



Report

Report to:	Executive Committee
Date of Meeting:	16 December 2020
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Employee Workforce Monitoring Information April 2020 to September 2020 Summary
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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 April – September 2020.

2. Recommendation(s)

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

- (1) that the following employment information for April – September 2020 relating to the Council be noted:-
- ◆ attendance statistics;
 - ◆ occupational health;
 - ◆ accidents/incidents;
 - ◆ discipline, grievance and dignity at work;
 - ◆ employee development;
 - ◆ labour turnover/analysis of leavers and exit interviews;
 - ◆ recruitment monitoring;
 - ◆ staffing watch as at 14 September 2020

3. Background

3.1. As part of the Council's performance management arrangements, the following monitoring information is submitted to the Executive Committee. This report for the Council provides information on the position for the period April – September 2020.

4. Attendance Statistics

4.1. Information on absence statistics for April – September 2020 for the Council and each Resource is provided in Appendices 1 – 8. Points to note are:

- ◆ The Council's average absence rate for April – September 2020 is 3.3%, a decrease of 0.8% when compared to the same period last year.
- ◆ The APT&C average absence rate for April – September 2020 is 3.1%, a decrease of 1.0% when compared to the same period last year.
- ◆ The teaching staff average absence rate for April – September 2020 is 1.6%, a decrease of 0.7% when compared with the same period last year.
- ◆ The manual workers' average absence rate for April – September 2020 is 5.1%, a decrease of 0.4% when compared with the same period last year.

In comparison to April to September 2019 (Appendix 8):

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 5487 days.
- ◆ Total days lost due to psychological conditions have decreased by 3455 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 5489 days.
- ◆ Total days lost due to respiratory conditions have increased by 6368 days

5. Occupational Health

5.1. Information on Occupational Health for the period April – September 2020 is provided in Appendix 9.

- ◆ Over the year, musculoskeletal and psychological conditions were the main reasons for medical referrals; this remains unchanged from the previous year.
- ◆ During the year, there were a total of 496 employees referred for a medical examination and when compared to the previous year this represents a decrease of 274 when compared to the previous year.
- ◆ During the period, a total of 416 employees attended physiotherapy treatment, which is a decrease of 716 when compared to the previous year. Of the 416 employees referred, 63% remained at work whilst undertaking treatment.
- ◆ Over the year, 459 employees were referred to the Employee Support Officer, a decrease of 193 when compared to the previous year. Of those referrals made during the period, 86% related to personal issues.
- ◆ During the year, there were 177 referrals for counselling, this represents a decrease of 185 referrals when compared to the previous year.
- ◆ Over the year, a total of 50 employees were referred for Cognitive Behavioural Therapy, a decrease of 23 when compared to the previous year

6. Accidents/Incidents

6.1. The accident/incident report for the period April – September 2020 is contained in Appendix 10.

- ◆ The number of accidents/incidents recorded for the year was 283, a decrease of 247 from April – September 2019.
- ◆ During the year, specified injuries/incidents have decreased by 1 when compared to April – September 2019.
- ◆ Overall, minor accidents/incidents have decreased by 213 when compared with April – September 2019.
- ◆ During the year, the number of over 3 days injuries have decreased by 4 when compared with April – September 2019.
- ◆ During the year, the number of accidents resulting in an absence lasting over 7 days has decreased by 29 when compared with April – September 2019

7. Discipline, Grievance, Dignity at Work

7.1. Information on Disciplinary, Grievance Hearings and Dignity at Work for the period April – September 2020 is contained in Appendices 11 and 12.

- ◆ During the period, a total of 17 disciplinary hearings were held across Resources within the Council which represents a decrease of 59 when compared to April 2019 – September 2019. Action was taken in 16 of these cases and there were no appeals raised against the outcomes.
- ◆ Our target is to convene disciplinary hearings within 6 weeks. During the period 47% of hearings met this target which is a decrease of 33% when compared to the same period last year.
- ◆ During the year, 2 appeals were submitted to the Appeals Panel, of which 1 was upheld in part and 1 was not upheld.
- ◆ At the end of September 2020, 4 Appeals Panels were pending.
- ◆ Overall, 13 grievances were raised during the year, an increase of 4 when compared with the previous year.
- ◆ There were 8 dignity at work incidents raised this year, a decrease of 6 when compared with the previous year.
- ◆ During the period, no referrals for mediation were submitted, a decrease of 6 when compared with the previous year.

