

Report

Report to:	Corporate Resources Committee
Date of Meeting:	21 September 2005
Report by:	Executive Director (Corporate Resources)

Subject:	Council-wide Monitoring Information - June and July 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 June and July 2005

2. Recommendation(s)

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

- (1) that the following employment information for June and July 2005 relating to the Council be noted:-
- ◆ attendance statistics
 - ◆ occupational health
 - ◆ accidents/incidents
 - ◆ discipline, grievance, dignity at work hearings
 - ◆ analysis of leavers
 - ◆ recruitment monitoring
 - ◆ staffing watch as at 11 June 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 June and July 2005.

4. Attendance Statistics

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

- ◆ The Council's absence rate for July 2005 is 3.1%, showing an increase of 0.4% when compared with July 2004. When compared to last month the Council wide figure has decreased by 0.5%.
- ◆ In comparison to July 2004, the APT&C figure has increased by 0.4%, the teaching staff figure has increased by 0.3% and the manual worker figure has increased by 0.6%.

- ◆ Based on current absence figures for the period April 2005 and July 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 have increased by 130 days and total days lost due to psychological conditions have increased by 318 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have increased by 370 days.
- ◆ Social Work Resources have experienced the most significant increase in musculoskeletal conditions by 97 days.
- ◆ Education Resources and Finance and Information Technology Resources have experienced the most significant increase in psychological conditions by 159 and 84 days respectively.
- ◆ Education Resources and Community Resources have experienced the most significant increase in stomach, bowel, blood and metabolic disorders by 237 and 139 days respectively
- ◆ Days lost due to respiratory conditions have decreased by 128 days when compared to the same period last year.

5. Occupational Health

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

- ◆ In comparison to the same period last year there has been a decrease of 20 employees being referred for a medical examination. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ A total of 150 employees attended physiotherapy treatment, showing a decrease of 37 when compared to the same period last year. Of the 150 employees referred, 79% remained at work whilst undertaking treatment.
- ◆ During this period there were 51 employees referred to the Employee Support Officer, showing an increase of 15 when compared to the same period last year. Of those referrals made this period 76% related to personal reasons.
- ◆ There were 86 employees referred for counselling this period, of which 72 were from management and 14 from employees. Personal reasons accounted for 63% of the referrals made and work related stress accounted for 21%.

6. Accidents/Incidents

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

- ◆ The number of accidents/incidents recorded was 124, an increase of 26 from the same period last year.
- ◆ Major accidents/incidents have increased overall by 8 compared to the same period last year.
- ◆ Minor accidents/incidents have increased overall by 18 when compared to the same period last year.
- ◆ This is mainly due to Social Work Resources and Community Resources where these have increased by 9 and 8 respectively when compared to the same period last year.

7. Discipline, Grievance, Dignity at Work

7.1 Information on Disciplinary, Grievance Hearings and Dignity at Work for June and July 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, 71 disciplinary hearings were held across Resources within the Council, a decrease of 21 when compared to the same period last year.
- ◆ Action was taken in 68 of these cases, and there were 3 appeals raised against the outcome, of which 1 was upheld, 1 was not upheld and 1 was still pending.
- ◆ Our target is to convene disciplinary hearings within 6 weeks, 96% of hearings met this target.
- ◆ During the period 2 appeals were heard by the Appeals Panel, of which 1 was upheld in part and 1 not upheld. At the end of the period, 2 appeals were still pending.
- ◆ During the period 2 grievances were raised, of which 1 was resolved at stage 2 and 1 is still pending. There were 4 Dignity at Work incidents raised during the period, an increase of 4 when compared to same period last year.

8 Analysis of Leavers and Exit Interviews

8.1 Labour turnover

Information on the number of leavers and exit interviews for the period June and July 2005 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 11 June 2005 the Labour Turnover figure for June and July 2005 is as follows:

90 leavers/16065 employees in post = Labour Turnover of 0.56%

Based on current figures from April 2005 and July 2005, the projected annual average turnover figure for the financial year 2005/2006 for the Council is 3.6%.

8.2 Analysis of Reasons for Leaving

- ◆ There were a total of 90 employees leaving the Council compared with 100 in the same period last year.
- ◆ Exit interviews were held with 69% of leavers compared to 59% last year.
- ◆ The main reason for leaving was Career Advancement (42%).

