

Report

6

Report to:	Executive Committee
Date of Meeting:	14 December 2011
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Employee Management Information 1 April to 30 September 2011 Summary
----------	---

1 Purpose of Report

1.1 The purpose of the report is to:-

- provide employment information relating to the Council for the period 1 April to 30 September 2011

2 Recommendation(s)

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

(1) that the following employment information for 1 April to 30 September 2011 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 11 September 2011

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 1 April to 30 September 2011.

4 Attendance Statistics

4.1 Information on absence statistics for April - September 2011 for the Council and each Resource is provided in Appendices 1 to 10. Points to note are that the:

- Council's average absence rate for the period April – September 2011 is 3.2%, a decrease of 0.2% when compared with the same period last year.
- APT and C average absence rate for the period April - September 2011 is 3.2% compared with 3.4% for the same period last year.
- teaching staff average absence rate for April – September 2011 is 2.2% compared with 2.5% for the same period last year.

- manual worker average absence rate for April – September 2011 is 4.2% which is comparable with the same period last year.

Based on the current absence figures for the period April – September 2011 the projected annual average figure for the financial year 2011/2012 is 3.7%.

5 Occupational Health

5.1 Information on Occupational Health for the period April – September 2011 is provided in Appendix 11.

- Over the year musculoskeletal and psychological conditions were the main reasons for medical referrals, and remain unchanged from April – September 2010.
- During the period a total of 414 employees were referred for a medical examination; compared with the same period last year this represents a decrease of 28 employees being referred.
- During the period, a total of 682 employees attended physiotherapy treatment, a decrease of 157 when compared with April -September 2010. Of the 682 employees referred, 71% remained at work whilst undertaking treatment.
- In the period April – September 2011, 269 employees were referred to the Employee Support Officer, a decrease 40 when compared to April – September 2010. Of those referrals made during the period, 75% related to personal issues.
- During the period April – September 2011 there were 231 referrals for counselling, 212 from management and 19 from employees. This represents a decrease of 76 referrals from the same period last year. During this period personal reasons accounted for 68% of the referrals made and work related reasons accounted for 17%.

6 Accidents/Incidents

6.1 The accident/incident report for the period April – September 2011 is contained in Appendix 12.

- The number of accidents/incidents recorded for the period April – September 2011 was 272, an increase of 16 when compared with the period from April – September 2010.
- During the six month period, major accidents/incidents have increased by 2 when compared with April – September 2010.
- Overall minor accidents/incidents have increased by 10 when compared with the period April – September 2010.

7 Discipline, Grievance, Dignity at Work

7.1 Information on Disciplinary, Grievance Hearings and Dignity at Work for the period April 2011 – September 2011 is contained in Appendices 13 and 14. In terms of the Race Relations (Amendment) Act, information on ethnic minority origin is now being recorded against all Discipline, Grievance and Dignity at Work cases.

- During the period, a total of 218 disciplinary hearings were held across Resources within the Council, which represents an increase of 24 when compared with April 2010 – September 2010. Action was taken in 200 of these cases and there were 4 appeals raised against the outcome.
- Our target is to convene disciplinary hearings within 6 weeks. During the period 87% of hearings met this target which is comparable with the same period last year. In total, 32 disciplinary hearings took over 6 weeks to convene due to difficulties identifying dates convenient for all parties.
- ◆ During the period April 2011 – September 2011, 4 appeals were submitted to the Appeals Panel, all of which were not upheld

- ◆ During the period, 2 appeals were withdrawn
- ◆ At the end of September, 9 appeals were pending
- Overall, 10 grievances were raised during the period, a decrease of 15 when compared with the same period last year.
- There were 3 dignity at work incidents raised in the six month period, a decrease of 1 when compared with April 2010 – September 2010.

8 Employee Development

8.1 Information on Employee Development for the period April 2011– September 2011 is contained in Appendix 15.

- The Council is committed to ensuring that every employee has the opportunity to undertake learning and development which relates to their job.
- During the period April to September 2011, 1,221 training events were provided, this resulted in 12,111 attendances at training events.
- 223 employees from across the Council completed our accredited programmes in the last six months.
- As the roll out of e-learning continues, employees have successfully completed 13,505 e-learning packages covering a wide variety of subjects.

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 2011– September 2011 is contained in Appendix 16. Exit interviews are conducted with leavers who leave voluntarily.

Using information compiled from Resources and Staffing Watch information as at 11 September 2011, the Council's average labour turnover figure for April 2011 – September 2011 is as follows:-

136 leavers/ 14684 employees in post = Labour Turnover of 0.9%

Based on figures April 2011– September 2011, the projected annual average labour turnover figure for the financial year 2011/2012 for the Council is 1.8%.