8. Employee Development

8.1. Information on Employee Development for the period April – September 2020 is contained in Appendices 13 and 13a.

- ◆ The Council is committed to ensuring that every employee has the opportunity to undertake learning and development which relates to their job.
- ◆ During this period, there were 1,766 attendances at training events.
- ◆ As our Learn on Line continues to develop, employees have successfully completed 148,335 e-learning packages covering a wide variety of subjects.
- ◆ There were also 119 attendances at virtual classroom learning and development events.

9. Labour Turnover/Analysis of Leavers and Exit Interviews

9.1. Labour Turnover

Information on the number of leavers and exit interviews for the period April – September 2020 is contained in Appendix 14. Exit interviews are conducted with leavers who leave voluntarily.

The Council's labour turnover figure for April – September 2020 is 2.3% and this figure has decreased by 2.2% when compared to the same period last year.

9.2. Analysis of Leavers and Exit Interviews

- ◆ During April – September 2020 there were 169 leavers eligible for an exit interview, a decrease of 139 when compared with April – September 2019.
- ◆ Exit interviews for April – September 2020 were held with 28% of leavers, compared with 13% in the period April – September 2019.

9.3. When processing an employee termination, managers were asked to identify whether they intended to replace the employee who had left the Council. If they indicated that they did not intend to replace the employee, they were asked to select from four options:-

- ◆ plan to hold for savings
- ◆ fill on a fixed term basis pending savings

- ◆ transfer budget to another post
- ◆ end of fixed term contract

9.4. During April - September 2020, 492 employees (329.99 FTE) left employment and managers indicated that 478 (319.40 FTE) would be replaced. Two (0.60 FTE) posts budget is being transferred to another post, 11 (9.65 FTE) were due to the end of fixed term contracts and for 1 post (0.34 FTE) the manager did not indicate a reason. The cumulative figures for posts being held are shown in appendix 14a.

10. Recruitment Monitoring

10.1. Information on Recruitment Monitoring for the period April – September 2020 is contained within Appendix 15. From an analysis of Equal Opportunities Monitoring Forms, the main points to note are:

- ◆ 97% of applicants completed an Equal Opportunities Monitoring Form, which remains unchanged when compared with April – September 2019.
- ◆ Of the 260 applicants who declared themselves as disabled, 140 were shortlisted for interview and 32 were appointed. This compares to 571 applicants the previous year, of which 258 applicants were shortlisted for interview and 50 were appointed.
- ◆ Of the 173 applicants from a black/ethnic background, 59 were shortlisted for interview and 20 were appointed. This compares to 300 applicants the previous year, of which 98 were shortlisted for interview and 18 were appointed.

11. Staffing Watch

11.1. Details of the number of employees in post at 14 September 2020 are contained in Appendix 16. There were 14,848 employees in post as at 14 September 2020 compared to 14,901 as at 14 September 2019, a decrease of 53 employees.

12. Employee Implications

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

13. Financial Implications

13.1. All financial implications are accommodated within existing budgets.

14. Climate Change, Sustainability and Environmental Implications

14.1. There are no Climate Change, Sustainability and Environmental Implications arising from the information presented in this report.

15. Other Implications

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

16. Equality Impact Assessment and Consultation Arrangements

16.1. 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

16.2. 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)

9 November 2020

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

- ◆ 4 December 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
Ext: 4239 (Tel: 01698 454239)
E-mail: Janet.McLuckie@southlanarkshire.gov.uk

