

# Report

Report to:	<b>Employee Issues Forum</b>
Date of Meeting:	<b>13 November 2018</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Council-wide Workforce Monitoring – July to September 2018</b>
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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 July to September 2018.

## 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 July to September 2018 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 9 June 2018.

## 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 July to September 2018.

## 4. Attendance Statistics

4.1 Information on absence statistics for the Council and each Resource, as analysed for September 2018, is provided in Appendices 1 – 8. Points to note are:-

The Council's absence rate for September 2018, shown in Appendix 1, is 4.4%, which represents an increase of 0.8% when compared with last month and an increase of 0.4% when compared to September 2017.

When compared to September 2017, the APT&C absence rate remains unchanged, the teachers' figure remains unchanged and the manual workers' figure has increased by 1.2%.

Based on annual trends and the absence rate to September 2018, the projected average absence rate for the Council for the financial year 2018/2019 is 4.4%.

For the financial year 2018/2019 the projected average days lost per employee equates to 9.4 days.

In comparison to September 2017 (Appendix 8):-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 322 days.
- ◆ Total days lost due to psychological conditions have increased by 785 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 92 days.
- ◆ Total days lost due to respiratory conditions have increased by 138 days.

## **5. Occupational Health**

5.1 Information on Occupational Health for the period July to September 2018 is provided in Appendix 9.

- ◆ during the period there were 383 employees referred for a medical examination, an increase of 43 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 536 employees attended physiotherapy treatment, showing an increase of 28 when compared to the same period last year. Of the 536 employees referred, 74% remained at work whilst undertaking treatment.
- ◆ during this period there were 302 employees referred to the Employee Support Officer showing an increase of 104 when compared with the same period last year. Of those referrals made this period, 88% related to personal reasons.
- ◆ eighty-nine employees were referred to 'TimeforTalking' counselling service this period, showing a decrease of 20 when compared with the same period last year. Of the 89 referrals made this period, 85 were from management and 4 were from employees. Personal reasons accounted for 66% of the referrals made, 19% were for work related reasons and 15% were for other reasons.
- ◆ Seventy-eight employees were referred for Cognitive Behavioural Therapy this period, an increase of 26 when compared to the same period last year.

## **6. Accidents/Incidents**

6.1 The accident/incident report for July to September 2018 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 205, this figure has increased by 31 from the same period last year.
- ◆ there was 1 specified injury accident/incident recorded, this figure has decreased by 3 from the same period last year.
- ◆ there were 196 minor accidents/incidents, this figure has increased by 32 from the same period last year.
- ◆ one accident resulted in an absence lasting over 3 days during the period, this figure remains unchanged from the same period last year.
- ◆ there were 7 accidents resulting in absences lasting over 7 days during the period, this figure has increased by 2 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 July to September 2018 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 47 disciplinary hearings were held across Resources within the Council, a decrease of 4 when compared to the same period last year.
- ◆ action was taken in 37 of these cases. Three appeals were raised against the outcomes.
- ◆ our target is to convene disciplinary hearings within 6 weeks, 89% of hearings met this target.
- ◆ during the period, 3 appeals were heard by the Appeals Panel.
- ◆ at the end of September 2018, 7 Appeals Panels were pending.
- ◆ during the period, 2 grievance cases were raised.
- ◆ during the period, 8 Dignity at Work cases were raised.
- ◆ during the period, no referral for mediation were submitted.

## **8. Analysis of Leavers and Exit Interviews**

8.1 Information on the number of leavers and exit interviews for the period July to September 2018 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 9 June 2018, the Council's turnover figure for July to September 2018 is as follows:

194 leavers eligible for exit interviews/14263 employees in post = Labour Turnover of 1.4%.

Based on the figure at September 2018, the projected annual labour turnover figure for the financial year 2018/2019 for the Council is 4.3%.

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

- ◆ there were a total of 194 employees leaving the Council that were eligible for an exit interview, a decrease of 53 when compared with the same period last year
- ◆ exit interviews were held with 23% of leavers, compared with 9% from the same period last year.