9.2 Analysis of Leavers and Exit Interviews

- A total of 136 employees left the Council during April 2011 – September 2011, a decrease of 11 employees when compared with April 2010 – September 2010.
- Exit interviews were held with 52% of leavers, compared with 59% during the period April 2010 – September 2010.

10 Recruitment Monitoring

10.1 Information on Recruitment Monitoring for the period April 2011 – September 2011 is contained within Appendix 17.

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

- Over the six month period, 4518 applications were received and all individuals completed Equal Opportunities Monitoring Forms.
- Of those applicants who declared themselves as disabled (74), 27 were shortlisted for interview, and 9 were appointed.
- Of those applicants who declared themselves from a black and ethnic background, (78), 29 were selected for interview, and 6 were appointed.

11 Staffing Watch

11.1 Details of the number of employees in post at 10 September 2011 are contained in Appendix 18.

- There has been a decrease of 830 in the total number of staff in post at September 2011 compared with the same period last year (15514).
- There was a reduction of 1077 staff in June 2011 when compared to the same period last year (15750).

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 Other Implications

14.1 There are no significant issues in terms of risk or sustainability arising from the recommendations contained in 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 is no requirement to carry out consultation in terms of the information within this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

17 November 2011

Link(s) to Council Values/Improvement Themes/objectives

- excellent employer
- people focus

Previous References

- 6 July 2011

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:-

Eileen McPake, Personnel Officer

Ext: 4534 (Tel: 01698 454534)

E-mail: eileen.mcpake@southlanarkshire.gov.uk

ABSENCE TRENDS - 2009/2010, 2010/2011 & 2011/2012
Council Wide

APT&C			Teachers				Manual Workers				Council Wide							
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012			
	%	%	%		%	%	%		%	%	%		%	%	%			
April	3.6	3.4	3.4	April	3.2	3.1	2.9	April	4.0	4.5	4.1	April	3.6	3.7	3.5			
May	3.7	3.5	3.1	May	3.7	3.6	3.2	May	4.7	4.7	4.0	May	4.0	3.9	3.4			
June	3.5	3.1	3.0	June	3.2	2.6	2.3	June	4.5	4.3	4.3	June	3.7	3.3	3.1			
July	2.9	2.8	2.7	July	1.2	1.3	1.0	July	3.9	3.5	3.7	July	2.8	2.7	2.6			
August	3.2	3.5	2.9	August	1.6	1.7	1.2	August	4.4	3.9	4.2	August	3.2	3.2	2.9			
September	4.0	3.9	3.8	September	2.8	2.7	2.8	September	5.0	4.3	4.8	September	4.0	3.7	3.8			
October	3.9	4.0		October	3.4	2.5		October	4.8	4.3		October	4.0	3.7				
November	4.3	4.2		November	4.7	3.5		November	5.8	4.7		November	4.8	4.2				
December	3.9	4.1		December	3.6	3.0		December	5.3	5.4		December	4.2	4.2				
January	3.9	4.1		January	4.2	4.4		January	5.2	5.1		January	4.3	4.5				
February	4.0	4.0		February	4.6	4.1		February	5.5	4.9		February	4.6	4.3				
March	4.0	4.1		March	4.5	4.0		March	5.3	5.0		March	4.5	4.3				
Annual Average	3.7	3.7	3.6	Annual Average	3.4	3.0	2.9	Annual Average	4.9	4.6	4.5	Annual Average	4.0	3.8	3.7			
Average Apr-Sep	3.5	3.4	3.2	Average Apr-Sep	2.6	2.5	2.2	Average Apr-Sep	4.4	4.2	4.2	Average Apr-Sep	3.6	3.4	3.2			
No of Employees at 30 Sept 2011			6936	No of Employees at 30 Sept 2011				3431	No of Employees at 30 Sept 2011				4413	No of Employees at 30 Sept 2011				14780

- (1) Unpaid special leave is included in all absence rates.
- (2) For the Council as a whole the rate of unpaid special leave was 0.3%
- (3) Projected average number of days lost, based on employees headcount annually is 8 days.