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Council Wide

APT&C				Teachers				Manual Workers				Council Wide				
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021	
	%	%	%		%	%	%		%	%	%		%	%	%	
April	4.2	4.0	4.2	April	1.9	2.9	2.9	April	5.7	5.2	6.0	April	4.1	4.0	4.4	
May	4.2	4.4	2.9	May	2.1	3.2	1.4	May	6.1	5.6	4.9	May	4.2	4.4	3.1	
June	4.2	4.4	2.5	June	2.3	2.7	0.9	June	6.0	5.7	4.5	June	4.3	4.4	2.7	
July	3.5	3.5	2.2	July	1.0	1.2	0.5	July	5.1	5.1	4.0	July	3.4	3.4	2.3	
August	3.7	3.9	2.9	August	1.2	1.3	1.2	August	5.4	5.5	5.1	August	3.6	3.7	3.1	
September	4.4	4.5	4.1	September	2.2	2.5	2.7	September	6.2	6.1	5.8	September	4.4	4.5	4.2	
October	4.7	4.7		October	2.2	2.6		October	5.8	6.1		October	4.4	4.6		
November	5.3	5.7		November	3.5	3.8		November	6.0	6.6		November	5.1	5.5		
December	4.9	5.7		December	3.1	3.8		December	6.3	7.2		December	4.8	5.7		
January	4.7	5.2		January	3.3	3.4		January	6.6	7.1		January	4.9	5.3		
February	4.9	5.6		February	4.0	3.8		February	6.7	7.3		February	5.2	5.6		
March	4.7	6.2		March	3.9	4.8		March	6.1	7.3		March	4.9	6.2		
Annual Average	4.5	4.8	4.3	Annual Average	2.6	3.0	2.7	Annual Average	6.0	6.2	6.0	Annual Average	4.4	4.8	4.4	
Average Apr-Sep	4.0	4.1	3.1	Average Apr-Sep	1.8	2.3	1.6	Average Apr-Sep	5.8	5.5	5.1	Average Apr-Sep	4.0	4.1	3.3	
No of Employees at 30 September 2020			7262	No of Employees at 30 September 2020			3978	No of Employees at 30 September 2020			4589	No of Employees at 30 September 2020			15829	

For the financial year 2020/21, the projected average days lost per employee equates to 7.5 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021	
April	3.2	4.0	3.1	April	5.4	4.4	5.3	April	5.0	4.3	5.0	April	4.1	4.0	4.4	
May	2.8	3.6	2.4	May	6.0	5.1	4.3	May	5.5	4.9	4.0	May	4.2	4.4	3.1	
June	3.8	3.9	1.6	June	5.8	5.5	4.0	June	5.5	5.3	3.6	June	4.3	4.4	2.7	
July	4.3	3.9	1.8	July	4.5	4.3	3.6	July	4.4	4.3	3.4	July	3.4	3.4	2.3	
August	4.8	4.0	1.7	August	5.3	5.1	4.9	August	5.2	4.9	4.4	August	3.6	3.7	3.1	
September	6.0	2.9	1.6	September	6.2	5.9	5.8	September	6.2	5.4	5.1	September	4.4	4.5	4.2	
October	3.8	3.4		October	5.8	5.9		October	5.5	5.5		October	4.4	4.6		
November	4.8	4.8		November	6.2	6.6		November	6.0	6.4		November	5.1	5.5		
December	4.1	5.4		December	6.0	7.0		December	5.7	6.8		December	4.8	5.7		
January	3.4	4.1		January	6.1	6.6		January	5.6	6.2		January	4.9	5.3		
February	4.1	3.8		February	6.3	7.1		February	5.9	6.6		February	5.2	5.6		
March	4.8	4.5		March	5.6	7.1		March	5.5	6.7		March	4.9	6.2		
Annual Average	4.2	4.0	3.2	Annual Average	5.8	5.9	5.7	Annual Average	5.5	5.6	5.3	Annual Average	4.4	4.8	4.4	
Average Apr-Sep	4.2	3.7	2.0	Average Apr-Sep	5.5	5.1	4.7	Average Apr-Sep	5.3	4.9	4.3	Average Apr-Sep	4.0	4.1	3.3	
No of Employees at 30 September 2020			550	No of Employees at 30 September 2020			2899	No of Employees at 30 September 2020			3449	No of Employees at 30 September 2020			15829	

For the financial year 2020/21, the projected average days lost per employee equates to 10.8 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Education Resources

