

Report

Report to:	Employee Issues Forum
Date of Meeting:	18 May 2021
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Council-wide Workforce Monitoring – January to March 2021
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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 January to March 2021

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 January to March 2021 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 13 March 2021

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 January to March 2021.

4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for March 2021, is provided in Appendices 1 to 8. Points to note are:-

The Council's absence rate for March 2021, shown in Appendix 1, is 4.9%, which represents an increase of 0.1% when compared with last month and the figure has decreased by 1.3% when compared to March 2020.

When compared to March 2020, the APT&C absence rate has decreased by 1.6%, the teachers' figure has decreased by 1.9% and the manual workers' figure has decreased by 0.1%.

Based on annual trends and the absence rate to March 2021, the average absence rate for the Council for the financial year 2020/2021 is 4.2%.

For the financial year 2020/2021, the average days lost per employee equates to 9.9 days.

In comparison to March 2020 (Appendix 8):-

- ◆ Psychological and musculoskeletal conditions are the main reasons for absence.
- ◆ Total days lost due to psychological conditions have increased by 376 days.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 936 days.
- ◆ Total days lost due to respiratory conditions have decreased by 1845 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 246 days.

Managers follow the procedures outlined in the Maximising Attendance Policy to support employees to remain at work, or to return to work after a sickness absence. There are comprehensive employee supports in place and additionally, Personnel Services work in close partnership with line managers and Resource Management Teams on a case management basis to ensure that appropriate actions are taken.

The attendance information contained in this report includes absences as a result of Covid-19, and employees are being supported through this difficult time to maintain attendance levels where they can. At the time of this report, the Council overall absence level was 4.85% with 0.77% of this relating to Covid-19 for sickness and special leave.

5. Occupational Health

5.1. Information on Occupational Health for the period January to March 2021 is provided in Appendix 9.

- ◆ during the period there were 391 employees referred for a medical examination, a decrease of 41 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 367 employees attended physiotherapy treatment, showing a decrease of 194 when compared to the same period last year. Of the 367 employees referred, 71% remained at work whilst undertaking treatment.
- ◆ during this period 408 employees were referred to the Employee Support Officer, showing a decrease of 85 when compared with the same period last year. Of the referrals made this period, 84% related to personal reasons.
- ◆ 122 employees were referred to the PAM Assist counselling service this period, showing a decrease of 69 when compared with the same period last year. All of the referrals made this period were from management and none were made directly by employees. Personal reasons accounted for 65% of the referrals made, 11% were for work related reasons and 24% were for other reasons.
- ◆ 32 employees were referred for Cognitive Behavioural Therapy this period, this figure has decreased by 25 when compared to the same period last year.

6. Accidents/Incidents

6.1. The accident/incident report for January to March 2021 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 471, this figure has increased by 64 from the same period last year.
- ◆ there was 1 specified injury recorded, this figure remains unchanged from the same period last year.

- ◆ there were 438 minor accidents/incidents, this figure has increased by 49 from the same period last year.
- ◆ there were 4 accidents resulting in an absence lasting over 3 days during the period, this figure has increased by 3 from the same period last year.
- ◆ there were 28 accidents resulting in an absence lasting over 7 days during the period, this figure has increased by 12 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 January to March 2021 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 12 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 12 of these cases. One appeal was raised against the outcome, of which was upheld in part.
- ◆ our target is to convene disciplinary hearings within 6 weeks, 75% of hearings met this target.
- ◆ during the period, 1 appeal was heard by the Appeals Panel, which was upheld in part and 1 appeal was withdrawn.
- ◆ at the end of March 2021, 1 Appeal Panel is pending.
- ◆ during the period, no grievance cases were raised.
- ◆ during the period, no Dignity at Work cases were raised.
- ◆ during the period, no referrals 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 January to March 2021 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 13 March 2021, the Council's turnover figure for January to March 2021 is as follows:-

105 leavers eligible for exit interviews/14,894 employees in post = Labour Turnover of 0.7%.