**ABSENCE TRENDS - 2009/2010, 2010/2011 & 2011/2012
Community Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012				
April	2.5	2.8	4.0	April	4.1	4.5	4.2	April	3.9	4.3	4.2	April	3.6	3.7	3.5				
May	2.5	2.8	3.4	May	4.8	4.8	4.1	May	4.5	4.5	4.0	May	4.0	3.9	3.4				
June	2.6	2.4	2.7	June	4.5	4.2	4.1	June	4.2	4.0	4.0	June	3.7	3.3	3.1				
July	2.6	2.3	2.1	July	3.5	3.2	3.4	July	3.3	3.1	3.2	July	2.8	2.7	2.6				
August	3.2	2.8	2.5	August	4.0	3.9	3.8	August	3.9	3.7	3.7	August	3.2	3.2	2.9				
September	3.6	2.6	2.9	September	4.9	4.4	4.8	September	4.8	4.2	4.6	September	4.0	3.7	3.8				
October	4.3	2.2		October	4.8	4.3		October	4.7	4.0		October	4.0	3.7					
November	4.6	2.2		November	5.8	5.2		November	5.6	4.9		November	4.8	4.2					
December	4.5	3.4		December	5.3	5.8		December	5.2	5.5		December	4.2	4.2					
January	4.5	3.9		January	5.2	5.6		January	5.1	5.4		January	4.3	4.5					
February	4.0	3.8		February	5.6	5.3		February	5.4	5.1		February	4.6	4.3					
March	4.1	2.7		March	5.5	5.4		March	5.3	5.1		March	4.5	4.3					
Annual Average	3.6	2.8	3.0	Annual Average	4.8	4.7	4.7	Annual Average	4.7	4.5	4.5	Annual Average	4.0	3.8	3.7				
Average Apr-Sep	2.8	2.6	2.9	Average Apr-Sep	4.3	4.2	4.1	Average Apr-Sep	4.1	4.0	4.0	Average Apr-Sep	3.6	3.4	3.2				
No of Employees at 30 Sept 2011				297	No of Employees at 30 Sept 2011				2568	No of Employees at 30 Sept 2011				2865	No of Employees at 30 Sept 2011				14780

For Community Resources the absence rate for unpaid special leave was nil.

Average number of days lost per employee annually is 10.4 days.

ABSENCE TRENDS - 2009/2010, 2010/2011 & 2011/2012
Corporate Resources

Resource Total (APT&C)				Council Wide			
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012
April	2.7	2.0	2.7	April	3.6	3.7	3.5
May	3.4	2.0	2.1	May	4.0	3.9	3.4
June	3.5	2.0	2.1	June	3.7	3.3	3.1
July	3.6	3.0	1.6	July	2.8	2.7	2.6
August	3.6	2.9	1.7	August	3.2	3.2	2.9
September	3.5	2.1	2.3	September	4.0	3.7	3.8
October	4.1	2.6		October	4.0	3.7	
November	4.2	3.4		November	4.8	4.2	
December	3.7	3.2		December	4.2	4.2	
January	3.7	2.4		January	4.3	4.5	
February	3.3	2.4		February	4.6	4.3	
March	2.3	2.7		March	4.5	4.3	
Annual Average	3.5	2.6	2.4	Annual Average	4.0	3.8	3.7
Average Apr-Sep	3.4	2.3	2.1	Average Apr-Sep	3.6	3.4	3.2

No of Employees at 30 Sept 2011	313	No of Employees at 30 Sept 2011	14780
--	------------	--	--------------

For Corporate Resources the absence rate for unpaid special leave was 0.9%.
 Average number of days lost per employee annually is 5 days.

ABSENCE TRENDS - 2009/2010, 2010/2011 & 2011/2012
Education Resources

APT&C			Teachers				Resource Total				Council Wide				
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012
April	4.4	4.1	3.7	April	3.2	3.1	2.9	April	3.7	3.5	3.2	April	3.6	3.7	3.5
May	4.9	4.3	3.8	May	3.7	3.6	3.2	May	4.2	3.9	3.4	May	4.0	3.9	3.4
June	4.6	3.4	3.3	June	3.2	2.6	2.3	June	3.8	2.9	2.7	June	3.7	3.3	3.1
July	2.6	2.8	2.5	July	1.2	1.3	1.0	July	1.7	1.9	1.6	July	2.8	2.7	2.6
August	3.0	3.3	2.7	August	1.6	1.7	1.2	August	2.2	2.4	1.8	August	3.2	3.2	2.9
September	4.7	4.7	4.6	September	2.8	2.7	2.8	September	3.6	3.5	3.5	September	4.0	3.7	3.8
October	4.3	4.8		October	3.4	2.5		October	3.7	3.4		October	4.0	3.7	
November	4.9	5.2		November	4.7	3.5		November	4.8	4.2		November	4.8	4.2	
December	4.1	4.0		December	3.6	3.0		December	3.8	3.4		December	4.2	4.2	
January	4.3	5.0		January	4.2	4.4		January	4.2	4.6		January	4.3	4.5	
February	4.6	5.0		February	4.6	4.1		February	4.6	4.4		February	4.6	4.3	
March	4.6	5.1		March	4.5	4.0		March	4.5	4.4		March	4.5	4.3	
Annual Average	4.3	4.3	4.1	Annual Average	3.4	3.0	2.9	Annual Average	3.7	3.5	3.4	Annual Average	4.0	3.8	3.7
Average Apr-Sep	4.0	3.8	3.4	Average Apr-Sep	2.6	2.5	2.2	Average Apr-Sep	3.2	3.0	2.7	Average Apr-Sep	3.6	3.4	3.2
No of Employees at 30 Sept 2011		2239	No of Employees at 30 Sept 2011		3431	No of Employees at 30 Sept 2011		5670	No of Employees at 30 Sept 2011		14780				

For Education Resources the absence rate for unpaid special leave is 0.8%
Average number of days lost per employee annually is 6.6 days.