APT&C				Teachers				Resource Total				Council Wide				
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021	
April	4.1	3.5	3.9	April	1.9	2.9	2.9	April	2.8	3.2	3.3	April	4.1	4.0	4.4	
May	4.5	4.2	2.2	May	2.1	3.2	1.4	May	3.1	3.6	1.8	May	4.2	4.4	3.1	
June	4.4	3.8	1.8	June	2.3	2.7	0.9	June	3.2	3.2	1.3	June	4.3	4.4	2.7	
July	2.4	2.4	1.3	July	1.0	1.2	0.5	July	1.6	1.7	0.9	July	3.4	3.4	2.3	
August	2.7	2.8	2.7	August	1.2	1.3	1.2	August	1.8	2.0	1.8	August	3.6	3.7	3.1	
September	4.1	4.3	4.8	September	2.2	2.5	2.7	September	3.0	3.3	3.6	September	4.4	4.5	4.2	
October	4.7	4.5		October	2.2	2.6		October	3.2	3.5		October	4.4	4.6		
November	5.7	5.8		November	3.5	3.8		November	4.4	4.7		November	5.1	5.5		
December	5.4	5.5		December	3.1	3.8		December	4.1	4.6		December	4.8	5.7		
January	5.1	5.1		January	3.3	3.4		January	4.1	4.2		January	4.9	5.3		
February	5.3	5.7		February	4.0	3.8		February	4.5	4.6		February	5.2	5.6		
March	5.0	7.1		March	3.9	4.8		March	4.4	5.8		March	4.9	6.2		
Annual Average	4.5	4.6	4.2	Annual Average	2.6	3.0	2.7	Annual Average	3.4	3.7	3.3	Annual Average	4.4	4.8	4.4	
Average Apr-Sep	3.7	3.5	2.8	Average Apr-Sep	1.8	2.3	1.6	Average Apr-Sep	2.6	2.8	2.1	Average Apr-Sep	4.0	4.1	3.3	
No of Employees at 30 September 2020			3039	No of Employees at 30 September 2020			3978	No of Employees at 30 September 2020			7017	No of Employees at 30 September 2020			15829	

For the financial year 2020/21, the projected average days lost per employee equates to 5.1 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Finance and Corporate Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021				
April	3.1	3.5	3.5	April	8.6	7.1	8.5	April	3.2	3.6	3.6	April	4.1	4.0	4.4				
May	3.3	3.2	2.3	May	0.4	0.0	16.0	May	3.2	3.2	2.4	May	4.2	4.4	3.1				
June	2.5	3.3	1.9	June	0.0	0.5	7.4	June	2.5	3.2	1.9	June	4.3	4.4	2.7				
July	2.9	3.3	2.0	July	0.0	2.4	3.5	July	2.9	3.2	2.0	July	3.4	3.4	2.3				
August	2.8	3.6	1.8	August	0.4	5.9	12.1	August	2.8	3.6	2.0	August	3.6	3.7	3.1				
September	3.1	3.3	2.3	September	0.0	3.5	13.4	September	3.0	3.3	2.4	September	4.4	4.5	4.2				
October	3.6	3.7		October	0.0	3.6		October	3.6	3.7		October	4.4	4.6					
November	4.6	3.9		November	0.0	2.6		November	4.6	3.8		November	5.1	5.5					
December	3.8	4.6		December	0.0	1.3		December	3.8	4.5		December	4.8	5.7					
January	3.6	3.9		January	0.0	0.0		January	3.5	3.9		January	4.9	5.3					
February	3.7	4.1		February	2.3	7.6		February	3.6	4.1		February	5.2	5.6					
March	3.2	4.5		March	9.8	4.6		March	3.3	4.5		March	4.9	6.2					
Annual Average	3.4	3.7	3.2	Annual Average	1.8	3.3	6.7	Annual Average	3.3	3.7	3.2	Annual Average	4.4	4.8	4.4				
Average Apr-Sep	3.0	3.4	2.3	Average Apr-Sep	1.6	3.2	10.2	Average Apr-Sep	2.9	3.4	2.4	Average Apr-Sep	4.0	4.1	3.3				
No of Employees at 30 September 2020				959	No of Employees at 30 September 2020				10	No of Employees at 30 September 2020				969	No of Employees at 30 September 2020				15829

