

Report

Report to:	Employee Issues Forum
Date of Meeting:	17 September 2019
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Council-wide Workforce Monitoring – May to July 2019
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period May to July 2019

2. Recommendation(s)

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

(1) that the following employment information for the period May to July 2019 relating to the Council be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and dignity at work cases
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ staffing watch as at 8 June 2019

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to the Employee Issues Forum. This report for the Council provides information on the position for the period May to July 2019.

4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for July 2019, is provided in Appendices 1 to 8. Points to note are:-

- ◆ the Council's absence rate for July 2019, shown in Appendix 1, is 3.4%, which represents a decrease of 1.0% when compared with last month and the figure remains unchanged when compared to July 2018
- ◆ when compared to July 2018, the APT&C absence rate remains unchanged, the teachers' figure has increased by 0.2% and the manual workers' figure remains unchanged
- ◆ based on annual trends and the absence rate to July 2019, the projected average absence rate for the Council for the financial year 2019/2020 is 4.5%

For the financial year 2019/2020, the projected average days lost per employee equates to 9.8 days.

In comparison to July 2018 (Appendix 8):-

- ◆ musculoskeletal and psychological conditions remain the main reasons for absence
- ◆ total days lost due to musculoskeletal conditions have increased by 27 days
- ◆ total days lost due to psychological conditions have increased by 589 days
- ◆ total days lost due to stomach, bowel, blood and metabolic disorders have increased by 284 days
- ◆ total days lost due to respiratory conditions have increased by 192 days

5. Occupational Health

5.1. Information on Occupational Health for the period May to July 2019 is provided in Appendix 9

- ◆ during the period there were 358 employees referred for a medical examination, a decrease of 71 when compared to the same period last year. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals
- ◆ a total of 539 employees attended physiotherapy treatment, showing a decrease of 1 when compared to the same period last year. Of the 539 employees referred, 55% remained at work whilst undertaking treatment
- ◆ during this period 293 employees were referred to the Employee Support Officer showing a decrease of 14 when compared with the same period last year. Of the referrals made this period, 89% related to personal reasons
- ◆ one-hundred and seventy seven employees were referred to the PAM Assist counselling service this period, showing an increase of 20 when compared with the same period last year. All of the referrals made this period were from management and none were made directly by employees. Personal reasons accounted for 60% of the referrals made, 19% were for work related reasons and 21% were for other reasons
- ◆ thirty-five employees were referred for Cognitive Behavioural Therapy this period, a decrease of 19 when compared to the same period last year

6. Accidents/Incidents

6.1. The accident/incident report for May to July 2019 is contained in Appendix 10:-

- ◆ the number of accidents/incidents recorded was 274, this figure has increased by 117 from the same period last year
- ◆ there was 1 specified injury accident/incident recorded, this figure remains unchanged from the same period last year
- ◆ there were 244 minor accidents/incidents, this figure has increased by 96 from the same period last year
- ◆ Four accidents resulted in an absence lasting over 3 days during the period, this figure has increased by 1 from the same period last year
- ◆ there were 25 accidents resulting in absences lasting over 7 days during the period, this figure has increased by 20 from the same period last year

7. Discipline, Grievance, Dignity at Work Hearings and Mediation Referrals

7.1. Information on Disciplinary, Grievance Hearings, Dignity at Work and Mediation Referrals for May to July 2019 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 38 disciplinary hearings were held across Resources within the Council, a decrease of 1 when compared to the same period last year
- ◆ action was taken in 29 of these cases. No appeals were raised against the outcomes
- ◆ our target is to convene disciplinary hearings within 6 weeks and 82% of hearings met this target
- ◆ during the period, 1 appeal was heard by the Appeals Panel which was not upheld
- ◆ at the end of July 2019, 5 Appeals Panels were pending
- ◆ during the period, 3 Grievance cases were raised
- ◆ during the period, 9 Dignity at Work cases were raised
- ◆ during the period, 2 referral for mediations were submitted

8. Analysis of Leavers and Exit Interviews

- 8.1. Information on the number of leavers and exit interviews for the period May to July 2019 is contained in Appendix 13. Exit interviews are conducted with employees who leave voluntarily.