Based on the figure at March 2021, the annual labour turnover figure for the financial year 2020/2021 for the Council is 2.4%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ there were a total of 105 employees leaving the Council that were eligible for an exit interview, a decrease of 30 when compared with the same period last year.
- ◆ exit interviews were held with 27% of leavers, which remains unchanged when compared with the same period last year.

8.3. When processing an employee termination, managers are asked to identify whether they intend to replace the employee who had left the Council. If they indicate that they do not intend to replace the employee, they are 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

8.4. Appendix 13a provides information relating to vacant posts and whether these are being replaced or held for savings. From January to March 2021, 225 employees left employment. Managers indicated that 221 posts (146.95 FTE) would be replaced, 1 post (1.0 FTE) was due to the end of a fixed term contract and 3 posts (1.19 FTE) are being removed for savings.

9. Recruitment Monitoring

9.1. Information on Recruitment Monitoring for January to March 2021 is contained within Appendix 14.

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

- ◆ overall, 4,748 applications and 4,662 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (231), 97 were shortlisted for interview and 15 were appointed
- ◆ of those applicants of a black/ethnic minority background (205), 68 were shortlisted for interview and 9 were appointed.
- ◆ Of those applicants who are veterans (30), 10 were shortlisted for interview and none were appointed. (Figures for veterans are only available from February 2020).

10. Staffing Watch

10.1. There has been an increase of 23 in the number of employees in post from 12 December 2020 to 13 March 2021. Details of the staffing watch are contained in Appendix 15.

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. Climate Change, Sustainability and Environmental Implications

13.1. There are no climate change, sustainability or environmental implications arising from the information presented in this report.

14. Other Implications

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

15. Equality Impact Assessment and Consultation Arrangements

15.1. 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.

15.2. 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)

27 April 2021

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 – 2 March 2021

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:-

Laurane Rhind, Personnel Services Manager

Ext: 4721 (Tel: 01698 454721)

E-mail: Laurane.Rhind@southlanarkshire.gov.uk

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

Council Wide	
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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	4.7	October	2.2	2.6	3.2	October	5.8	6.1	6.4	October	4.4	4.6	4.8
November	5.3	5.7	5.6	November	3.5	3.8	4.6	November	6.0	6.6	7.3	November	5.1	5.5	5.8
December	4.9	5.7	5.3	December	3.1	3.8	4.7	December	6.3	7.2	6.9	December	4.8	5.7	5.6
January	4.7	5.2	4.5	January	3.3	3.4	2.7	January	6.6	7.1	7.2	January	4.9	5.3	4.8
February	4.9	5.6	4.3	February	4.0	3.8	2.5	February	6.7	7.3	7.4	February	5.2	5.6	4.8
March	4.7	6.2	4.6	March	3.9	4.8	2.9	March	6.1	7.3	7.2	March	4.9	6.2	4.9
Annual Average	4.5	4.8	4.0	Annual Average	2.6	3.0	2.5	Annual Average	6.0	6.2	6.1	Annual Average	4.4	4.8	4.2
Average Apr-Mar	4.5	4.8	4.0	Average Apr-Mar	2.6	3.0	2.5	Average Apr-Mar	6.0	6.2	6.1	Average Apr-Mar	4.4	4.8	4.2

No of Employees at 31 March 2021	7446	No of Employees at 31 March 2021	3944	No of Employees at 31 March 2021	4513	No of Employees at 31 March 2021	15903
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For the financial year 2020/21, the average days lost per employee equates to 9.9 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	3.1	October	5.8	5.9	6.3	October	5.5	5.5	5.8	October	4.4	4.6	4.8
November	4.8	4.8	3.6	November	6.2	6.6	7.1	November	6.0	6.4	6.6	November	5.1	5.5	5.8
December	4.1	5.4	3.1	December	6.0	7.0	6.4	December	5.7	6.8	5.9	December	4.8	5.7	5.6
January	3.4	4.1	3.4	January	6.1	6.6	6.0	January	5.6	6.2	5.6	January	4.9	5.3	4.8
February	4.1	3.8	2.8	February	6.3	7.1	6.5	February	5.9	6.6	5.9	February	5.2	5.6	4.8
March	4.8	4.5	2.6	March	5.6	7.1	6.8	March	5.5	6.7	6.2	March	4.9	6.2	4.9
Annual Average	4.2	4.0	2.6	Annual Average	5.8	5.9	5.6	Annual Average	5.5	5.6	5.1	Annual Average	4.4	4.8	4.2
Average Apr-Mar	4.2	4.0	2.6	Average Apr-Mar	5.8	5.9	5.6	Average Apr-Mar	5.5	5.6	5.1	Average Apr-Mar	4.4	4.8	4.2