**ABSENCE TRENDS - 2009/2010, 2010/2011 & 2011/2012
Enterprise Resources**

APT&C				Manual Workers				Resource Total				Council Wide			
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012
April	1.7	1.7	1.6	April	4.0	5.5	3.4	April	2.4	3.0	2.2	April	3.6	3.7	3.5
May	2.4	2.0	1.0	May	5.5	3.4	4.6	May	3.4	2.5	2.3	May	4.0	3.9	3.4
June	2.1	2.7	0.9	June	5.7	4.3	5.2	June	3.3	3.2	2.4	June	3.7	3.3	3.1
July	2.1	1.7	1.1	July	5.5	4.7	3.7	July	3.2	2.7	2.0	July	2.8	2.7	2.6
August	2.2	2.7	1.9	August	7.3	4.4	6.5	August	3.9	3.2	3.5	August	3.2	3.2	2.9
September	2.8	2.8	2.5	September	8.0	4.1	5.9	September	4.5	3.2	3.8	September	4.0	3.7	3.8
October	3.0	2.3		October	6.2	5.4		October	4.0	3.4		October	4.0	3.7	
November	2.6	3.5		November	7.1	4.3		November	4.1	3.8		November	4.8	4.2	
December	2.3	3.5		December	6.5	4.0		December	3.7	3.7		December	4.2	4.2	
January	3.2	3.3		January	5.2	4.3		January	3.9	3.7		January	4.3	4.5	
February	3.0	1.3		February	4.0	4.9		February	3.3	2.5		February	4.6	4.3	
March	1.8	2.0		March	5.2	5.0		March	2.9	3.0		March	4.5	4.3	
Annual Average	2.4	2.5	2.1	Annual Average	5.9	4.5	4.8	Annual Average	3.6	3.2	3.0	Annual Average	4.0	3.8	3.7
Average Apr-Sep	2.2	2.3	1.5	Average Apr-Sep	6.0	4.4	4.9	Average Apr-Sep	3.5	3.0	2.7	Average Apr-Sep	3.6	3.4	3.2

No of Employees at 30 Sept 2011	408	No of Employees at 30 Sept 2011	228	No of Employees at 30 Sept 2011	636	No of Employees at 30 Sept 2011	14780
---------------------------------	-----	---------------------------------	-----	---------------------------------	-----	---------------------------------	-------

For Enterprise Resources the absence rate for unpaid special leave was nil
Average number of days lost per employee annually is 6.8 days.

ABSENCE TRENDS - 2009/2010, 2010/2011 & 2011/2012
Finance & IT Resources

Resource Total (APT&C)				Council Wide			
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012
April	1.8	1.6	1.8	April	3.6	3.7	3.5
May	2.1	1.8	2.5	May	4.0	3.9	3.4
June	2.2	1.8	2.5	June	3.7	3.3	3.1
July	2.1	1.6	1.4	July	2.8	2.7	2.6
August	1.8	1.2	1.6	August	3.2	3.2	2.9
September	1.6	1.6	2.6	September	4.0	3.7	3.8
October	2.2	1.2		October	4.0	3.7	
November	3.1	2.0		November	4.8	4.2	
December	2.4	3.0		December	4.2	4.2	
January	1.4	2.1		January	4.3	4.5	
February	2.1	2.7		February	4.6	4.3	
March	1.1	2.8		March	4.5	4.3	
Annual Average	2.0	2.0	2.2	Annual Average	4.0	3.8	3.7
Average Apr-Sep	1.9	1.6	2.1	Average Apr-Sep	3.6	3.4	3.2

No of Employees at 30 Sept 2011	305	No of Employees at 30 Sept 2011	14780
---------------------------------	-----	---------------------------------	-------

For Finance & IT the absence rate for unpaid special leave is 0.3%.
Average number of days lost per employee annually is 5.2 days.