9 Recruitment Monitoring

9.1 Information on Recruitment Monitoring for June and July 2005 is contained within Appendix 16.

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

- ◆ Overall, 3513 applications were received and 3175 individuals completed Equal Opportunities Monitoring Forms.
- ◆ Of those applicants who declared themselves as disabled (70), 35 were shortlisted for interview, and 6 were appointed.
- ◆ Of those applicants of a black/ethnic minority background (45), 18 were shortlisted for interview, and 6 were appointed.

10 Staffing Watch

10.1 Details of the number of employees in post on 11 June 2005 is contained in Appendix 17.

- ♦ there was an increase of 358 employees in post since 12 March 2005. This increase is mainly attributable to Education Resources where support services and peripatetic employees were appointed and in Community Resources where seasonal grounds maintenance employees were appointed.

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)

29 August 2005

Link(s) to Council Objectives

- ♦ managing resources

Previous References

- ♦ 29 June 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		August	1.8	1.9		August	4.5	4.0		August	3.3	3.0		
September	3.5	3.3		September	3.3	3.1		September	5.3	5.1		September	4.1	3.8		
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	3.3	Annual Average	3.4	3.1	2.9	Annual Average	5.3	4.8	4.4	Annual Average	4.1	3.8	3.5	
Average Apr-Jul	3.5	3.2	3.3	Average Apr-Jul	3.1	2.5	2.9	Average Apr-Jul	4.6	4.4	4.4	Average Apr-Jul	3.8	3.4	3.5	
No of Employees at 31 July 2005				7302	No of Employees at 31 July 2005			3693	No of Employees at 31 July 2005			4835	No of Employees at 31 July 2005			15830

- (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		August	4.1	3.5		August	4.2	3.4		August	3.3	3		
September	5.4	3.4		September	5.7	5.3		September	5.7	4.8		September	4.1	3.8		
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	2.5	Annual Average	5.4	4.6	4.4	Annual Average	5.3	4.4	4.1	Annual Average	4.1	3.8	3.5	
Average Apr-Jul	4.1	2.5	2.5	Average Apr-Jul	4.3	4.1	4.4	Average Apr-Jul	4.3	3.9	4.1	Average Apr-Jul	3.8	3.4	3.5	
No of Employees at 31 July 2005			518	No of Employees at 31 July 2005			2955	No of Employees at 31 July 2005			3473	No of Employees at 31 July 2005			15830	

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 - 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		August	3.3	3.0	
September	3.6	1.9		September	4.1	3.8	
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	3.5	Annual Average	4.1	3.8	3.5
Average Apr-Jul	2.5	2.7	3.5	Average Apr-Jul	3.8	3.4	3.5

No of Employees at 31 July 2005	235	No of Employees at 31 July 2005	15830
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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 8.4 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		August	1.8	1.9		August	2.0	2.0		August	3.3	3.0		
September	2.9	3.5		September	3.3	3.1		September	3.2	3.2		September	4.1	3.8		
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	3.6	Annual Average	3.4	3.1	2.9	Annual Average	3.4	3.2	3.1	Annual Average	4.1	3.8	3.5	
Average Apr-Jul	3.2	2.7	3.6	Average Apr-Jul	3.1	2.5	2.9	Average Apr-Jul	3.2	2.6	3.1	Average Apr-Jul	3.8	3.4	3.5	
No of Employees at 31 July 2005				2399	No of Employees at 31 July 2005			3693	No of Employees at 31 July 2005			6092	No of Employees at 31 July 2005			15830

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 6.9 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		August	8.1	6.4		August	3.4	3.4		August	3.3	3.0		
September	3.1	2.5		September	7.6	5.2		September	4.3	3.2		September	4.1	3.8		
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	2.1	Annual Average	5.6	5.0	4.6	Annual Average	3.5	3.0	2.9	Annual Average	4.1	3.8	3.5	
Average Apr-Jul	1.7	2.0	2.1	Average Apr-Jul	5.5	6.6	4.6	Average Apr-Jul	2.8	3.3	2.9	Average Apr-Jul	3.8	3.4	3.5	
No of Employees at 31 July 2005			488	No of Employees at 31 July 2005			210	No of Employees at 31 July 2005			698	No of Employees at 31 July 2005			15830	