No of Employees at 31 March 2021	553	No of Employees at 31 March 2021	2842	No of Employees at 31 March 2021	3395	No of Employees at 31 March 2021	15903
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For the financial year 2020/21, the average days lost per employee equates to 12.8 days.

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

Education Resources

No of Employees at 31 March 2021	3200	No of Employees at 31 March 2021	3944	No of Employees at 31 March 2021	7144	No of Employees at 31 March 2021	15903
For the financial year 2020/21, the average days lost per employee equates to 7.8 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	3.2	October	0.0	3.6	10.2	October	3.6	3.7	3.3	October	4.4	4.6	4.8	
November	4.6	3.9	3.1	November	0.0	2.6	11.4	November	4.6	3.8	3.2	November	5.1	5.5	5.8	
December	3.8	4.6	2.7	December	0.0	1.3	11.4	December	3.8	4.5	2.8	December	4.8	5.7	5.6	
January	3.6	3.9	2.8	January	0.0	0.0	7.0	January	3.5	3.9	2.8	January	4.9	5.3	4.8	
February	3.7	4.1	3.5	February	2.3	7.6	0.0	February	3.6	4.1	3.5	February	5.2	5.6	4.8	
March	3.2	4.5	3.5	March	9.8	4.6	0.0	March	3.3	4.5	3.5	March	4.9	6.2	4.9	
Annual Average	3.4	3.7	2.7	Annual Average	1.8	3.3	8.4	Annual Average	3.3	3.7	2.8	Annual Average	4.4	4.8	4.2	
Average Apr-Mar	3.4	3.7	2.7	Average Apr-Mar	1.8	3.3	8.4	Average Apr-Mar	3.3	3.7	2.8	Average Apr-Mar	4.4	4.8	4.2	
No of Employees at 31 March 2021				956	No of Employees at 31 March 2021			10	No of Employees at 31 March 2021			966	No of Employees at 31 March 2021			15903
For the financial year 2020/21, the average days lost per employee equates to 6.4 days.																

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

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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	2.9	October	5.9	6.6	3.9	October	4.9	5.2	3.3	October	4.4	4.6	4.8
November	4.8	5.5	3.7	November	6.5	6.1	5.6	November	5.5	5.7	4.5	November	5.1	5.5	5.8
December	4.4	5.2	3.3	December	6.5	6.3	4.8	December	5.3	5.6	3.9	December	4.8	5.7	5.6
January	4.2	5.8	3.5	January	7.0	5.9	4.4	January	5.3	5.8	3.9	January	4.9	5.3	4.8
February	4.2	5.8	3.2	February	6.6	5.7	4.7	February	5.2	5.8	3.8	February	5.2	5.6	4.8
March	4.2	5.1	3.1	March	7.3	6.5	4.5	March	5.5	5.7	3.6	March	4.9	6.2	4.9
Annual Average	4.2	4.8	3.1	Annual Average	6.4	5.9	3.7	Annual Average	5.1	5.2	3.3	Annual Average	4.4	4.8	4.2
Average Apr-Mar	4.2	4.8	3.1	Average Apr-Mar	6.4	5.9	3.7	Average Apr-Mar	5.1	5.2	3.3	Average Apr-Mar	4.4	4.8	4.2