**ABSENCE TRENDS - 2009/2010, 2010/2011 & 2011/2012
Housing & Technical Resources**

APT&C				Manual Workers				Resource Total				Council Wide			
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012
April	3.4	3.2	2.9	April	3.7	4.4	3.4	April	3.5	3.6	3.1	April	3.6	3.7	3.5
May	3.5	3.6	2.7	May	4.5	5.0	3.2	May	3.8	4.0	2.9	May	4.0	3.9	3.4
June	3.0	3.1	3.1	June	4.9	5.4	1.8	June	3.5	3.8	2.7	June	3.7	3.3	3.1
July	3.2	3.1	3.4	July	5.4	4.1	3.1	July	3.8	3.4	3.3	July	2.8	2.7	2.6
August	3.5	4.3	3.5	August	5.4	4.2	4.5	August	4.0	4.3	3.8	August	3.2	3.2	2.9
September	3.7	3.9	3.5	September	5.0	4.9	3.9	September	4.1	4.2	3.6	September	4.0	3.7	3.8
October	3.2	4.4		October	4.4	5.0		October	3.5	4.6		October	4.0	3.7	
November	3.5	4.5		November	6.2	4.0		November	4.3	4.4		November	4.8	4.2	
December	3.1	4.6		December	4.1	4.7		December	3.4	4.6		December	4.2	4.2	
January	3.4	3.7		January	3.8	3.8		January	3.5	3.7		January	4.3	4.5	
February	4.4	4.0		February	5.7	4.3		February	4.8	4.1		February	4.6	4.3	
March	4.4	3.5		March	5.3	3.7		March	4.6	3.5		March	4.5	4.3	
Annual Average	3.5	3.8	3.7	Annual Average	4.9	4.5	3.8	Annual Average	3.9	4.0	3.7	Annual Average	4.0	3.8	3.7
Average Apr-Sep	3.4	3.5	3.2	Average Apr-Sep	4.8	4.7	3.3	Average Apr-Sep	3.8	3.9	3.2	Average Apr-Sep	3.6	3.4	3.2

No of Employees at 30 Sept 2011	1390	No of Employees at 30 Sept 2011	531	No of Employees at 30 Sept 2011	1921	No of Employees at 30 Sept 2011	14780
---------------------------------	------	---------------------------------	-----	---------------------------------	------	---------------------------------	-------

For Housing & Technical Resources the rate of unpaid special leave was nil.
Average number of days lost per employee annually is 8 days.

ABSENCE TRENDS - 2009/2010, 2010/2011 & 2011/2012
Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012				
April	3.8	3.8	4.1	April	4.0	4.4	4.5	April	3.8	4.0	4.2	April	3.6	3.7	3.5				
May	3.1	3.7	3.1	May	4.0	4.3	4.3	May	3.4	3.9	3.5	May	4.0	3.9	3.4				
June	3.2	3.3	3.3	June	4.0	3.8	4.6	June	3.4	3.5	3.7	June	3.7	3.3	3.1				
July	3.4	3.3	3.3	July	3.8	3.8	5.0	July	3.5	3.5	3.9	July	2.8	2.7	2.6				
August	3.7	4.0	3.6	August	4.6	3.6	4.4	August	4.0	3.9	3.8	August	3.2	3.2	2.9				
September	4.0	4.1	3.8	September	4.4	3.4	5.1	September	4.1	3.9	4.2	September	4.0	3.7	3.8				
October	4.3	4.0		October	4.6	3.7		October	4.4	3.9		October	4.0	3.7					
November	4.5	3.9		November	5.1	3.7		November	4.7	3.9		November	4.8	4.2					
December	4.7	4.5		December	5.6	4.9		December	4.9	4.6		December	4.2	4.2					
January	4.3	4.3		January	6.0	4.6		January	4.8	4.4		January	4.3	4.5					
February	3.7	4.0		February	5.4	4.4		February	4.2	4.1		February	4.6	4.3					
March	4.2	4.5		March	4.8	4.3		March	4.4	4.5		March	4.5	4.3					
Annual Average	3.9	4.0	3.9	Annual Average	4.7	4.1	4.5	Annual Average	4.1	4.0	4.1	Annual Average	4.0	3.8	3.7				
Average Apr-Sep	3.5	3.7	3.5	Average Apr-Sep	4.1	3.9	4.7	Average Apr-Sep	3.7	3.8	3.9	Average Apr-Sep	3.6	3.4	3.2				
No of Employees at 30 Sept 2011				1984	No of Employees at 30 Sept 2011				1086	No of Employees at 30 Sept 2011				3070	No of Employees at 30 Sept 2011				14780

For Social Work Resources the absence rate for unpaid special is 0.3%
Average number of days lost per employee annually is 8.8 days.