## **9. Recruitment Monitoring**

9.1 Information on Recruitment Monitoring for July to September 2018 is contained within Appendix 14.

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

- ◆ overall, 2460 applications and 2445 completed Equal Opportunities Monitoring Forms were received.
- ◆ of those applicants who declared themselves as disabled (114), 48 were shortlisted for interview and 10 were appointed.
- ◆ of those applicants of a black/ethnic minority background (61), 18 were shortlisted for interview and 1 was appointed.

## **10. Staffing Watch**

- 10.1 There has been a decrease of 16 in the number of employees in post from 10 March 2018 to 9 June 2018.

## **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)**

17 October 2018

### **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 – 4 September 2018

### **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

Ext: 4239 (Tel: 01698 454239)

E-mail: [Janet.McLuckie@southlanarkshire.gov.uk](mailto:Janet.McLuckie@southlanarkshire.gov.uk)

**ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019**  
**Council Wide**

APT&C				Teachers				Manual Workers				Council Wide							
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019				
	%	%	%		%	%	%		%	%	%		%	%	%				
April	4.0	4.1	4.2	April	2.9	2.1	1.9	April	6.1	5.2	5.7	April	4.3	3.9	4.1				
May	4.2	4.4	4.2	May	3.1	2.7	2.1	May	5.8	5.1	6.1	May	4.4	4.2	4.2				
June	4.1	4.1	4.2	June	2.4	2.2	2.3	June	5.6	4.9	6.0	June	4.1	3.9	4.3				
July	3.5	3.3	3.5	July	1.2	0.8	1.0	July	4.7	4.5	5.1	July	3.3	3.0	3.4				
August	3.7	3.7	3.7	August	1.4	1.0	1.2	August	5.2	4.5	5.4	August	3.6	3.2	3.6				
September	4.1	4.4	4.4	September	2.4	2.2	2.2	September	5.4	5.0	6.2	September	4.1	4.0	4.4				
October	4.5	4.3		October	2.9	2.4		October	5.6	5.4		October	4.4	4.1					
November	5.0	4.7		November	3.1	3.5		November	6.4	6.1		November	4.9	4.8					
December	5.1	4.9		December	3.2	3.8		December	6.3	6.7		December	4.9	5.1					
January	4.7	5.0		January	2.8	3.0		January	5.5	6.6		January	4.5	5.0					
February	5.1	5.2		February	3.7	3.0		February	5.8	6.5		February	5.0	5.0					
March	5.0	4.8		March	3.4	2.9		March	5.4	6.2		March	4.7	4.7					
Annual Average	4.4	4.4	4.4	Annual Average	2.7	2.5	2.4	Annual Average	5.7	5.6	6.0	Annual Average	4.4	4.2	4.4				
Average Apr-Sep	3.9	4.0	4.0	Average Apr-Sep	2.2	1.8	1.8	Average Apr-Sep	5.5	4.9	5.8	Average Apr-Sep	4.0	3.7	4.0				
No of Employees at 30 September 2018				6918	No of Employees at 30 September 2018				3807	No of Employees at 30 September 2018				4381	No of Employees at 30 September 2018				15106

For the financial year 2018/19, the projected average days lost per employee equates to 9.4 days.

**ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019**  
**Community and Enterprise Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019				
April	4.0	3.9	3.2	April	5.8	5.2	5.4	April	5.3	4.8	5.0	April	4.3	3.9	4.1				
May	4.2	4.4	2.8	May	5.6	5.7	6.0	May	5.2	5.4	5.5	May	4.4	4.2	4.2				
June	3.4	4.2	3.8	June	5.5	5.1	5.8	June	4.9	4.9	5.5	June	4.1	3.9	4.3				
July	2.5	3.4	4.3	July	4.4	4.2	4.5	July	3.9	4.0	4.4	July	3.3	3.0	3.4				
August	2.9	3.6	4.8	August	5.0	4.5	5.3	August	4.4	4.3	5.2	August	3.6	3.2	3.6				
September	4.4	3.4	6.0	September	5.6	5.0	6.2	September	5.3	4.8	6.2	September	4.1	4.0	4.4				
October	4.8	3.8		October	5.8	5.6		October	5.5	5.3		October	4.4	4.1					
November	5.5	4.5		November	6.7	6.2		November	6.4	5.9		November	4.9	4.8					
December	5.3	3.6		December	6.2	6.4		December	6.0	5.9		December	4.9	5.1					
January	4.4	3.0		January	5.7	6.3		January	5.4	5.7		January	4.5	5.0					
February	4.5	3.0		February	6.4	6.8		February	5.9	6.1		February	5.0	5.0					
March	4.2	3.4		March	5.9	6.1		March	5.4	5.6		March	4.7	4.7					
Annual Average	4.2	3.7	3.9	Annual Average	5.7	5.6	5.9	Annual Average	5.3	5.2	5.5	Annual Average	4.4	4.2	4.4				
Average Apr-Sep	3.6	3.8	4.2	Average Apr-Sep	5.3	5.0	5.5	Average Apr-Sep	4.8	4.7	5.3	Average Apr-Sep	4.0	3.7	4.0				
No of Employees at 30 September 2018				540	No of Employees at 30 September 2018				2759	No of Employees at 30 September 2018				3299	No of Employees at 30 September 2018				15106

For the financial year 2018/19, the projected average days lost per employee equates to 13.4 days.

**ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019**  
**Education Resources**

APT&C				Teachers				Resource Total				Council Wide							
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019				
April	3.4	4.0	4.1	April	2.9	2.1	1.9	April	3.1	2.9	2.8	April	4.3	3.9	4.1				
May	3.8	4.7	4.5	May	3.1	2.7	2.1	May	3.4	3.5	3.1	May	4.4	4.2	4.2				
June	3.8	3.6	4.4	June	2.4	2.2	2.3	June	3.0	2.8	3.2	June	4.1	3.9	4.3				
July	2.9	2.1	2.4	July	1.2	0.8	1.0	July	1.9	1.3	1.6	July	3.3	3.0	3.4				
August	3.0	2.7	2.7	August	1.4	1.0	1.2	August	2.0	1.7	1.8	August	3.6	3.2	3.6				
September	3.7	4.3	4.1	September	2.4	2.2	2.2	September	2.9	3.0	3.0	September	4.1	4.0	4.4				
October	4.2	4.6		October	2.9	2.4		October	3.4	3.3		October	4.4	4.1					
November	5.4	5.0		November	3.1	3.5		November	4.0	4.1		November	4.9	4.8					
December	5.4	5.3		December	3.2	3.8		December	4.1	4.4		December	4.9	5.1					
January	4.7	5.2		January	2.8	3.0		January	3.6	3.9		January	4.5	5.0					
February	5.5	5.5		February	3.7	3.0		February	4.4	4.0		February	5.0	5.0					
March	5.6	4.7		March	3.4	2.9		March	4.3	3.7		March	4.7	4.7					
Annual Average	4.3	4.3	4.4	Annual Average	2.7	2.5	2.4	Annual Average	3.3	3.2	3.2	Annual Average	4.4	4.2	4.4				
Average Apr-Sep	3.4	3.6	3.7	Average Apr-Sep	2.2	1.8	1.8	Average Apr-Sep	2.7	2.5	2.6	Average Apr-Sep	4.0	3.7	4.0				
No of Employees at 30 September 2018				2670	No of Employees at 30 September 2018				3807	No of Employees at 30 September 2018				6477	No of Employees at 30 September 2018				15106

For the financial year 2018/19, the projected average days lost per employee equates to 6.1 days.

**ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019**  
**Finance and Corporate Resources**

APT&C				Manual Workers				Resource Total				Council Wide				
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019	
April	2.6	2.8	3.1	April			8.6	April	2.6	2.8	3.2	April	4.3	3.9	4.1	
May	2.2	3.2	3.3	May		0.0	0.4	May	2.2	3.2	3.2	May	4.4	4.2	4.2	
June	2.2	3.3	2.5	June		0.0	0.0	June	2.2	3.3	2.5	June	4.1	3.9	4.3	
July	2.0	3.1	2.9	July		0.0	0.0	July	2.0	3.0	2.9	July	3.3	3.0	3.4	
August	2.2	3.5	2.8	August		0.0	0.4	August	2.2	3.4	2.8	August	3.6	3.2	3.6	
September	2.4	4.1	3.1	September		0.0	0.0	September	2.4	4.1	3.0	September	4.1	4.0	4.4	
October	2.6	4.4		October		0.0		October	2.6	4.3		October	4.4	4.1		
November	3.1	4.2		November		0.0		November	3.1	4.1		November	4.9	4.8		
December	2.6	3.5		December		0.0		December	2.6	3.4		December	4.9	5.1		
January	2.6	4.1		January		7.0		January	2.6	4.2		January	4.5	5.0		
February	3.8	4.2		February	2.5		February	3.8	4.2		February	5.0	5.0			
March	3.7	3.8		March	16.9		March	3.7	4.0		March	4.7	4.7			
Annual Average	2.7	3.7	3.5	Annual Average	2.4	3.0	Annual Average	2.7	3.7	3.5	Annual Average	4.4	4.2	4.4		
Average Apr-Sep	2.3	3.3	3.0	Average Apr-Sep	0.0	1.6	Average Apr-Sep	2.3	3.3	2.9	Average Apr-Sep	4.0	3.7	4.0		
No of Employees at 30 September 2018				996	No of Employees at 30 September 2018			11	No of Employees at 30 September 2018			1007	No of Employees at 30 September 2018			15106

For the financial year 2018/19, the projected average days lost per employee equates to 6.8 days.  
 Figures for manual workers only applicable from May 2017/2018

**ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019**  
**Housing & Technical Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019				
April	4.6	4.3	3.9	April	6.3	4.5	6.5	April	5.1	4.4	4.9	April	4.3	3.9	4.1				
May	4.3	4.2	3.6	May	5.0	3.9	6.5	May	4.5	4.1	4.8	May	4.4	4.2	4.2				
June	4.3	3.9	4.0	June	5.5	4.4	6.2	June	4.7	4.1	4.9	June	4.1	3.9	4.3				
July	4.1	4.3	3.7	July	4.5	4.9	6.3	July	4.2	4.5	4.8	July	3.3	3.0	3.4				
August	4.9	4.7	4.1	August	5.7	4.0	5.5	August	5.1	4.4	4.6	August	3.6	3.2	3.6				
September	5.1	4.3	4.5	September	4.6	4.5	6.2	September	5.0	4.4	5.2	September	4.1	4.0	4.4				
October	5.5	3.8		October	5.0	4.4		October	5.3	4.0		October	4.4	4.1					
November	4.9	4.9		November	6.7	6.4		November	5.5	5.5		November	4.9	4.8					
December	5.0	5.0		December	6.7	9.0		December	5.6	6.6		December	4.9	5.1					
January	5.0	5.4		January	4.3	7.3		January	4.8	6.2		January	4.5	5.0					
February	4.9	5.2		February	4.7	6.1		February	4.8	5.6		February	5.0	5.0					
March	4.7	5.1		March	4.6	6.0		March	4.6	5.4		March	4.7	4.7					
Annual Average	4.8	4.6	4.4	Annual Average	5.3	5.5	6.4	Annual Average	4.9	4.9	5.2	Annual Average	4.4	4.2	4.4				
Average Apr-Sep	4.6	4.3	4.0	Average Apr-Sep	5.3	4.4	6.2	Average Apr-Sep	4.8	4.3	4.9	Average Apr-Sep	4.0	3.7	4.0				
No of Employees at 30 September 2018				897	No of Employees at 30 September 2018				557	No of Employees at 30 September 2018				1454	No of Employees at 30 September 2018				15106

For the financial year 2018/19, the projected average days lost per employee equates to 11.9 days.

**ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019**  
**Social Work Resources**

APT&C				Manual Workers				Resource Total				Council Wide			
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019
April	4.8	5.0	5.3	April	6.6	5.6	6.2	April	5.4	5.2	5.6	April	4.3	3.9	4.1
May	5.3	4.9	5.1	May	6.9	4.1	6.2	May	5.8	4.6	5.4	May	4.4	4.2	4.2
June	5.2	5.3	5.2	June	6.2	4.6	6.3	June	5.5	5.1	5.6	June	4.1	3.9	4.3
July	5.0	4.8	5.2	July	5.7	4.9	6.4	July	5.3	4.8	5.6	July	3.3	3.0	3.4
August	4.8	4.9	5.0	August	5.4	4.7	5.9	August	5.0	4.8	5.3	August	3.6	3.2	3.6
September	4.3	5.0	5.0	September	5.3	5.2	6.1	September	4.7	5.1	5.4	September	4.1	4.0	4.4
October	4.7	4.2		October	5.6	5.8		October	5.0	4.8		October	4.4	4.1	
November	5.1	4.4		November	5.4	5.9		November	5.2	4.9		November	4.9	4.8	
December	5.6	5.6		December	6.1	6.1		December	5.8	5.7		December	4.9	5.1	
January	5.5	5.5		January	5.5	7.3		January	5.5	6.1		January	4.5	5.0	
February	5.8	6.1		February	4.8	5.8		February	5.4	6.0		February	5.0	5.0	
March	5.6	5.7		March	4.8	6.5		March	5.3	5.9		March	4.7	4.7	
Annual Average	5.1	5.1	5.2	Annual Average	5.7	5.5	6.2	Annual Average	5.3	5.3	5.5	Annual Average	4.4	4.2	4.4
Average Apr-Sep	4.9	5.0	5.1	Average Apr-Sep	6.0	4.9	6.2	Average Apr-Sep	5.3	4.9	5.5	Average Apr-Sep	4.0	3.7	4.0
No of Employees at 30 September 2018			1815	No of Employees at 30 September 2018			1054	No of Employees at 30 September 2018			2869	No of Employees at 30 September 2018			15106

For the financial year 2018/19, the projected average days lost per employee equates to 12.0 days.

**ABSENCE BY LONG AND SHORT TERM**

From: 1 July 2018 - 30 September 2018

Resource	No of employees	July 2018			August 2018			September 2018		
		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	3299	1.2	3.2	4.4	1.8	3.4	5.2	2.2	4.0	6.2
Education	6477	0.2	1.4	1.6	0.7	1.1	1.8	1.3	1.7	3.0
Finance and Corporate	1007	1.3	1.6	2.9	1.0	1.8	2.8	1.4	1.6	3.0
Housing & Technical	1454	1.4	3.4	4.8	1.9	2.7	4.6	2.4	2.8	5.2
Social Work	2869	1.5	4.1	5.6	1.5	3.8	5.3	2.0	3.4	5.4
Council Overall for July 2018 - September 2018	15106	0.9	2.5	3.4	1.3	2.3	3.6	1.7	2.7	4.4

**ATTENDANCE MONITORING**  
**Absence Classification**

**From : 1 September - 30 September 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	1209	31	528	15	46	8	346	24	792	29	2921	24
Psychological	1109	28	1287	36	195	35	510	36	648	24	3749	31
Stomach, Bowel, Blood, Metabolic Disorders	439	11	400	11	104	19	150	11	359	13	1452	12
Respiratory	356	9	333	9	81	15	72	5	138	5	980	8
Other Classification	844	21	1012	28	127	23	349	24	778	29	3110	25
<b>Total Days Lost By Resource</b>	3957	100	3560	100	553	100	1427	100	2715	100	12212	100
<b>Total Work Days Available</b>	64242		119994		18207		27367		50326			