For Enterprise Resources the absence rate for unpaid special leave is nil.
Average number of days lost per employee annually is 7.2 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		August	3.3	3.0	
September	2.0	2.3		September	4.1	3.8	
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	2.0	Annual Average	4.1	3.8	3.5
Average Apr-Jul	2.9	2.0	2.0	Average Apr-Jul	3.8	3.4	3.5

No of Employees at 31 July 2005	281	No of Employees at 31 July 2005	15830
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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 5.1 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		August	5.5	5.4		August	3.4	4.3		August	3.3	3.0		
September	2.9	3.6		September	6.0	6.5		September	3.9	4.5		September	4.1	3.8		
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	3.2	Annual Average	5.4	5.8	4.3	Annual Average	3.9	4.3	3.5	Annual Average	4.1	3.8	3.5	
Average Apr-Jul	2.7	3.8	3.2	Average Apr-Jul	4.6	4.2	4.3	Average Apr-Jul	3.4	3.9	3.5	Average Apr-Jul	3.8	3.4	3.5	
No of Employees at 31 July 2005			1483	No of Employees at 31 July 2005			651	No of Employees at 31 July 2005			2134	No of Employees at 31 July 2005			15830	

For Housing & Technical Resources the rate of unpaid special leave was nil.
Average number of days lost per employee annually is 8.7 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		August	4.5	4.2		August	4.8	3.5		August	3.3	3.0		
September	4.7	3.5		September	3.5	3.7		September	4.3	3.5		September	4.1	3.8		
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	3.8	Annual Average	4.7	4.8	4.4	Annual Average	4.8	4.4	4.0	Annual Average	4.1	3.8	3.5	
Average Apr-Jul	5.1	4.1	3.8	Average Apr-Jul	5.2	5.3	4.4	Average Apr-Jul	5.1	4.5	4.0	Average Apr-Jul	3.8	3.4	3.5	
No of Employees at 31 July 2005			1898	No of Employees at 31 July 2005			1019	No of Employees at 31 July 2005			2917	No of Employees at 31 July 2005			15830	

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 May 2005 - 31 July 2005

Resource	No of employees	May 2005			June 2005			July 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	3473	1.6	2.7	4.3	1.5	2.8	4.3	0.7	2.8	3.5
Corporate	235	1.7	1.5	3.2	1.9	1.8	3.7	1.8	1.8	3.6
Education	6092	1.5	2.3	3.8	1.4	2.1	3.5	0.2	2.0	2.2
Enterprise	698	1.3	1.2	2.5	1.3	1.3	2.6	1.3	1.9	3.2
Finance & IT	281	1.4	0.2	1.6	1.4	0.4	1.8	1.3	1.7	3.0
Housing & Technical	2134	1.6	1.8	3.4	1.8	1.8	3.6	1.8	2.0	3.8
Social Work	2917	1.9	2.2	4.1	1.2	2.5	3.7	1.3	2.2	3.5
Council Overall for May 05 - Jul 05	15830	1.6	2.2	3.8	1.4	2.2	3.6	0.9	2.2	3.1

Note: Long Term absence is defined as 4 weeks or over

ATTENDANCE MONITORING

ABSENCE CLASSIFICATIONS

From : 1 July 2005 - 31 July 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	848	33	29	17	326	15	153	34	29	17	585	35	599	31	2569	28
PSYCHOLOGICAL	481	19	63	39	616	27	95	21	96	56	390	23	467	25	2208	24
STOMACH, BOWEL,BLOOD, METABOLIC DISORDERS	371	14	9	6	466	20	44	10	23	13	190	11	203	11	1306	14
RESPIRATORY	188	7	13	8	65	3	20	4	20	12	82	5	196	10	584	6
OTHERS	700	27	48	30	806	35	141	31	4	2	426	26	438	23	2563	28
Total Days Lost By Resource	2588	100	162	100	2279	100	453	100	172	100	1673	100	1903	100	9230	100
Total Work Days Available	72933		4547		102041		14112		5682		43850		54073			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 June 2005 - 31 July 2005 comparison with 1 June 2004 - 31 July 2004