APPENDIX 9

AVERAGE ABSENCE BY LONG AND SHORT TERM

From: 1 April 2011 - 30 September 2011

Resource	April 2011 - September 2011		
	Total Short Term %	Total Long Term %	Resource Total Absence %
Community	1.3	2.7	4.0
Corporate	0.8	1.3	2.1
Education	0.9	1.8	2.7
Enterprise	1.5	1.2	2.7
Finance & IT	1.0	1.1	2.1
Housing & Technical	1.5	1.7	3.2
Social Work	1.6	2.3	3.9
Council Average Overall for Apr 11 - Sep 11	1.2	2.0	3.2

APPENDIX 10

Absence Monitoring

Absence Classifications

From 1 April 2011 to 30 September 2011

Reason	% of Work Days Lost
Musculoskeletal	28
Psychological	25
Stomach	11
Respiratory	7
Others	29
Total Days Lost	100

OCCUPATIONAL HEALTH REPORTS

FROM: 1 April 2011 - 30 September 2011 comparison with 1 April 2010 - 30 September 2010

MEDICAL REFERRALS	Community	Corporate	Education		Enterprise	Finance & IT	Housing & Technical	Social Work	Totals
			Teachers	Others					
TOTAL (Apr-Sep 2011)	89	7	49	26	12	8	104	119	414
TOTAL (Apr-Sep 2010)	114	12	32	28	15	11	119	111	442

RESOURCE	NO OF EMPLOYEES REFERRED FOR PHYSIOTHERAPY	
	Apr-Sep 2010	Apr-Sep 2011
COMMUNITY	154	117
CORPORATE	18	8
EDUCATION (TEACHERS)	84	63
EDUCATION (OTHERS)	96	75
ENTERPRISE	72	44
FINANCE & IT	15	14
HOUSING & TECH	163	125
SOCIAL WORK	237	236
TOTAL	839	682

RESOURCE	NO OF EMPLOYEES REFERRED TO EMPLOYEE SUPPORT OFFICER	
	Apr-Sep 2010	Apr-Sep 2011
COMMUNITY	96	77
CORPORATE	3	6
EDUCATION	47	26
ENTERPRISE	20	19
FINANCE & IT	3	2
HOUSING & TECHNICAL	59	56
SOCIAL WORK	81	83
TOTAL	309	269

ANALYSIS OF COUNSELLING REFERRALS BY CAUSE

	REASON												TOTAL		
	WORK STRESS		STRESS		ADDICTION		PERSONAL		ANXIETY/ DEPRESSION		GRIEF		M	S	
	M	S	M	S	M	S	M	S	M	S	M	S	M	S	
TOTAL (Apr-Sep 2011)	47	7	0	0	7	3	149	9	0	0	9	0	212	19	
TOTAL (Apr-Sep 2010)	38	5	0	0	9	1	226	11	0	0	17	0	290	17	
TOTAL												Total Referrals (Apr-Sep 2011)		231	
												Total Referrals (Apr-Sep 2010)		307	

M = MANAGEMENT REFERRAL S = SELF REFERRAL

*Resources nil responses are not included in figures

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

FROM: 1 April 2011 - 30 September 2011 comparison with 1 April 2010 - 30 September 2010

	Community		Corporate		Education		Enterprise		Finance & IT		Housing & Tech		Social Work		TOTAL	
	2011	2010	2011	2010	2011	2010	2011	2010	2011	2010	2011	2010	2011	2010	2011	2010
Dangerous Occurrence	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0
Major	1	0	0	0	4	1	1	3	0	0	0	0	0	1	6	5
Violent Incident: Physical****	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Major*	1	0	0	0	4	1	1	3	0	0	1	0	0	1	7	5
Over 3-day	14	14	0	0	0	2	2	2	0	1	14	12	8	2	38	33
Violent Incident: Physical****	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal*****	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Total Over 3-day**	14	15	0	0	0	2	2	2	0	1	14	12	8	2	38	34
Minor	32	31	1	2	11	14	10	5	0	4	26	22	10	9	90	87
Near Miss	1	0	0	0	1	0	2	0	0	0	2	0	0	0	6	0
Violent Incident: Physical****	1	1	0	0	51	38	2	4	0	0	1	1	25	31	80	75
Violent Incident: Verbal*****	4	6	0	0	7	13	11	6	0	1	15	12	14	17	51	55
Total Minor***	38	38	1	2	70	65	25	15	0	5	44	35	49	57	227	217
Total Accidents/Incidents	53	53	1	2	74	68	28	20	0	6	59	47	57	60	272	256

Definitions

*A Major injury is defined by HSE as an accident connected with work and your employee, or self employed person working on the premises sustaining an injury, such as those identified in the OHSMS Work Instruction 3.B.3

**An Over 3-day injury is one which is not "Major" but results in the injured person being away from work OR unable to do their full range of their normal duties for more than three days, including any days they would not normally be expected to work such as weekends, rests days or holidays, not counting the day of the injury itself.