Labour turnover

Using information compiled from resources and staffing watch information as at 8 June 2019, the Council's turnover figure for May to July 2019 is as follows:-

- ◆ 111 leavers eligible for exit interviews/14,428 employees in post = Labour Turnover of 0.8%.

Based on the figure at April 2019, the projected annual labour turnover figure for the financial year 2019/2020 for the Council is 3.0%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ there were a total of 111 employees leaving the Council that were eligible for an exit interview, a decrease of 7 when compared with the same period last year
- ◆ exit interviews were held with 21% of leavers, compared with 31% from the same period last year

9. Recruitment Monitoring

- 9.1. Information on Recruitment Monitoring for May to July 2019 is contained within Appendix 14.

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

- ◆ overall, 5,862 applications and 5,570 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (311), 135 were shortlisted for interview and 31 were appointed
- ◆ of those applicants of a black/ethnic minority background (171), 49 were shortlisted for interview and 11 were appointed

10. Staffing Watch

- 10.1. There has been an increase of 136 in the number of employees in post from 9 March 2019 to 8 June 2019.

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

14. Equality Impact Assessment and Consultation Arrangements

- 14.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 14.2. There was no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

19 August 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent
- ◆ Fair, open and sustainable
- ◆ Ambitious, self aware and improving
- ◆ Excellent employer
- ◆ Focused on people and their needs
- ◆ Working with and respecting others

Previous References

- ◆ Employee Issues Forum, 18 June 2019

List of Background Papers

- ◆ Monitoring information provided by Resources

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Janet McLuckie, Personnel Officer

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E-mail: Janet.McLuckie@southlanarkshire.gov.uk

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Council Wide

APT&C				Teachers				Manual Workers				Council Wide			
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020
	%	%	%		%	%	%		%	%	%		%	%	%
April	4.1	4.2	4.0	April	2.1	1.9	2.9	April	5.2	5.7	5.2	April	3.9	4.1	4.0
May	4.4	4.2	4.4	May	2.7	2.1	3.2	May	5.1	6.1	5.6	May	4.2	4.2	4.4
June	4.1	4.2	4.4	June	2.2	2.3	2.7	June	4.9	6.0	5.7	June	3.9	4.3	4.4
July	3.3	3.5	3.5	July	0.8	1.0	1.2	July	4.5	5.1	5.1	July	3.0	3.4	3.4
August	3.7	3.7		August	1.0	1.2		August	4.5	5.4		August	3.2	3.6	
September	4.4	4.4		September	2.2	2.2		September	5.0	6.2		September	4.0	4.4	
October	4.3	4.7		October	2.4	2.2		October	5.4	5.8		October	4.1	4.4	
November	4.7	5.3		November	3.5	3.5		November	6.1	6.0		November	4.8	5.1	
December	4.9	4.9		December	3.8	3.1		December	6.7	6.3		December	5.1	4.8	
January	5.0	4.7		January	3.0	3.3		January	6.6	6.6		January	5.0	4.9	
February	5.2	4.9		February	3.0	4.0		February	6.5	6.7		February	5.0	5.2	
March	4.8	4.7		March	2.9	3.9		March	6.2	6.1		March	4.7	4.9	
Annual Average	4.4	4.5	4.5	Annual Average	2.5	2.6	2.8	Annual Average	5.6	6.0	5.9	Annual Average	4.2	4.4	4.5
Average Apr-Jul	4.0	4.0	4.1	Average Apr-Jul	2.0	1.8	2.5	Average Apr-Jul	4.9	5.7	5.4	Average Apr-Jul	3.8	4.0	4.1
No of Employees at 31 July 2019			7133	No of Employees at 31 July 2019			3768	No of Employees at 31 July 2019			4485	No of Employees at 31 July 2019			15386

For the financial year 2019/20, the projected average days lost per employee equates to 9.8 days.