**From : 1 September - 30 September 2017**

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	1110	35	813	22	123	15	393	31	804	31	3243	28
Psychological	608	19	994	27	299	36	347	28	716	27	2964	26
Stomach, Bowel, Blood, Metabolic Disorders	321	10	689	19	37	4	227	18	270	10	1544	13
Respiratory	244	8	225	6	81	10	52	4	240	9	842	7
Other Classification	934	29	953	26	289	35	235	19	603	23	3014	26
<b>Total Days Lost By Resource</b>	3217	100	3674	100	829	100	1254	100	2633	100	11607	100
<b>Total Work Days Available</b>	67701		122054		20321		28742		51920			

**\*WDL = Work Days Lost**

## OCCUPATIONAL HEALTH REPORTS

FROM: 1 July 2018 - 30 September 2018 comparison with 1 July 2017 - 30 September 2017

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Jul-Sep 2018)	99	22	39	22	53	148	383
TOTAL (Jul-Sep 2017)	95	20	21	32	53	119	340

No of Employees Referred For Physiotherapy		
RESOURCE	Jul-Sep 2017	Jul-Sep 2018
Community and Enterprise	135	133
Education (Teachers)	44	68
Education (Others)	58	61
Finance and Corporate	36	39
Housing and Technical	75	82
Social Work	160	153
TOTAL	508	536

No of Employees Referred To Employee Support Officer		
RESOURCE	Jul-Sep 2017	Jul-Sep 2018
Community and Enterprise	53	88
Education	53	93
Finance and Corporate	15	24
Housing and Technical	30	37
Social Work	47	60
TOTAL	198	302

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Jul-Sep 2017	Jul-Sep 2018
Community and Enterprise	5	12
Education	11	26
Finance and Corporate	9	9
Housing and Technical	12	14
Social Work	15	17
TOTAL	52	78

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 (Jul-Sep 2018)	17	0	0	1	57	2	0	0	11	1	85	4
TOTAL (Jul-Sep 2017)	27	6	0	0	65	4	1	0	6	0	99	10
									Total Referrals (Jul-Sep 2018)		89	
									Total Referrals (Jul-Sep 2017)		109	

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

**FROM: 1 July 2018 - 30 September 2018 comparison with 1 July 2017 - 30 September 2017**

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
Fatal	0	1	0	0	0	0	0	0	0	0	0	1
Specified Injury	0	2	0	1	0	0	0	0	1	0	1	3
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Specified Injury*</b>	0	3	0	1	0	0	0	0	1	0	1	4
Over 7-day	3	2	0	0	0	0	3	2	1	1	7	5
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
<b>Total Over 7-day**</b>	3	2	0	0	0	0	3	2	1	1	7	5
Over 3-day	0	1	0	0	0	0	1	0	0	0	1	1
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
<b>Total Over 3-day**</b>	0	1	0	0	0	0	1	0	0	0	1	1
Minor	15	9	2	6	2	0	4	9	6	6	29	30
Near Miss	3	3	0	0	0	0	0	0	1	4	4	7
Violent Incident: Physical	2	3	120	84	1	0	0	3	15	22	138	112
Violent Incident: Verbal	2	4	12	5	2	1	2	1	7	4	25	15
<b>Total Minor***</b>	22	19	134	95	5	1	6	13	29	36	196	164
<b>Total Accidents/Incidents</b>	25	25	134	96	5	1	10	15	31	37	205	174

\*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 July 2018 - 30 September 2018 comparison with 1 July 2017 - 30 September 2017