For the financial year 2020/21, the projected average days lost per employee equates to 5.6 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021				
April	3.9	3.9	4.1	April	6.5	6.7	3.5	April	4.9	5.0	3.8	April	4.1	4.0	4.4				
May	3.6	4.2	2.8	May	6.5	5.1	2.0	May	4.8	4.5	2.5	May	4.2	4.4	3.1				
June	4.0	4.8	3.2	June	6.2	5.0	2.0	June	4.9	4.9	2.7	June	4.3	4.4	2.7				
July	3.7	4.1	2.7	July	6.3	5.4	2.7	July	4.8	4.6	2.7	July	3.4	3.4	2.3				
August	4.1	4.0	2.5	August	5.5	5.7	3.4	August	4.6	4.7	2.8	August	3.6	3.7	3.1				
September	4.5	4.4	2.1	September	6.2	5.8	3.3	September	5.2	5.0	2.6	September	4.4	4.5	4.2				
October	4.3	4.3		October	5.9	6.6		October	4.9	5.2		October	4.4	4.6					
November	4.8	5.5		November	6.5	6.1		November	5.5	5.7		November	5.1	5.5					
December	4.4	5.2		December	6.5	6.3		December	5.3	5.6		December	4.8	5.7					
January	4.2	5.8		January	7.0	5.9		January	5.3	5.8		January	4.9	5.3					
February	4.2	5.8		February	6.6	5.7		February	5.2	5.8		February	5.2	5.6					
March	4.2	5.1		March	7.3	6.5		March	5.5	5.7		March	4.9	6.2					
Annual Average	4.2	4.8	4.1	Annual Average	6.4	5.9	4.5	Annual Average	5.1	5.2	4.2	Annual Average	4.4	4.8	4.4				
Average Apr-Sep	4.0	4.2	2.9	Average Apr-Sep	6.2	5.6	2.8	Average Apr-Sep	4.9	4.8	2.9	Average Apr-Sep	4.0	4.1	3.3				
No of Employees at 30 September 2020				883	No of Employees at 30 September 2020				559	No of Employees at 30 September 2020				1442	No of Employees at 30 September 2020				15829

For the financial year 2020/21, the projected average days lost per employee equates to 6.9 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021				
April	5.3	5.0	5.5	April	6.2	6.9	10.2	April	5.6	5.6	7.1	April	4.1	4.0	4.4				
May	5.1	5.6	4.4	May	6.2	7.7	8.1	May	5.4	6.3	5.7	May	4.2	4.4	3.1				
June	5.2	5.8	3.9	June	6.3	6.9	7.6	June	5.6	6.2	5.2	June	4.3	4.4	2.7				
July	5.2	5.1	3.7	July	6.4	7.7	6.3	July	5.6	5.9	4.6	July	3.4	3.4	2.3				
August	5.0	5.9	4.4	August	5.9	6.7	6.7	August	5.3	6.2	5.2	August	3.6	3.7	3.1				
September	5.0	6.2	5.4	September	6.1	6.8	7.5	September	5.4	6.4	6.1	September	4.4	4.5	4.2				
October	5.7	6.1		October	5.6	6.5		October	5.6	6.2		October	4.4	4.6					
November	5.4	6.8		November	5.3	6.8		November	5.4	6.8		November	5.1	5.5					
December	5.1	6.9		December	6.9	8.7		December	5.7	7.5		December	4.8	5.7					
January	5.2	6.2		January	8.4	9.5		January	6.2	7.3		January	4.9	5.3					
February	5.5	6.8		February	8.5	8.8		February	6.5	7.5		February	5.2	5.6					
March	5.4	6.8		March	6.5	8.5		March	5.8	7.4		March	4.9	6.2					
Annual Average	5.3	6.1	5.6	Annual Average	6.5	7.6	7.9	Annual Average	5.7	6.6	6.4	Annual Average	4.4	4.8	4.4				
Average Apr-Sep	5.1	5.6	4.6	Average Apr-Sep	6.2	7.1	7.7	Average Apr-Sep	5.5	6.1	5.7	Average Apr-Sep	4.0	4.1	3.3				
No of Employees at 30 September 2020				1831	No of Employees at 30 September 2020				1121	No of Employees at 30 September 2020				2952	No of Employees at 30 September 2020				15829

For the financial year 2020/21, the projected average days lost per employee equates to 12.3 days.

APPENDIX 7

ABSENCE BY LONG AND SHORT TERM

From: 1 April 2020 - 30 September 2020

Resource	April 2020 - September 2020		
	Total Short Term %	Total Long Term %	Resource Total Absence %
Community and Enterprise	1.2	3.1	4.3
Education	0.6	1.6	2.1
Finance and Corporate	0.7	1.7	2.4
Housing & Technical	0.7	2.1	2.9
Social Work	1.6	4.1	5.7

Council Overall for Apr 20 - Sep 20	0.9	2.4	3.3
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From: 1 April 2019 - 30 September 2019

Resource	April 2019 - September 2019		
	Total Short Term %	Total Long Term %	Resource Total Absence %
Community and Enterprise	1.7	3.2	4.9
Education	0.9	1.9	2.8
Finance and Corporate	1.4	2.0	3.4
Housing & Technical	1.9	2.9	4.8
Social Work	1.8	4.3	6.1