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020	
April	3.9	3.2	4.0	April	5.2	5.4	4.4	April	4.8	5.0	4.3	April	3.9	4.1	4.0	
May	4.4	2.8	3.6	May	5.7	6.0	5.1	May	5.4	5.5	4.9	May	4.2	4.2	4.4	
June	4.2	3.8	3.9	June	5.1	5.8	5.5	June	4.9	5.5	5.3	June	3.9	4.3	4.4	
July	3.4	4.3	3.9	July	4.2	4.5	4.3	July	4.0	4.4	4.3	July	3.0	3.4	3.4	
August	3.6	4.8		August	4.5	5.3		August	4.3	5.2		August	3.2	3.6		
September	3.4	6.0		September	5.0	6.2		September	4.8	6.2		September	4.0	4.4		
October	3.8	3.8		October	5.6	5.8		October	5.3	5.5		October	4.1	4.4		
November	4.5	4.8		November	6.2	6.2		November	5.9	6.0		November	4.8	5.1		
December	3.6	4.1		December	6.4	6.0		December	5.9	5.7		December	5.1	4.8		
January	3.0	3.4		January	6.3	6.1		January	5.7	5.6		January	5.0	4.9		
February	3.0	4.1		February	6.8	6.3		February	6.1	5.9		February	5.0	5.2		
March	3.4	4.8		March	6.1	5.6		March	5.6	5.5		March	4.7	4.9		
Annual Average	3.7	4.2	4.3	Annual Average	5.6	5.8	5.6	Annual Average	5.2	5.5	5.4	Annual Average	4.2	4.4	4.5	
Average Apr-Jul	4.0	3.5	3.9	Average Apr-Jul	5.1	5.4	4.8	Average Apr-Jul	4.8	5.1	4.7	Average Apr-Jul	3.8	4.0	4.1	
No of Employees at 31 July 2019			556	No of Employees at 31 July 2019			2815	No of Employees at 31 July 2019			3371	No of Employees at 31 July 2019			15386	

For the financial year 2019/20, the projected average days lost per employee equates to 11.9 days.

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Education Resources

APT&C				Teachers				Resource Total				Council Wide							
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020				
April	4.0	4.1	3.5	April	2.1	1.9	2.9	April	2.9	2.8	3.2	April	3.9	4.1	4.0				
May	4.7	4.5	4.2	May	2.7	2.1	3.2	May	3.5	3.1	3.6	May	4.2	4.2	4.4				
June	3.6	4.4	3.8	June	2.2	2.3	2.7	June	2.8	3.2	3.2	June	3.9	4.3	4.4				
July	2.1	2.4	2.4	July	0.8	1.0	1.2	July	1.3	1.6	1.7	July	3.0	3.4	3.4				
August	2.7	2.7		August	1.0	1.2		August	1.7	1.8		August	3.2	3.6					
September	4.3	4.1		September	2.2	2.2		September	3.0	3.0		September	4.0	4.4					
October	4.6	4.7		October	2.4	2.2		October	3.3	3.2		October	4.1	4.4					
November	5.0	5.7		November	3.5	3.5		November	4.1	4.4		November	4.8	5.1					
December	5.3	5.4		December	3.8	3.1		December	4.4	4.1		December	5.1	4.8					
January	5.2	5.1		January	3.0	3.3		January	3.9	4.1		January	5.0	4.9					
February	5.5	5.3		February	3.0	4.0		February	4.0	4.5		February	5.0	5.2					
March	4.7	5.0		March	2.9	3.9		March	3.7	4.4		March	4.7	4.9					
Annual Average	4.3	4.5	4.3	Annual Average	2.5	2.6	2.8	Annual Average	3.2	3.4	3.4	Annual Average	4.2	4.4	4.5				
Average Apr-Jul	3.6	3.9	3.5	Average Apr-Jul	2.0	1.8	2.5	Average Apr-Jul	2.6	2.7	2.9	Average Apr-Jul	3.8	4.0	4.1				
No of Employees at 31 July 2019				2872	No of Employees at 31 July 2019				3768	No of Employees at 31 July 2019				6640	No of Employees at 31 July 2019				15386

For the financial year 2019/20, the projected average days lost per employee equates to 7.1 days.