No of Employees at 31 March 2021	893	No of Employees at 31 March 2021	566	No of Employees at 31 March 2021	1459	No of Employees at 31 March 2021	15903
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For the financial year 2020/21, the average days lost per employee equates to 8.1 days.								
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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	5.9	October	5.6	6.5	8.2	October	5.6	6.2	6.7	October	4.4	4.6	4.8	
November	5.4	6.8	6.6	November	5.3	6.8	8.9	November	5.4	6.8	7.4	November	5.1	5.5	5.8	
December	5.1	6.9	6.5	December	6.9	8.7	10.3	December	5.7	7.5	7.7	December	4.8	5.7	5.6	
January	5.2	6.2	5.8	January	8.4	9.5	13.1	January	6.2	7.3	8.3	January	4.9	5.3	4.8	
February	5.5	6.8	5.1	February	8.5	8.8	12.6	February	6.5	7.5	7.6	February	5.2	5.6	4.8	
March	5.4	6.8	4.6	March	6.5	8.5	10.6	March	5.8	7.4	6.6	March	4.9	6.2	4.9	
Annual Average	5.3	6.1	5.2	Annual Average	6.5	7.6	9.2	Annual Average	5.7	6.6	6.5	Annual Average	4.4	4.8	4.2	
Average Apr-Mar	5.3	6.1	5.2	Average Apr-Mar	6.5	7.6	9.2	Average Apr-Mar	5.7	6.6	6.5	Average Apr-Mar	4.4	4.8	4.2	

No of Employees at 31 March 2021	1844	No of Employees at 31 March 2021	1095	No of Employees at 31 March 2021	2939	No of Employees at 31 March 2021	15903
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For the financial year 2020/21, the average days lost per employee equates to 14.2 days.

ABSENCE BY LONG AND SHORT TERM

From: 1 January 2021 - 31 March 2021

		January 2021			February 2021			March 2021		
Resource	No of employees	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	3395	2.0	3.6	5.6	1.9	4.0	5.9	1.8	4.4	6.2
Education	7144	0.9	2.7	3.6	0.7	2.8	3.5	1.3	2.8	4.1
Finance and Corporate	966	1.2	1.6	2.8	1.0	2.5	3.5	1.3	2.2	3.5
Housing & Technical	1459	1.4	2.5	3.9	0.9	2.9	3.8	1.0	2.6	3.6
Social Work	2939	2.6	5.7	8.3	1.9	5.7	7.6	1.3	5.3	6.6
Council Overall for January 2021 - March 2021	15903	1.5	3.3	4.8	1.2	3.6	4.8	1.4	3.5	4.9

[illegible]

ATTENDANCE MONITORING

Absence Classification

From : 1 March - 31 March 2021

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	1277	28	833	13	69	10	342	30	670	18	3191	19
Psychological	1462	32	2678	43	259	38	294	26	1293	36	5986	37
Stomach, Bowel, Blood, Metabolic Disorders	384	8	503	8	17	2	143	13	271	7	1318	8
Respiratory	628	14	802	13	164	24	159	14	650	18	2403	15
Other Classification	885	19	1465	23	178	26	200	18	740	20	3468	21
Total Days Lost By Resource	4636	100	6281	100	687	100	1138	100	3624	100	16366	100
Total Work Days Available	75211		151762		19586		31247		55323			

From : 1 March - 31 March 2020

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	1376	28	1206	15	139	16	459	27	947	24	4127	21
Psychological	1293	26	2301	28	249	28	417	25	1350	34	5610	29
Stomach, Bowel, Blood, Metabolic Disorders	330	7	631	8	115	13	233	14	255	6	1564	8
Respiratory	864	18	2240	28	167	19	359	21	618	15	4248	22
Other Classification	1024	21	1767	22	207	24	215	13	850	21	4063	21
Total Days Lost By Resource	4887	100	8145	100	877	100	1683	100	4020	100	19612	100
Total Work Days Available	73219		140445		19406		29660		54292			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 January 2021 - 31 March 2021 comparison with 1 January 2020 - 31 March 2020

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Jan-Mar 2021)	93	38	42	15	58	145	391
TOTAL (Jan-Mar 2020)	107	52	49	18	70	136	432