Council Overall for Apr 19 - Sep 19	1.4	2.7	4.1
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APPENDIX 8**Absence Monitoring****Absence Classifications****From 1 April 2020 to 30 September 2020**

Reason	Total Work Days Lost	% of Work Days Lost
Musculoskeletal	13967	22
Psychological	21036	34
Stomach	3564	6
Respiratory	10545	17
Others	13169	21
Total Days Lost	62281	100

From 1 April 2019 to 30 September 2019

Reason	Total Work Days Lost	% of Work Days Lost
Musculoskeletal	19454	26
Psychological	24491	32
Stomach	9053	12
Respiratory	4177	6
Others	18292	24
Total Days Lost	75467	100

OCCUPATIONAL HEALTH REPORTS

FROM: 1 April 2020 - 30 September 2020 comparison with 1 April 2019 - 30 September 2019

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Apr-Mar 2019/20)	151	20	43	18	78	186	496
TOTAL (Apr-Mar 2018/19)	171	58	66	44	153	278	770

No of Employees Referred For Physiotherapy		
RESOURCE	Apr-Sep 2019	Apr-Sep 2020
Community and Enterprise	279	102
Education (Teachers)	157	46
Education (Others)	180	67
Finance and Corporate	73	12
Housing and Technical	133	38
Social Work	310	151
TOTAL	1132	416

No of Employees Referred To Employee Support Officer		
RESOURCE	Apr-Sep 2019	Apr-Sep 2020
Community and Enterprise	141	119
Education	215	130
Finance and Corporate	49	29
Housing and Technical	55	46
Social Work	192	135
TOTAL	652	459

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Apr-Sep 2019	Apr-Sep 2020
Community and Enterprise	6	8
Education	7	4
Finance and Corporate	0	0
Housing and Technical	10	5
Social Work	18	8
Not Disclose	32	25
TOTAL	73	50

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 (Apr-Sep 2020)	6	0	0	0	142	0	17	0	12	0	177	0
TOTAL (Apr-Sep 2019)	75	0	5	0	213	0	53	0	16	0	362	0
TOTAL								Total Referrals (Apr-Sep 2020)				177
								Total Referrals (Apr-Sep 2019)				362

M = MANAGEMENT REFERRAL S = SELF REFERRAL

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

FROM: 1 April 2020 - 30 September 2020 comparison with 1 April 2019 - 30 September 2019

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019
Specified Injury	0	0	0	1	0	0	0	0	0	0	0	1
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	0	0	0	1	0	0	0	0	0	0	0	1
Over 7-day	4	21	2	3	0	0	0	6	5	8	11	38
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	2	0	2
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 7-day**	4	21	2	3	0	0	0	6	5	10	11	40
Over 3-day	2	4	0	0	0	0	1	4	2	1	5	9
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	4	0	0	0	0	1	4	2	1	5	9
Minor	13	35	2	8	0	1	2	10	19	10	36	64
Near Miss	1	11	0	2	0	0	0	3	0	2	1	18
Violent Incident: Physical	0	20	148	283	0	0	0	1	59	25	207	329
Violent Incident: Verbal	1	9	6	26	0	7	0	8	16	19	23	69
Total Minor***	15	75	156	319	0	8	2	22	94	56	267	480
Total Accidents/Incidents	21	100	158	323	0	8	3	32	101	67	283	530

*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 April 2020 - 30 September 2020 comparison with 1 April 2019 - 30 September 2019

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	1	3	N/A	4	1	0	N/A	1	0	3	N/A	3	2	0	2	50%
EDUCATION	1	0	2	3	0	0	0	0	1	0	2	3	1	0	2	33%
HOUSING & TECHNICAL	1	1	N/A	2	0	0	N/A	0	1	1	N/A	2	0	0	2	0%
SOCIAL WORK RESOURCES	3	5	N/A	8	0	0	N/A	0	3	5	N/A	8	4	1	3	63%
TOTAL (Apr-Sep 2020)	6	9	2	17	1	0	0	1	5	9	2	16	7	1	9	47%
TOTAL (Apr-Sep 2019)	21	55	0	76	4	10	0	14	17	45	0	62	42	19	15	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	
TOTAL (Apr-Sep 2020)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL (Apr-Sep 2019)	0	0	0	0	0	0	0	0	0	0	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.