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Finance and Corporate Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020	
April	2.8	3.1	3.5	April		8.6	7.1	April	2.8	3.2	3.6	April	3.9	4.1	4.0	
May	3.2	3.3	3.2	May	0.0	0.4	0.0	May	3.2	3.2	3.2	May	4.2	4.2	4.4	
June	3.3	2.5	3.3	June	0.0	0.0	0.5	June	3.3	2.5	3.2	June	3.9	4.3	4.4	
July	3.1	2.9	3.3	July	0.0	0.0	2.4	July	3.0	2.9	3.2	July	3.0	3.4	3.4	
August	3.5	2.8		August	0.0	0.4		August	3.4	2.8		August	3.2	3.6		
September	4.1	3.1		September	0.0	0.0		September	4.1	3.0		September	4.0	4.4		
October	4.4	3.6		October	0.0	0.0		October	4.3	3.6		October	4.1	4.4		
November	4.2	4.6		November	0.0	0.0		November	4.1	4.6		November	4.8	5.1		
December	3.5	3.8		December	0.0	0.0		December	3.4	3.8		December	5.1	4.8		
January	4.1	3.6		January	7.0	0.0		January	4.2	3.5		January	5.0	4.9		
February	4.2	3.7		February	2.5	2.3		February	4.2	3.6		February	5.0	5.2		
March	3.8	3.2		March	16.9	9.8		March	4.0	3.3		March	4.7	4.9		
Annual Average	3.7	3.4	3.5	Annual Average	2.4	1.8	1.9	Annual Average	3.7	3.3	3.5	Annual Average	4.2	4.4	4.5	
Average Apr-Jul	3.1	3.0	3.3	Average Apr-Jul	0.0	2.3	2.5	Average Apr-Jul	3.1	3.0	3.3	Average Apr-Jul	3.8	4.0	4.1	
No of Employees at 31 July 2019			972	No of Employees at 31 July 2019			11	No of Employees at 31 July 2019			983	No of Employees at 31 July 2019			15386	

For the financial year 2019/20, the projected average days lost per employee equates to 7.8 days.
 Figures for manual workers only applicable from May 2017/2018

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020
April	4.3	3.9	3.9	April	4.5	6.5	6.7	April	4.4	4.9	5.0	April	3.9	4.1	4.0
May	4.2	3.6	4.2	May	3.9	6.5	5.1	May	4.1	4.8	4.5	May	4.2	4.2	4.4
June	3.9	4.0	4.8	June	4.4	6.2	5.0	June	4.1	4.9	4.9	June	3.9	4.3	4.4
July	4.3	3.7	4.1	July	4.9	6.3	5.4	July	4.5	4.8	4.6	July	3.0	3.4	3.4
August	4.7	4.1		August	4.0	5.5		August	4.4	4.6		August	3.2	3.6	
September	4.3	4.5		September	4.5	6.2		September	4.4	5.2		September	4.0	4.4	
October	3.8	4.3		October	4.4	5.9		October	4.0	4.9		October	4.1	4.4	
November	4.9	4.8		November	6.4	6.5		November	5.5	5.5		November	4.8	5.1	
December	5.0	4.4		December	9.0	6.5		December	6.6	5.3		December	5.1	4.8	
January	5.4	4.2		January	7.3	7.0		January	6.2	5.3		January	5.0	4.9	
February	5.2	4.2		February	6.1	6.6		February	5.6	5.2		February	5.0	5.2	
March	5.1	4.2		March	6.0	7.3		March	5.4	5.5		March	4.7	4.9	
Annual Average	4.6	4.2	4.3	Annual Average	5.5	6.4	6.1	Annual Average	4.9	5.1	5.0	Annual Average	4.2	4.4	4.5
Average Apr-Jul	4.2	3.8	4.3	Average Apr-Jul	4.4	6.4	5.6	Average Apr-Jul	4.3	4.9	4.8	Average Apr-Jul	3.8	4.0	4.1
No of Employees at 31 July 2019			883	No of Employees at 31 July 2019			551	No of Employees at 31 July 2019			1434	No of Employees at 31 July 2019			15386

For the financial year 2019/20, the projected average days lost per employee equates to 11.7 days.

