	7	37.6	226.2	191.5	199.4
286	3	18	139.9	125.1	0
2111.3	7	42	348.8	1080.5	633
2339.41	6	22	473.31	1838.1	0

10054.43	453.9	3310.75	1674.77	5930.74	2227.72
13597.88	Total including teachers				

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 11 JUNE 2005**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	3363	1435	130	270	1528
Corporate Resources	247	60	3	149	35
Education - Teachers	3870	815	98	2273	684
Education - Others	2616	274	113	506	1723
Enterprise Resources	676	464	7	158	47
Finance & IT Resources	279	120	0	128	31
Housing & Technical	2159	1208	7	757	187
Social Work Resources	2855	288	117	877	1573

Total All Staff	16065	4664	475	5118	5808
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Total	Full-Time Equivalent				
	Salary Band				
	A1	A2	B	C	Other
2657.21	5	18	152.86	897.29	1584.06
229.6	8	19.6	71.4	130.6	0
3554.54	425	3129.54	*	*	*
1824.63	6	24	204.38	1590.25	0
652.2	7	36.6	220.2	188.2	200.2
266.6	3	18	133.9	111.7	0
2066.1	7	40	347.8	1015.3	656
2391.6	6	21	542.8	1821.8	0

10087.94	467	3306.74	1673.34	5755.14	2440.26
13642.48	Total including teachers				

A1 Salaries at or above SCP116 - £54,327
A2 Salaries in the range SCP91-114 - £37,447 - £52,758
B Salaries in the range SCP59-90 - £23,267 - £36,899
C Salaries in the range SCP05-57 - £10,109 - £22,574
Others Manual and Craft

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