No of Employees Referred For Physiotherapy				No of Employees Referred To Employee Support Officer				No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE		Jan-Mar 2020	Jan-Mar 2021	RESOURCE		Jan-Mar 2020	Jan-Mar 2021	RESOURCE	Jan-Mar 2020	Jan-Mar 2021
Community and Enterprise		141	82	Community and Enterprise		108	106	Community and Enterprise	5	3
Education (Teachers)		77	57	Education		220	169	Education	9	9
Education (Others)		103	62	Finance and Corporate		17	25	Finance and Corporate	0	0
Finance and Corporate		29	19	Housing and Technical		39	26	Housing and Technical	6	1
Housing and Technical		71	32	Social Work		109	82	Social Work	9	6
Social Work		140	115	TOTAL		493	408	Not Disclose	28	13
TOTAL		561	367					TOTAL	57	32

	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 (Jan-Mar 2021)	14	0	0	0	79	0	20	0	9	0	122	0
TOTAL (Jan-Mar 2020)	32	0	0	0	101	0	44	0	14	0	191	0
									Total Referrals (Jan-Mar 2021)			122
									Total Referrals (Jan-Mar 2020)			191

M = MANAGEMENT REFERRAL S = SELF REFERRAL

ANALYSIS OF ACCIDENTS/INCIDENTS

Comparison

CAUSE OF ACCIDENTS/INCIDENTS TO EMPLOYEES

FROM: 1 January 2021 - 31 March 2021 comparison with 1 January 2020 - 31 March 2020

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020
Specified Injury	0	0	0	0	0	0	0	0	1	1	1	1
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	0	0	0	0	0	0	0	0	1	1	1	1
Over 7-day	21	9	1	2	0	0	0	2	6	3	28	16
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 7-day**	21	9	1	2	0	0	0	2	6	3	28	16
Over 3-day	3	1	1	0	0	0	0	0	0	0	4	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
Total Over 3-day**	3	1	1	0	0	0	0	0	0	0	4	1
Minor	53	26	23	8	0	0	5	5	36	13	117	48
Near Miss	8	3	2	0	0	0	1	0	1	0	12	3
Violent Incident: Physical	5	3	252	301	0	0	1	0	23	5	281	308
Violent Incident: Verbal	3	1	16	25	0	1	0	0	9	2	28	30
Total Minor***	69	33	293	334	0	1	6	5	69	20	438	389
Total Accidents/Incidents	93	43	295	336	0	1	7	7	76	24	471	407

*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 January 2021 - 31 March 2021 comparison with 1 January 2020 - 31 March 2020

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	0	7	N/A	7	0	0	N/A	0	0	7	N/A	7	2	3	2	71%
HOUSING & TECHNICAL	1	1	N/A	2	0	0	N/A	0	1	1	N/A	2	1	0	1	50%
SOCIAL WORK	2	1	N/A	3	0	0	N/A	0	2	1	N/A	3	1	2	0	100%
TOTAL (Jan-Mar 2021)	3	9	0	12	0	0	0	0	3	9	0	12	4	5	3	75%
TOTAL (Jan-Mar 2020)	9	21	3	33	1	0	0	1	8	21	3	32	14	5	14	58%

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 (Jan-Mar 2021)	0	1	0	1	0	0	0	0	0	1	0	1	0	0	0	0	0
TOTAL (Jan-Mar 2020)	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 January - 31 March 2021

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

RECORD OF GRIEVANCES						Appendix 12a
FROM: 1 January 2021 - 31 March 2021 comparison with 1 January 2020 - 31 March 2020						
GRIEVANCES	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process	
TOTAL (Jan-Mar 2021)	0	0	0	0	0	
TOTAL (Jan-Mar 2020)	2	0	2	0	0	
DIGNITY AT WORK						
FROM: 1 January 2021 - 31 March 2021 comparison with 1 January 2020 - 31 March 2020						
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 (Jan-Mar 2021)	0	0	0	0	0	0
TOTAL (Jan-Mar 2020)	1	0	0	0	0	1

				Appendix 12b	
REFERRALS FOR WORKPLACE MEDIATION					
As at March 2021					
WORKPLACE MEDIATION	Jan-21	Feb-21	Mar-21		
No of Referrals	0	0	0		
*No of Successful Cases	0	0	0		
*No of Unsuccessful Cases	0	0	0		
No of cases unsuitable for mediation	0	0	0		
WORKPLACE MEDIATION	Jan-20	Feb-20	Mar-20		
No of Referrals	0	0	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.					