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020	
April	5.0	5.3	5.0	April	5.6	6.2	6.9	April	5.2	5.6	5.6	April	3.9	4.1	4.0	
May	4.9	5.1	5.6	May	4.1	6.2	7.7	May	4.6	5.4	6.3	May	4.2	4.2	4.4	
June	5.3	5.2	5.8	June	4.6	6.3	6.9	June	5.1	5.6	6.2	June	3.9	4.3	4.4	
July	4.8	5.2	5.1	July	4.9	6.4	7.7	July	4.8	5.6	5.9	July	3.0	3.4	3.4	
August	4.9	5.0		August	4.7	5.9		August	4.8	5.3		August	3.2	3.6		
September	5.0	5.0		September	5.2	6.1		September	5.1	5.4		September	4.0	4.4		
October	4.2	5.7		October	5.8	5.6		October	4.8	5.6		October	4.1	4.4		
November	4.4	5.4		November	5.9	5.3		November	4.9	5.4		November	4.8	5.1		
December	5.6	5.1		December	6.1	6.9		December	5.7	5.7		December	5.1	4.8		
January	5.5	5.2		January	7.3	8.4		January	6.1	6.2		January	5.0	4.9		
February	6.1	5.5		February	5.8	8.5		February	6.0	6.5		February	5.0	5.2		
March	5.7	5.4		March	6.5	6.5		March	5.9	5.8		March	4.7	4.9		
Annual Average	5.1	5.3	5.3	Annual Average	5.5	6.5	6.9	Annual Average	5.3	5.7	5.8	Annual Average	4.2	4.4	4.5	
Average Apr-Jul	5.0	5.2	5.4	Average Apr-Jul	4.8	6.3	7.3	Average Apr-Jul	4.9	5.6	6.0	Average Apr-Jul	3.8	4.0	4.1	
No of Employees at 31 July 2019			1850	No of Employees at 31 July 2019			1108	No of Employees at 31 July 2019			2958	No of Employees at 31 July 2019			15386	

For the financial year 2019/20, the projected average days lost per employee equates to 13.1 days.

ABSENCE BY LONG AND SHORT TERM

From: 1 May 2019 - 31 July 2019

Resource	No of employees	May 2019			June 2019			July 2019		
		Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %
Community and Enterprise	3371	1.9	3.0	4.9	1.9	3.4	5.3	1.1	3.2	4.3
Education	6640	1.1	2.5	3.6	1.1	2.1	3.2	0.1	1.6	1.7
Finance and Corporate	983	1.3	1.9	3.2	1.1	2.1	3.2	1.2	2.0	3.2
Housing & Technical	1434	1.9	2.6	4.5	2.2	2.7	4.9	1.6	3.0	4.6
Social Work	2958	1.7	4.6	6.3	2.0	4.2	6.2	1.5	4.4	5.9
Council Overall for May 2019 - July 2019	15386	1.5	2.9	4.4	1.6	2.8	4.4	0.8	2.6	3.4

ATTENDANCE MONITORING
Absence Classification

From : 1 July - 31 July 2019

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1176	37	515	21	104	16	450	32	811	25	3056	28
Psychological	622	19	1055	44	388	60	441	31	1198	36	3704	34
Stomach, Bowel, Blood, Metabolic Disorders	375	12	211	9	10	2	186	13	359	11	1141	10
Respiratory	224	7	22	1	12	2	85	6	112	3	455	4
Other Classification	809	25	617	25	138	21	259	18	821	25	2644	24
Total Days Lost By Resource	3206	100	2420	100	652	100	1421	100	3301	100	11000	100
Total Work Days Available	75139		141286		20111		30699		55510			

From : 1 July - 31 July 2018

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1231	39	425	21	103	18	315	22	955	32	3029	30
Psychological	720	23	758	38	176	30	542	38	919	31	3115	31
Stomach, Bowel, Blood, Metabolic Disorders	257	8	168	8	73	13	94	7	265	9	857	8
Respiratory	124	4	18	1	29	5	20	1	72	2	263	3
Other Classification	830	26	624	31	198	34	448	32	795	26	2895	28
Total Days Lost By Resource	3162	100	1993	100	579	100	1419	100	3006	100	10159	100
Total Work Days Available	71212		128007		20162		29859		53522			