RESOURCE	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 6 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	2	24	N/A	26	0	6	N/A	6	2	18	N/A	20	22	4	0	100%
EDUCATION	4	0	1	5	0	0	0	0	4	0	1	5	1	1	3	40%
FINANCE AND CORPORATE	1	0	N/A	1	1	0	N/A	1	0	0	N/A	0	0	1	0	100%
HOUSING & TECHNICAL	2	4	N/A	6	0	1	N/A	1	2	3	N/A	5	4	1	1	83%
SOCIAL WORK	2	7	N/A	9	1	1	N/A	2	0	7	N/A	7	3	5	1	89%
TOTAL (Jul-Sep 2018)	11	35	1	47	2	8	0	10	8	28	1	37	30	12	5	89%
TOTAL (Jul-Sep 2017)	19	31	1	51	2	3	0	5	17	28	1	46	25	16	10	80%

RESOURCE	No of Appeals				Outcome of Appeals												Appeals 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	
COMMUNITY AND ENTERPRISE	2	0	N/A	2	0	0	N/A	0	0	0	N/A	0	2	0	N/A	2	0
SOCIAL WORK	1	0	N/A	1	0	0	N/A	0	0	0	N/A	0	1	0	N/A	1	0
TOTAL (Jul-Sep 2018)	3	0	0	3	0	0	0	0	0	0	0	0	3	0	0	3	0
TOTAL (Jul-Sep 2017)	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	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.

#### APPEAL'S PANEL

FROM: 1 July 2018 - 30 September 2018

APPEAL'S PANEL	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
	0	2	1	0	3	7

**RECORD OF GRIEVANCES****FROM: 1 July 2018 - 30 September 2018 comparison with 1 July 2017 - 30 September 2017**

GRIEVANCES	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (Jul-Sep 2018)	2	1	1	0	0
TOTAL (Jul-Sep 2017)	5	3	2	0	0

**DIGNITY AT WORK****FROM: 1 July 2018 - 30 September 2018 comparison with 1 July 2017 - 30 September 2017**

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 (Jul-Sep 2018)	8	2	0	0	0	6
TOTAL (Jul-Sep 2017)	5	0	5	0	0	0

## REFERRALS FOR WORKPLACE MEDIATION

As at September 2018

WORKPLACE MEDIATION	Jul-18	Aug-18	Sep-18
No of Referrals	0	0	0
*No of Successful Cases	0	0	0
*No of Unsuccessful Cases	0	1	0
No of cases unsuitable for mediation	0	0	0

WORKPLACE MEDIATION	Jul-17	Aug-17	Sep-17
No of Referrals	0	2	0
*No of Successful Cases	0	0	0
*No of Unsuccessful Cases	0	0	0
No of cases unsuitable for mediation	0	0	0

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

## ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

## EXIT INTERVIEWS (July-September 2018)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
CAREER ADVANCEMENT	4	7	2	2	2	17	38
FURTHER EDUCATION	0	5	1	0	1	7	16
CHILD CARING / CARING RESPONSIBILITIES	2	1	0	0	0	3	7
MOVING OUTWITH AREA	0	2	0	0	1	3	7
TRAVELLING DIFFICULTIES	1	0	0	0	2	3	7
WORK RELATIONSHIPS WITH MANAGERS / COLLEAGUES	0	0	0	0	2	2	4
OTHER	1	7	0	1	1	10	22
NUMBER OF EXIT INTERVIEWS CONDUCTED	8	22	3	3	9	45	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	41	99	12	6	36	194	
% OF LEAVERS INTERVIEWED	20	22	25	50	25	23	

## EXIT INTERVIEWS (July-September 2017)

NUMBER OF EXIT INTERVIEWS CONDUCTED	4	9	3	1	6	23	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	78	94	12	14	49	247	
% OF LEAVERS INTERVIEWED	5	10	25	7	12	9	

\* Note these totals include temporary employees

## RECRUITMENT MONITORING

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

**FROM : 1 July 2018 - 30 September 2018**

Total Number of applications received:	<b>2460</b>
Total Number of Equal Opportunities Monitoring forms received:	<b>2445</b>
Total Number of posts recruited for:	<b>159</b>
Total Number of appointments:	<b>200</b>