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

****Physical violent incidents are included in the "Major" figures, where applicable, to provide the "Total Major" figures.

****Physical violent incidents and ***** Verbal Violent Incidents are included in the "Over 3-day" figures, where applicable, to provide the "Total Over 3-day" figures.

****Physical Violent Incidents and ***** Verbal Violent Incidents are included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.

RECORD OF DISCIPLINARY HEARINGS

FROM: 1 April 2011 - 30 September 2011 comparison with 1 April 2010 - 30 September 2010

RESOURCE	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 6 Weeks	No of Non-White employees Disciplined
	APT&C	Manual/ Craft	Teachers	Total	No Action				Action Taken				3	4-6	6+		
					APT&C	Manual / Craft	Teachers	Total	APT&C	Manual / Craft	Teachers	Total					
COMMUNITY	10	112	N/A	122	1	10	N/A	11	9	102	N/A	111	111	10	1	99%	0
CORPORATE/FINANCE & IT/EDUCATION	4	0	7	11	0	0	2	2	4	0	5	9	3	1	7	36%	0
ENTERPRISE	5	15	N/A	20	0	3	N/A	3	5	12	N/A	17	14	2	4	80%	0
HOUSING & TECHNICAL	17	11	N/A	28	1	0	N/A	1	16	11	N/A	27	10	5	13	54%	0
SOCIAL WORK	20	17	N/A	37	1	0	N/A	1	19	17	N/A	36	19	14	4	89%	0
TOTAL (Apr-Sep 2011)	56	155	7	218	3	13	2	18	53	142	5	200	157	32	29	87%	0
TOTAL (Apr-Sep 2010)	54	138	2	194	8	17	1	26	46	121	1	168	137	32	25	87%	0

RESOURCE	No of Appeals				Outcome of Appeals												Appeals Pending	No of Non-white employees who appealed	
	APT&C	Manual/ Craft	Teachers	Total	Upheld				Upheld in Part				Not Upheld						
					APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Total				
TOTAL (Apr-Sep 2011)	2	1	1	4	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0
TOTAL (Apr-Sep 2010)	0	5	0	5	0	0	0	0	0	1	0	1	0	2	2	0	0	2	0

*Resources nil responses are not included in figures

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

CORPORATE RESOURCES APPEAL PANEL

FROM: 1 April 2011 - 30 September 2011

	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
TOTAL	0	0	4	2	6	9

RECORD OF GRIEVANCES**FROM: 1 April 2011 - 30 September 2011 comparison with 1 April 2010 - 30 September 2010**

GRIEVANCES	No of Non-White employees who submitted a grievance	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (Apr-Sep 2011)	0	10	1	3	0	6
TOTAL (Apr-Sep 2010)	0	25	0	1	0	24

DIGNITY AT WORK**FROM: 1 April 2011 - 30 September 2011 comparison with 1 April 2010 - 30 September 2010**

DIGNITY AT WORK	No of Non-White employees who submitted a complaint	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
TOTAL (Apr-Sep 2011)	0	3	0	0	0	0	3
TOTAL (Apr-Sep 2010)	0	4	0	0	0	0	4

*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.

Employee Development

1 April 2011 - 30 September 2011

	Employee attending Training by Resource
Community	1316
Finance and Corporate	405
Education	2719
Enterprise	773
Housing and Technical	2301
Social Work	4597
Total	12,111

	Employees who have completed Learn on Line e-learning by Resource
Community	778
Finance and Corporate	1121
Education	4676
Enterprise	1235
Housing and Technical	3408
Social Work	2287
Total	13,505

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS (Apr-Sep 2011)

REASONS FOR LEAVING	COMMUNITY	CORPORATE	EDUCATION	ENTERPRISE	FINANCE & IT	HOUSING & TECHNICAL	SOCIAL WORK	TOTAL	%
CAREER ADVANCEMENT	1	0	3	0	1	3	6	14	20
MOVING OUTWITH AREA	2	0	2	0	0	2	8	14	20
FURTHER EDUCATION	1	1	2	0	1	0	5	10	14
PERSONAL REASONS	1	0	3	0	0	0	2	6	8
CHILD CARING / CARING RESPONSIBILITIES	0	1	0	0	0	0	1	2	3
DISSATISFACTION WITH TERMS AND CONDITIONS	0	0	0	0	0	0	2	2	3
OTHER	0	0	23	0	0	0	0	23	32
NUMBER OF EXIT INTERVIEWS CONDUCTED	5	2	33	0	2	5	24	71	100
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	46	2	40	2	2	11	33	136	
% OF LEAVERS INTERVIEWED	11	100	83	0	100	45	73	52	