APPEAL'S PANEL

FROM: 1 April 2020 - 30 September 2020

APPEAL'S PANEL	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
	0	1	1	0	2	4

RECORD OF GRIEVANCES

FROM: 1 April 2020 - 30 September 2020 comparison with 1 April 2019 - 30 September 2019

GRIEVANCES	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
COMMUNITY AND ENTERPRISE	1	0	1	0	0
EDUCATION	3	0	1	0	2
HOUSING & TECHNICAL	3	1	1	0	1
SOCIAL WORK RESOURCES	6	5	0	0	1
TOTAL (Apr-Sep 2020)	13	6	3	0	4
TOTAL (Apr-Sep 2019)	9	1	8	0	0

DIGNITY AT WORK

FROM: 1 April 2020 - 30 September 2020 comparison with 1 April 2019 - 30 September 2019

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
COMMUNITY AND ENTERPRISE	1	0	0	0	0	1
HOUSING & TECHNICAL	3	0	0	0	0	3
SOCIAL WORK RESOURCES	4	0	0	0	0	4
TOTAL (Apr-Sep 2020)	8	0	0	0	0	8
TOTAL (Apr-Sep 2019)	14	3	10	0	0	1

REFERRALS FOR WORKPLACE MEDIATION**As at September 2020**

WORKPLACE MEDIATION	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20
No of Referrals	0	0	0	0	0	0
*No of Successful Cases	0	0	0	0	0	0
*No of Unsuccessful Cases	0	0	0	0	0	0
No of cases unsuitable for mediation	0	0	0	0	0	0

WORKPLACE MEDIATION	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19
No of Referrals	1	1	1	0	2	1
*No of Successful Cases	1	0	0	0	0	0
*No of Unsuccessful Cases	0	0	0	0	0	0
No of cases unsuitable for mediation	1	0	0	1	0	0

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

Employee Development
1 April 2020 - 30 September 2020

	Attended classroom based training
Community and Enterprise	433
Education	36
Finance and Corporate	1
Housing and Technical	73
Social Work	1223
Total	1,766

	Learn On Line Courses Completed / Passed
Community and Enterprise	16630
Education	94162
Finance and Corporate	5956
Housing and Technical	11955
Social Work	19632
Total	148,335

Employee Development

Monitoring Stats for all Training - 1 April 2020 - 30 September 2020
Finance and Corporate Resources

	Percentage (%)	Count
Male	37.2%	1153
Female	62.8%	1948
Disabled	1.1%	34
Not Disabled	89.6%	2772
Not Disclosed	6.4%	199
Not Entered	2.9%	90
White - Scottish	91.4%	2833
White - Other British	3.6%	111
White - Irish	0.6%	19
White - Any other Background	0.6%	20
Asian - Pakistani	0.6%	2
All Others	3.7%	116
21 Years	3.2%	100
21-29 Years	11.4%	354
30-39 Years	17.1%	531
40-49 Years	19.4%	601
50-59 Years	35.1%	1087
60-65 Years	12.1%	375
Over 65 Years	1.7%	53

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS (Apr-Sep 2020)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
CAREER ADVANCEMENT	1	4	0	1	3	9	19
FURTHER EDUCATION	0	4	0	0	0	4	9
MOVING OUTWITH AREA	1	3	0	0	0	4	9
DISSATISFACTION WITH TERMS AND CONDITIONS	0	2	0	0	1	3	6
POOR RELATIONSHIPS WITH MANAGERS / COLLEAGUES	0	1	0	0	2	3	6
TRAVELLING DIFFICULTIES	0	0	0	0	2	2	4
CHILD CARING / CARING RESPONSIBILITIES	0	2	0	0	0	2	4
PERSONAL REASONS	0	0	1	0	0	1	2
OTHER	3	9	2	1	4	19	40
NUMBER OF EXIT INTERVIEWS CONDUCTED	5	25	3	2	12	47	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	33	73	5	7	51	169	
% OF LEAVERS INTERVIEWED	15	34	60	29	24	28	

EXIT INTERVIEWS (Apr-Sep 2019)

NUMBER OF EXIT INTERVIEWS CONDUCTED	7	16	5	5	8	41	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	54	144	21	16	73	308	
% OF LEAVERS INTERVIEWED	13	11	24	31	11	13	