***WDL = Work Days Lost**

Absence Monitoring

As at July 2019

No of employees with an absence of more than 1 year

Resource	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	July 2019
Community & Enterprise Resources	1	1	3	3	2	4	3	2	1	1	2	1	1
Education Resources	5	9	9	9	8	6	8	6	8	7	8	5	4
Finance & Corporate Resources	1	1	1	0	0	0	0	0	0	0	1	2	1
Housing & Technical Resources	1	2	2	2	2	2	2	2	2	4	3	1	1
Social Work Resources	2	2	2	3	2	1	2	0	1	0	2	2	2
Total	10	15	17	17	14	13	15	10	12	12	16	11	9

No of employees with 5 + absences in the rolling year

Resource	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	July 2019
Community & Enterprise Resources	1	5	2	4	4	4	3	6	1	0	4	3	3
Education Resources	32	39	36	35	39	39	40	34	42	46	49	50	50
Finance & Corporate Resources	5	5	5	5	4	3	4	3	3	1	3	3	2
Housing & Technical Resources	1	1	2	2	2	3	1	0	2	1	1	3	3
Social Work Resources	7	9	4	4	6	7	12	11	14	15	14	13	16
Total	46	59	49	50	55	56	60	54	62	63	71	72	74

OCCUPATIONAL HEALTH REPORTS

FROM: 1 May 2019 - 31 July 2019 comparison with 1 May 2018 - 31 July 2018

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (May-Jul 2019)	82	27	34	19	68	128	358
TOTAL (May-Jul 2018)	111	29	47	22	73	147	429

No of Employees Referred For Physiotherapy		
RESOURCE	May-Jul 2018	May-Jul 2019
Community and Enterprise	125	125
Education (Teachers)	77	63
Education (Others)	69	81
Finance and Corporate	36	40
Housing and Technical	76	78
Social Work	157	152
TOTAL	540	539

No of Employees Referred To Employee Support Officer		
RESOURCE	May-Jul 2018	May-Jul 2019
Community and Enterprise	80	57
Education	101	97
Finance and Corporate	24	23
Housing and Technical	31	28
Social Work	71	88
TOTAL	307	293

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	May-Jul 2018	May-Jul 2019
Community and Enterprise	10	3
Education	17	3
Finance and Corporate	2	0
Housing and Technical	12	4
Social Work	13	9
Not Disclose	0	16
TOTAL	54	35

Analysis of Counselling Referrals by Cause												
Reason												
Work Stress		Addiction		Personal		Anxiety/ Depression		Bereavement		Total		
M	S	M	S	M	S	M	S	M	S	M	S	
TOTAL (May-Jul 2019)	33	0	3	0	107	0	25	0	9	0	177	0
TOTAL (May-Jul 2018)	29	1	0	1	103	2	1	0	20	0	153	4
								Total Referrals (May-Jul 2019)		177		
								Total Referrals (May-Jul 2018)		157		

M = MANAGEMENT REFERRAL S = SELF REFERRAL

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

FROM: 1 May 2019 - 31 July 2019 comparison with 1 May 2018 - 31 July 2018

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018
Specified Injury	0	0	1	1	0	0	0	0	0	0	1	1
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	0	0	1	1	0	0	0	0	0	0	1	1
Over 7-day	15	4	1	0	0	0	3	2	4	0	23	5
Violent Incident: Physical	0	0	0	0	0	0	0	0	2	0	2	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 7-day**	15	4	1	0	0	0	3	2	6	0	25	5
Over 3-day	2	2	0	0	0	0	1	0	1	0	4	3
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 3-day**	2	2	0	0	0	0	1	0	1	0	4	3
Minor	13	9	3	2	0	2	5	7	6	5	27	25
Near Miss	8	4	2	0	0	0	1	1	2	1	13	6
Violent Incident: Physical	10	3	155	93	0	0	1	0	10	10	176	106
Violent Incident: Verbal	2	2	13	7	3	0	4	1	6	1	28	11
Total Minor***	33	18	173	102	3	2	11	9	24	17	244	148
Total Accidents/Incidents	50	24	175	103	3	2	15	11	31	17	274	157

*A Specified Injury is any fracture (other than to the fingers, thumbs or toes), amputation, loss of sight, serious burns, crushing injury, scalping, loss of consciousness caused by asphyxiation/ head injury, a chemical or hot metal burn to the eye or penetrating injury as defined by the HSE.