EXIT INTERVIEWS (Apr-Sep 2010)

NUMBER OF EXIT INTERVIEWS CONDUCTED (LAST YEAR)	9	3	26	4	4	15	26	87	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	49	3	37	4	5	20	29	147	
% OF LEAVERS INTERVIEWED (LAST YEAR)	18	100	70	100	80	75	90	59	

* Note these totals include temporary employees

RECRUITMENT MONITORING
Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 April 2011 - 30 September 2011

Total Number of applications received:	<u>4518</u>
Total Number of Equal Opportunities Monitoring forms received:	<u>4518</u>
Total Number of posts recruited for:	<u>524</u>
Total Number of appointments:	<u>524</u>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	4518	1511	524
Total No of Male Applicants	2518	507	132
Total No of Female Applicants	1832	902	315
Total No of Disabled Applicants	74	27	9
Total No of applicants aged under 50	3095	991	314
Total No of applicants aged over 50	493	256	113
Total No of White applicants	4224	1362	431
Total No of Black/Ethnic minority applicants*	78	29	6

FROM : 1 April 2010 - 30 September 2010

Total Number of applications received:	<u>4774</u>
Total Number of Equal Opportunities Monitoring forms received:	<u>4744</u>
Total Number of posts recruited for:	<u>684</u>
Total Number of appointments:	<u>698</u>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	4744	1522	693
Total No of Male Applicants	2830	740	305
Total No of Female Applicants	1760	704	332
Total No of Disabled Applicants	113	45	11
Total No of applicants aged under 50	4027	1212	550
Total No of applicants aged over 50	503	212	85
Total No of White applicants	4508	1426	629
Total No of Black/Ethnic minority applicants*	89	20	9

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 10 September 2011**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	2942	1177	161	221	1383
Corporate Resources	301	65	6	165	65
Education - Others	2218	173	63	433	1549
Education - Teachers	3355	694	38	2065	558
Enterprise Resources	627	451	8	125	43
Finance & IT Resources	302	128	2	122	50
Housing & Technical	1907	1005	18	622	262
Social Work Resources	3032	284	161	980	1607
Total All Staff	14684	3977	457	4733	5517

Total	Full-Time Equivalent Salary Band								
	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
	2127.65	1.00	1322.90	96.78	117.34	17.60	9.00	3.00	560.03
276.35	2.00	63.94	84.00	83.21	22.60	15.60	3.00	2.00	0.00
1554.86	1.00	1104.41	225.75	96.25	34.86	19.00	6.00	61.79	5.80
3095.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3095.97
605.99	1.00	124.17	222.30	178.72	49.00	16.80	4.00	10.00	0.00
282.84	1.00	29.98	68.73	121.84	40.29	17.00	1.00	3.00	0.00
1800.28	1.00	401.49	892.82	423.11	40.86	18.00	3.00	20.00	0.00
2571.13	1.00	1333.16	548.67	545.16	17.80	23.00	3.00	99.34	0.00
9219.10	(excluding Teachers)								
12315.07	8.00	4380.05	2139.05	1565.63	223.01	118.40	23.00	756.16	3101.77

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 11 June 2011**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	2949	1187	165	230	1367
Corporate Resources	316	69	7	173	67
Education - Others	2181	168	62	410	1541
Education - Teachers	3307	692	35	2005	575
Enterprise Resources	623	439	10	129	45
Finance & IT Resources	308	127	2	129	50
Housing & Technical	1924	1010	17	640	257
Social Work Resources	3065	295	153	1065	1552
Total All Staff	14673	3987	451	4781	5454

Total	Full-Time Equivalent Salary Band								
	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
	2129.76	1.00	1285.76	94.23	105.94	16.60	9.00	3.00	614.23
290.21	2.00	71.13	86.40	85.88	22.60	16.60	3.60	2.00	0.00
1551.50	1.00	1095.94	228.02	98.09	34.86	19.00	7.00	61.79	5.80
3043.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.30	3036.10
599.88	1.00	120.67	219.06	178.35	49.00	17.80	4.00	10.00	0.00
288.96	0.00	30.98	72.13	122.16	41.69	19.00	2.00	1.00	0.00
1818.16	1.00	408.00	902.15	424.15	41.86	18.00	3.00	20.00	0.00
2606.24	1.00	1343.49	557.80	546.47	17.80	23.00	3.00	113.68	0.00
9284.71	(excluding Teachers)								
12328.11	7.00	4355.97	2159.79	1561.04	224.41	122.40	25.60	830.00	3041.90

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