[illegible]

RECRUITMENT MONITORING

Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 January 2021 - 31 March 2021

Total Number of applications received:	4748
Total Number of Equal Opportunities Monitoring forms received:	4662
Total Number of posts recruited for:	819
Total Number of appointments:	606

Gender / Disability / Age	Applied	Interviewed	Appointed
Total EO Forms Received	4662	1518	547
Total No of Male Applicants	1804	594	223
Total No of Female Applicants	2835	922	324
Total No of Disabled Applicants	231	97	15
Total No of applicants aged under 50	3734	1212	455
Total No of applicants aged over 50	887	292	88
Total No of White applicants	4378	1425	533
Total No of Black/Ethnic minority applicants*	205	68	9
Total No of Veteran applicants	30	10	0

FROM : 1 January 2020 - 31 March 2020

Total Number of applications received:	4207
Total Number of Equal Opportunities Monitoring forms received:	4154
Total Number of posts recruited for:	237
Total Number of appointments:	794

Gender / Disability / Age	Applied	Interviewed	Appointed
Total EO Forms Received	4154	1744	750
Total No of Male Applicants	976	368	89
Total No of Female Applicants	3169	1374	658
Total No of Disabled Applicants	194	99	23
Total No of applicants aged under 50	3399	1432	624
Total No of applicants aged over 50	730	300	120
Total No of White applicants	3758	1668	723
Total No of Black/Ethnic minority applicants*	175	64	24
Total No of Veteran applicants	9	5	0

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 13 March 2021

Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent									
	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	3092	1204	246	189	1453	2146.11	1.00	1420.89	415.11	238.06	46.05	16.00	4.00	5.00	0.00
Education - Others	3003	141	81	563	2218	2173.08	1.00	1080.74	824.42	138.29	49.04	12.06	4.00	58.73	4.80
Education - Teachers	3845	685	71	2311	778	3515.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	4.60	3509.40
Finance & Corporate Resources	870	200	16	349	305	768.49	2.00	112.37	338.88	227.40	55.54	25.30	6.00	1.00	0.00
Housing & Technical	1311	837	26	320	128	1254.48	1.00	211.81	632.16	366.05	31.46	10.00	2.00	0.00	0.00
Social Work Resources	2773	210	200	989	1374	2408.42	1.00	1252.14	556.49	546.79	24.00	26.00	2.00	0.00	0.00
						8750.58	(excluding Teachers)								
Total All Staff	14894	3277	640	4721	6256	12265.58	6.00	4077.95	2767.06	1516.59	206.09	90.36	18.00	69.33	3514.20

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 12 December 2020

Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent									
	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	3158	1280	228	190	1460	2218.48	1.00	1498.73	417.50	230.20	46.05	16.00	4.00	5.00	0.00
Education - Others	2891	138	80	518	2155	2092.10	1.00	1027.84	794.54	139.45	50.04	12.60	4.00	57.83	4.80
Education - Teachers	3861	692	69	2329	771	3534.60	0.00	0.00	0.00	0.00	0.00	1.00	0.00	4.60	3529.00
Finance & Corporate Resources	870	200	16	351	303	769.35	2.00	111.50	340.25	228.96	54.54	25.10	6.00	1.00	0.00
Housing & Technical	1308	833	28	321	126	1252.81	1.00	214.51	630.57	363.27	31.46	10.00	2.00	0.00	0.00
Social Work Resources	2783	213	203	983	1384	2419.92	1.00	1259.30	551.60	558.02	24.00	24.00	2.00	0.00	0.00
						8752.66	(excluding Teachers)								
Total All Staff	14871	3356	624	4692	6199	12287.26	6.00	4111.88	2734.46	1519.90	206.09	88.70	18.00	68.43	3533.80