Gender / Disability / Age	Applied	Interviewed	Appointed
Total EO Forms Received	<b>2445</b>	<b>671</b>	<b>198</b>
Total No of Male Applicants	1151	299	64
Total No of Female Applicants	1274	443	112
Total No of Disabled Applicants	114	48	10
Total No of applicants aged under 50	2167	639	146
Total No of applicants aged over 50	253	105	29
Total No of White applicants	2344	723	174
Total No of Black/Ethnic minority applicants*	61	18	1

**FROM : 1 July 2017 - 30 September 2017**

Total Number of applications received:	<b>2566</b>
Total Number of Equal Opportunities Monitoring forms received:	<b>2403</b>
Total Number of posts recruited for:	<b>207</b>
Total Number of appointments:	<b>371</b>

Gender / Disability / Age	Applied	Interviewed	Appointed
Total EO Forms Received	<b>2403</b>	<b>1099</b>	<b>345</b>
Total No of Male Applicants	668	257	47
Total No of Female Applicants	1735	732	214
Total No of Disabled Applicants	96	54	3
Total No of applicants aged under 50	2044	834	228
Total No of applicants aged over 50	345	217	33
Total No of White applicants	2332	967	257
Total No of Black/Ethnic minority applicants*	52	17	3

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

### Analysis by Resource

	Total Number of Employees					Full-Time Equivalent											
Resource	Total	Male		Female		Salary Band											
		F/T	P/T	F/T	P/T	Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher		
Community & Enterprise Resources	3119	1366	207	209	1337	2289.05	1.00	1556.90	408.34	246.57	47.44	16.80	4.00	8.00	0.00		
Education - Others	2478	126	78	382	1892	1743.85	1.00	1080.70	470.73	85.88	19.00	15.00	4.00	58.34	9.20		
Education - Teachers	3592	678	61	2203	650	3300.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.60	3296.20		
Finance & Corporate Resources	956	214	17	408	317	847.90	2.00	153.77	361.15	235.27	62.01	26.70	6.00	1.00	0.00		
Housing & Technical	1326	867	15	301	143	1272.42	1.00	187.72	683.95	351.75	35.00	11.00	2.00	0.00	0.00		
Social Work Resources	2792	216	191	896	1489	2398.19	1.00	1342.30	471.78	534.11	21.00	26.00	2.00	0.00	0.00		
						8551.41	(excluding Teachers)										
Total All Staff	14263	3467	569	4399	5828	11852.21	6.00	4321.39	2395.95	1453.58	184.45	95.50	18.00	71.94	3305.40		

### QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 10 March 2018

### Analysis by Resource

	Total Number of Employees					Full-Time Equivalent											
Resource	Total	Male		Female		Salary Band											
		F/T	P/T	F/T	P/T	Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher		
Community & Enterprise Resources	3093	1335	211	214	1333	2263.69	1.00	1518.89	417.67	245.89	49.44	18.80	4.00	8.00	0.00		
Education - Others	2466	128	75	375	1888	1735.52	1.00	1071.62	469.08	87.58	20.00	15.00	4.00	58.04	9.20		
Education - Teachers	3604	675	63	2210	656	3309.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.60	3304.70		
Finance & Corporate Resources	962	216	16	411	319	853.22	2.00	154.48	361.84	236.99	65.21	25.70	6.00	1.00	0.00		
Housing & Technical	1354	884	14	311	145	1300.77	1.00	191.41	695.52	361.84	37.00	12.00	2.00	0.00	0.00		
Social Work Resources	2800	222	189	901	1488	2406.23	1.00	1344.61	470.83	542.79	19.00	26.00	2.00	0.00	0.00		
						8559.43	(excluding Teachers)										
Total All Staff	14279	3460	568	4422	5829	11868.73	6.00	4281.01	2414.94	1475.09	190.65	97.50	18.00	71.64	3313.90		