**Over 3 day / over 7day absence is an injury sustained outwith major injury category that results in a period of absence of absence as defined by the HSE.

*** A minor injury is an injury not covered by " Over 7-day", "Over 3-day" or "Specified".

RECORD OF DISCIPLINARY HEARINGS

FROM: 1 May 2019 - 31 July 2019 comparison with 1 May 2018 - 31 July 2018

RESOURCE	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within Weeks
	APT&C	Manual/ Craft	Teachers	Total	No Action				Action Taken				3	4-6	6+	
					APT&C	Manual / Craft	Teachers	Total	APT&C	Manual / Craft	Teachers	Total				
COMMUNITY AND ENTERPRISE	0	23	N/A	23	0	4	N/A	4	0	19	N/A	19	16	7	0	100%
EDUCATION	3	0	0	3	0	0	0	0	3	0	0	3	3	0	0	100%
HOUSING & TECHNICAL	2	0	N/A	2	0	0	N/A	0	2	0	N/A	2	0	0	2	0%
SOCIAL WORK	5	5	N/A	10	2	3	N/A	5	3	2	N/A	5	3	2	5	50%
TOTAL (May-Jul 2019)	10	28	0	38	2	7	0	9	8	21	0	29	22	9	7	82%
TOTAL (May-Jul 2018)	10	28	1	39	0	7	0	7	10	21	1	32	21	14	4	90%

RESOURCE	No of Appeals				Outcome of Appeals												Appeal Pending
	APT&C	Manual/ Craft	Teachers	Total	Upheld				Upheld in Part				Not Upheld				
					APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	
TOTAL (May-Jul 2019)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL (May-Jul 2018)	2	1	0	3	1	0	0	1	0	0	0	0	1	1	0	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.

APPEAL'S PANEL

FROM: 1 May 2019 - 31 July 2019

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

RECORD OF GRIEVANCES**FROM: 1 May 2019 - 31 July 2019 comparison with 1 May 2018 - 31 July 2018**

GRIEVANCES	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (May-Jul 2019)	3	0	0	0	3
TOTAL (May-Jul 2018)	2	0	2	0	0

DIGNITY AT WORK**FROM: 1 May 2019 - 31 July 2019 comparison with 1 May 2018 - 31 July 2018**

DIGNITY AT WORK	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
TOTAL (May-Jul 2019)	9	1	0	0	0	8
TOTAL (May-Jul 2018)	2	0	2	0	0	0

REFERRALS FOR WORKPLACE MEDIATION

As at July 2019

WORKPLACE MEDIATION	May-19	Jun-19	Jul-19
No of Referrals	1	1	0
*No of Successful Cases	0	0	0
*No of Unsuccessful Cases	0	0	0
No of cases unsuitable for mediation	0	0	1

WORKPLACE MEDIATION	May-18	Jun-18	Jul-18
No of Referrals	2	0	0
*No of Successful Cases	0	0	0
*No of Unsuccessful Cases	0	0	0
No of cases unsuitable for mediation	1	0	0

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

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS (May-Jul 2019)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
CHILD CARING / CARING RESPONSIBILITIES	2	0	1	1	1	5	22
CAREER ADVANCEMENT	1	1	2	0	0	4	17
PERSONAL REASONS	0	0	0	1	1	2	9
WORK RELATIONSHIPS WITH MANAGERS / COLLEAGUES	1	1	0	0	0	2	9
TRAVELLING DIFFICULTIES	0	1	0	0	1	2	9
FURTHER EDUCATION	0	1	0	0	0	1	4
OTHER	0	4	0	1	1	6	26
NUMBER OF EXIT INTERVIEWS CONDUCTED	4	8	3	3	5	23	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	31	19	15	10	36	111	
% OF LEAVERS INTERVIEWED	13	42	20	30	14	21	

EXIT INTERVIEWS (May-Jul 2018)