MEDICAL REFERRALS	Community	Corporate	Education		Enterprise	Finance & IT	Housing & Technical	Social Work	Totals
			Teachers	Others					
TOTAL (June-July 2005)	24	3	8	14	2	0	15	19	85
TOTAL (June-July 2004)	27	2	13	12	5	0	17	29	105

RESOURCE	NO OF EMPLOYEES REFERRED FOR PHYSIOTHERAPY	
	June-July 2004	June-July 2005
COMMUNITY	37	29
CORPORATE	5	0
EDUCATION (TEACHERS)	11	16
EDUCATION (OTHERS)	16	10
ENTERPRISE	17	16
FINANCE & IT	1	1
HOUSING & TECH	39	43
SOCIAL WORK	61	35
TOTAL	187	150

RESOURCE	NO OF EMPLOYEES REFERRED TO EMPLOYEE SUPPORT OFFICER	
	June-July 2004	June-July 2005
COMMUNITY	11	13
CORPORATE	0	1
EDUCATION	1	7
ENTERPRISE	2	2
FINANCE & IT	2	2
HOUSING & TECHNICAL	9	8
SOCIAL WORK	11	18
TOTAL	36	51

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 JUNE-JULY 2005	18	0	0	0	4	0	44	10	4	2	2	2	72	14
TOTAL JUNE-JULY 2004	12	16	0	0	9	1	44	9	2	1	2	1	69	28
TOTAL											Total Referrals (June-July 2005)		86	
											Total Referrals (June-July 2004)		97	

M = MANAGEMENT REFERRAL S = SELF REFERRAL

*Resources nil responses are not included in figures

CAUSE OF ACCIDENTS/INCIDENTS TO EMPLOYEES

FROM: 1 June 2005 - 31 July 2005 comparison with 1 June 2004 - 31 July 2004

	Community		Corporate		Education		Enterprise		Housing & Tech		Social Work		TOTAL	
	June-July 05	June-July 04	June-July 05	June-July 04	June-July 05	June-July 04	June-July 05	June-July 04	June-July 05	June-July 04	June-July 05	June-July 04	June-July 05	June-July 04
Major*	8	2	0	0	0	0	3	2	7	6	0	0	18	10
Minor	18	10	0	1	17	19	6	8	25	19	40	31	106	88
Violent Incident: Physical**	1	1	0	0	10	7	1	0	1	0	18	18	31	26
Violent Incident: Verbal**	1	0	0	0	2	4	0	0	6	6	14	7	23	17
Total Accidents/Incidents	26	12	0	1	17	19	9	10	32	25	40	31	124	98

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 June 2005 - 31 July 2005 comparison with 1 June 2004 - 31 July 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	0	42	N/A	42	0	1	N/A	1	0	41	N/A	41	41	1	0	100%	0
EDUCATION/ENTERPRISE/ HOUSING & TECHNICAL	3	18	0	21	0	1	0	1	3	17	0	20	14	5	2	90%	0
SOCIAL WORK	8	0	N/A	8	1	0	N/A	0	7	0	N/A	7	7	0	1	88%	0
TOTAL (JUNE-JULY 2005)	11	60	0	71	1	2	0	3	10	58	0	68	62	6	3	96%	0
TOTAL (JUNE-JULY 2004)	13	77	2	92	1	4	0	5	12	73	2	87	73	11	8	91%	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 (JUNE-JULY 2005)	1	2	0	3	1	0	0	1	0	0	0	0	0	1	1	1	0	
TOTAL (JUNE-JULY 2004)	0	5	0	5	0	0	0	0	0	0	0	0	0	4	4	1	0	

*Resources nil responses are not included in figures

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

CORPORATE RESOURCES APPEAL PANEL

FROM: 1 July 2005 - 31 July 2005

RESOURCE	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
COMMUNITY	0	0	0	0	0	0
CORPORATE	0	0	0	0	0	0
EDUCATION	0	0	0	0	0	0
ENTERPRISE	0	0	0	0	0	0
FINANCE & IT	0	0	0	0	0	0
HOUSING & TECHNICAL	0	1	1	0	2	2
SOCIAL WORK	0	0	0	0	0	0
TOTAL	0	1	1	0	2	2

RECORD OF GRIEVANCES

FROM: 1 June 2005 - 31 July 2005 comparison with 1 June 2004 - 31 July 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 (JUNE-JULY 2005)	0	2	0	1	0	1
TOTAL (JUNE-JULY 2004)	1	5	2	1	0	2

DIGNITY AT WORK

FROM: 1 June 2005 - 31 July 2005 comparison with 1 June 2004 - 31 July 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 (JUNE-JULY 2005)	0	4	0	0	0	0	4
TOTAL (JUNE-JULY 2004)	0	0	0	0	0	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.