* Note these totals include temporary employees

Posts being held

April – September 2020	Number of leavers		Replace Employee		Filling on a temp basis		Plan to transfer this budget to another post		End of fixed term post		Leave vacant pending savings or service review		Plan to remove for savings		Manager did not indicate a reason	
	Total FTE*	Total H/C**	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C
Resource																
Community and Enterprise	76.04	140	67.39	130	0.00	0	0.00	0	8.65	10	0.00	0	0.00	0	0.00	0
Education	126.99	189	126.55	187	0.00	0	0.10	1	0.00	0	0.00	0	0.00	0	0.34	1
Finance and Corporate	16.24	20	16.24	20	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Housing and Technical	22.47	26	22.47	26	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Social Work	88.25	117	86.75	115	0.00	0	0.50	1	1.00	1	0.00	0	0.00	0	0.00	0
Total	329.99	492	319.40	478	0.00	0	0.60	2	9.65	11	0.00	0	0.00	0	0.34	1

* Full time equivalent

** Head count/number of employees

RECRUITMENT MONITORING

Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 April 2020 - 30 September 2020

Total Number of applications received:	5640
Total Number of Equal Opportunities Monitoring forms received:	5483 (97%)
Total Number of posts recruited for:	338
Total Number of appointments:	1194

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	5483	2462	1130
Total No of Male Applicants	1963	788	334
Total No of Female Applicants	3501	1633	793
Total No of Disabled Applicants	260	140	32
Total No of applicants aged under 50	4525	1993	949
Total No of applicants aged over 50	915	425	169
Total No of White applicants	5227	2361	1099
Total No of Black/Ethnic minority applicants*	173	59	20

FROM : 1 April 2019 - 30 September 2019

Total Number of applications received:	11053
Total Number of Equal Opportunities Monitoring forms received:	10703 (97%)
Total Number of posts recruited for:	615
Total Number of appointments:	1403

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	10721	3423	1214
Total No of Male Applicants	3779	1189	353
Total No of Female Applicants	6723	2369	853
Total No of Disabled Applicants	571	258	50
Total No of applicants aged under 50	8529	2865	941
Total No of applicants aged over 50	2055	787	225
Total No of White applicants	10263	3559	1087
Total No of Black/Ethnic minority applicants*	300	98	18

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 14 September 2020**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community & Enterprise Resources	3138	1344	218	188	1388
Education - Others	2870	139	83	509	2139
Education - Teachers	3865	697	67	2351	750
Finance & Corporate Resources	885	203	16	359	307
Housing & Technical	1289	821	26	314	128
Social Work Resources	2801	206	208	991	1396
Total All Staff	14848	3410	618	4712	6108

Full-Time Equivalent Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2256.15	1.00	1542.75	408.68	231.67	47.05	16.00	4.00	5.00	0.00
2075.85	1.00	1017.21	791.07	136.30	49.64	12.60	4.00	57.63	6.40
3546.60	0.00	0.00	0.00	0.00	0.00	1.00	0.00	4.60	3541.00
782.63	2.00	116.60	345.47	229.92	56.54	25.10	6.00	1.00	0.00
1234.56	1.00	204.30	630.67	356.13	30.46	10.00	2.00	0.00	0.00
2433.15	1.00	1294.96	522.16	564.03	25.00	24.00	2.00	0.00	0.00
8782.34	(excluding Teachers)								
12328.94	6.00	4175.82	2698.05	1518.05	208.69	88.70	18.00	68.23	3547.40

** Change to report this is now run electronically which allows us to report on grade.

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 14 September 2019**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community & Enterprise Resources	3182	1368	218	193	1403
Education - Others	2881	139	82	481	2179
Education - Teachers	3767	699	58	2296	714
Finance & Corporate Resources	913	213	15	381	304
Housing & Technical	1316	862	21	299	134
Social Work Resources	2842	228	195	983	1436
Total All Staff	14901	3509	589	4633	6170

Full-Time Equivalent Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2295.78	1.00	1569.31	415.60	235.27	47.60	17.00	4.00	6.00	0.00
2062.33	1.00	1367.59	439.20	135.41	30.80	13.00	4.00	59.93	11.40
3464.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	3462.50
811.23	2.00	124.65	349.16	236.18	65.54	26.70	6.00	1.00	0.00
1262.14	1.00	208.63	653.32	351.19	36.00	10.00	2.00	0.00	0.00
2462.00	1.00	1357.30	489.10	563.60	24.00	25.00	2.00	0.00	0.00
8893.48	(excluding Teachers)								
12357.98	6.00	4627.48	2346.38	1521.65	203.94	91.70	18.00	68.93	3473.90

** Change to report this is now run electronically which allows us to report on grade.