NUMBER OF EXIT INTERVIEWS CONDUCTED	8	7	6	2	13	36	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	35	29	11	8	35	118	
% OF LEAVERS INTERVIEWED	23	24	55	25	37	31	

* Note these totals include temporary employees

RECRUITMENT MONITORING
Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 May 2019 - 31 July 2019

Total Number of applications received:	5862
Total Number of Equal Opportunities Monitoring forms received:	5570
Total Number of posts recruited for:	339
Total Number of appointments:	824

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	5570	1944	664
Total No of Male Applicants	2055	648	194
Total No of Female Applicants	3494	1243	468
Total No of Disabled Applicants	311	135	31
Total No of applicants aged under 50	4499	1470	515
Total No of applicants aged over 50	1032	414	127
Total No of White applicants	5351	1842	567
Total No of Black/Ethnic minority applicants*	171	49	11

FROM : 1 May 2018 - 31 July 2018

Total Number of applications received:	1447
Total Number of Equal Opportunities Monitoring forms received:	1447
Total Number of posts recruited for:	217
Total Number of appointments:	217

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1447	413	217
Total No of Male Applicants	482	128	57
Total No of Female Applicants	893	271	123
Total No of Disabled Applicants	133	88	13
Total No of applicants aged under 50	1087	313	143
Total No of applicants aged over 50	224	87	35
Total No of White applicants	1306	390	179
Total No of Black/Ethnic minority applicants*	38	11	1

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 8 June 2019**Analysis by Resource**

Resource	Total Number of Employees				
	Male		Female		
	Total	F/T	P/T	F/T	P/T
Community & Enterprise Resources	3127	1384	211	203	1329
Education - Others	2730	133	87	459	2051
Education - Teachers	3670	676	59	2213	722
Finance & Corporate Resources	918	211	15	387	305
Housing & Technical	1295	845	22	290	138
Social Work Resources	2779	226	193	918	1442
Total All Staff	14519	3475	587	4470	5987

Full-Time Equivalent									
Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2293.21	1.00	1565.68	416.67	234.13	48.73	17.00	4.00	6.00	0.00
1950.21	1.00	1261.17	430.72	133.98	29.80	13.00	4.00	61.14	15.40
3357.33	0.00	1.03	0.00	0.00	0.00	0.00	0.00	4.00	3352.30
817.72	2.00	132.63	349.47	236.30	62.62	27.70	6.00	1.00	0.00
1242.96	1.00	189.07	652.55	351.34	37.00	10.00	2.00	0.00	0.00
2395.45	1.00	1339.26	474.47	533.72	20.00	25.00	2.00	0.00	0.00
8699.55	(excluding Teachers)								
12056.88	6.00	4488.84	2323.88	1489.47	198.15	92.70	18.00	72.14	3367.70

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 9 March 2019**Analysis by Resource**

Resource	Total Number of Employees				
	Male		Female		
	Total	F/T	P/T	F/T	P/T
Community & Enterprise Resources	3030	1269	212	204	1345
Education - Others	2707	127	84	465	2031
Education - Teachers	3659	675	61	2209	714
Finance & Corporate Resources	916	207	23	390	296
Housing & Technical	1306	852	19	299	136
Social Work Resources	2765	218	191	910	1446
Total All Staff	14383	3348	590	4477	5968

Full-Time Equivalent									
Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2185.57	1.00	1445.36	421.82	242.75	47.64	17.00	4.00	6.00	0.00
1938.68	1.00	1260.60	429.56	124.68	28.80	15.00	4.00	59.64	15.40
3349.03	0.00	1.03	0.00	0.00	0.00	0.00	0.00	4.00	3344.00
814.43	2.00	128.83	354.53	231.75	63.62	26.70	6.00	1.00	0.00
1254.18	1.00	189.46	670.63	346.09	35.00	10.00	2.00	0.00	0.00
2384.81	1.00	1328.99	466.47	544.35	20.00	22.00	2.00	0.00	0.00
8577.67	(excluding Teachers)								
11926.70	6.00	4354.27	2343.01	1489.62	195.06	90.70	18.00	70.64	3359.40