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS JUNE-JULY 2005

REASONS FOR LEAVING	COMMUNITY	CORPORATE	EDUCATION	ENTERPRISE	FINANCE & IT	HOUSING & TECHNICAL	SOCIAL WORK	TOTAL	%
CAREER ADVANCEMENT	8	2	3	3	1	3	6	26	42
MOVING OUTWITH AREA	1	1	4	1	0	2	1	10	16
CHILD CARING / CARING RESPONSIBILITIES	0	0	1	0	1	0	3	5	8
OTHER	7	1	6	1	0	4	2	21	34
NUMBER OF EXIT INTERVIEWS CONDUCTED	16	4	14	5	2	9	12	62	100
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	20	5	17	8	2	21	17	90	
% OF LEAVERS INTERVIEWED	80	80	82	63	100	43	71	69	

EXIT INTERVIEWS JUNE-JULY 2004

NUMBER OF EXIT INTERVIEWS CONDUCTED (LAST YEAR)	8	3	17	4	0	18	9	59	
TOTAL NO OF PERMANENT LEAVERS PER RESOURCE (LAST YEAR)	27	4	17	4	0	32	16	100	
% OF LEAVERS INTERVIEWED (LAST YEAR)	30	75	100	100	0	56	56	59	

* Note these totals include temporary employees

RECRUITMENT MONITORING **Analysis of Gender, Disability, Ethnicity and Age**

FROM : 1 June 2005 - 31 July 2005

Total Number of applications received:	3513
Total Number of Equal Opportunities Monitoring forms received:	3175 (90%)
Total Number of posts recruited for:	385
Total Number of appointments:	378

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	3175	1394	354
Total No of Male Applicants	1313	527	113
Total No of Female Applicants	1826	855	241
Total No of Disabled Applicants	70	35	6
Total No of applicants aged under 50	2849	1245	332
Total No of applicants aged over 50	299	141	22
Total No of White applicants	3085	1356	343
Total No of Black/Ethnic minority applicants*	45	18	6

FROM : 1 June 2004 - 31 July 2004

Total Number of applications received:	1896
Total Number of Equal Opportunities Monitoring forms received:	1695 (89%)
Total Number of posts recruited for:	290
Total Number of appointments:	282

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1695	916	237
Total No of Male Applicants	587	253	59
Total No of Female Applicants	1074	650	173
Total No of Disabled Applicants	37	16	1
Total No of applicants aged under 50	1435	767	203
Total No of applicants aged over 50	216	65	9
Total No of White applicants	1628	884	229
Total No of Black/Ethnic minority applicants*	28	10	1

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

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				

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 12 MARCH 2005**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	3084	1147	142	255	1540
Corporate Resources	250	62	3	147	38
Education - Teachers	3919	818	110	2286	705
Education - Others	2524	205	59	742	1518
Enterprise Resources	664	458	7	154	45
Finance & IT Resources	281	116	1	132	32
Housing & Technical	2142	1208	7	753	174
Social Work Resources	2843	284	114	888	1557

Total All Staff	15707	4298	443	5357	5609
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Total	Full-Time Equivalent				
	Salary Band				
	A1	A2	B	C	Other
2398.11	6	18	153.86	1038.11	1182.14
232.4	7	20.6	68.2	136.6	0
3494.23	415	3079.23	*	*	*
1761.38	6	27	164.2	1564.18	0
641.1	7	33.6	223.7	186.8	190
267.5	3	18	130.9	115.6	0
2051.9	9	37	351	1003.9	651
2312.86	6	18	449.22	1839.64	0

9665.25	459	3251.43	1541.08	5884.83	2023.14
13159.48	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

