

Report

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Report to:	Finance and Corporate Resources Committee
Date of Meeting:	25 April 2018
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Council-wide Workforce Monitoring – December 2017 to February 2018
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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 December 2017 to February 2018

2. Recommendation(s)

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

(1) that the following employment information for the period December 2017 to February 2018 relating to the Council be noted:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ Staffing Watch as at 9 December 2017

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for the Council provides information on the position for the period December 2017 to February 2018.

4. Attendance Statistics

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

The Council's absence rate for February 2018, shown in Appendix 1, is 5.0%, which represents no change when compared to last month and there is no change when compared to February 2017.

When compared to February 2017, the APT&C absence rate has increased by 0.1%, the teachers' figure has decreased by 0.7% and the manual workers' figure has increased by 0.7%.

The projected average absence rate for the Council for the financial year 2017/2018 is 4.2%.

For the financial year 2017/2018, the projected average days lost per employee equates to 10.0 days.

In comparison to February 2017 (Appendix 8):-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have increased by 350 days.
- ◆ Total days lost due to psychological conditions have decreased by 25 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have increased by 33 days.
- ◆ Total days lost due to respiratory conditions have increased by 357 days.

5. Occupational Health

5.1. Information on Occupational Health for the period December 2017 to February 2018 is provided in Appendix 9.

- ◆ during the period there were 405 employees referred for a medical examination, a decrease of 55 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 541 employees attended physiotherapy treatment, showing an increase of 29 when compared to the same period last year. Of the 541 employees referred, 73% remained at work whilst undertaking treatment.
- ◆ during this period there were 276 employees referred to the Employee Support Officer, showing an increase of 20 when compared with the same period last year. Of those referrals made this period, 89% related to personal reasons.
- ◆ 118 employees were referred to 'TimeforTalking' counselling service this period, showing a decrease of 45 when compared with the same period last year. Of the 118 referrals made this period, 109 were from management and 9 were from employees. Personal reasons accounted for 62% of the referrals made, 22% were for work related reasons and 16% were for other reasons.
- ◆ 60 employees were referred for Cognitive Behavioural Therapy this period, an increase of 9 when compared to the same period last year.

6. Accidents/Incidents

6.1. The quarterly accident/incident report for December 2017 to February 2018 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 245, this figure has increased by 7 from the same period last year.
- ◆ there were 4 specified injury accidents/incidents recorded, this figure has increased by 2 from the same period last year.
- ◆ there were 217 minor accidents/incidents, this figure has decreased by 7 from the same period last year.
- ◆ there were 5 accidents resulting in an absence lasting over 3 days during the period, this figure has increased by 4 from the same period last year.
- ◆ there were 19 accidents resulting in absences lasting over 7 days during the period, this figure has increased by 8 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 December 2017 to February 2018 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 47 disciplinary hearings were held across Resources within the Council, a decrease of 6 when compared to the same period last year.
- ◆ action was taken in 42 of these cases. 3 Resource level appeals were raised against the outcomes of which 1 was upheld and 2 were not upheld.
- ◆ our target is to convene disciplinary hearings within 6 weeks, 72% of hearings met this target.
- ◆ during the period, 1 appeal was heard by the Appeals Panel, which was upheld in part, and 3 appeals were withdrawn.
- ◆ at the end of February 2018, no Appeals Panels were pending.
- ◆ during the period, 4 grievance cases were raised, 2 were resolved at stage 1 and 2 are still in process.
- ◆ during the period, 3 Dignity at Work cases were raised and 3 were still in process.
- ◆ during the period, 2 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 December 2017 to February 2018 is contained in Appendix 13. Exit interviews are conducted with employees who leave voluntarily.

Labour Turnover

Using information compiled from Resources and Staffing Watch information as at 9 December 2017, the Council's turnover figure for December 2017 to February 2018 is as follows:-

161 leavers eligible for exit interviews/14,249 employees in post = Labour Turnover of 1.1%.

Based on the figure at February 2018, the annual labour turnover figure for the financial year 2017/2018 for the Council is 4.9%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ there were a total of 161 employees leaving the Council that were eligible for an exit interview, an increase of 54 when compared with the same period last year.
- ◆ exit interviews were held with 13% of leavers, compared with 7% from the same period last year.

9. Recruitment Monitoring

9.1. Information on Recruitment Monitoring for December 2017 to February 2018 is contained within Appendix 14.

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

- ◆ overall, 1,649 applications and 1,584 completed Equal Opportunities Monitoring Forms were received.
- ◆ of those applicants who declared themselves as disabled (48), 23 were shortlisted for interview and 4 were appointed.

- ◆ of those applicants of a black/ethnic minority background (47), 20 were shortlisted for interview and 3 were appointed.

10. Staffing Watch

- 10.1. There has been a decrease of 83 in the number of employees in post from 9 September 2017 to 9 December 2017 (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. Other Implications

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

14. Equality Impact Assessment and Consultation Arrangements

- 14.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.

- 14.2. There was no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

13 March 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent
- ◆ Fair, open and sustainable
- ◆ Ambitious, self aware and improving
- ◆ Excellent employer
- ◆ Focused on people and their needs
- ◆ Working with and respecting others

Previous References

- ◆ Finance and Corporate Resources Committee – 7 February 2018

List of Background Papers

- ◆ Monitoring information provided by Resources

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Janet McLuckie, Personnel Officer

Ext: 4239 (Tel: 01698 454239)

E-mail: Janet.McLuckie@southlanarkshire.gcsx.gov.uk

**ABSENCE TRENDS - 2015/2016, 2016/2017 & 2017/2018
Council Wide**

APT&C				Teachers				Manual Workers				Council Wide			
	2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018
	%	%	%		%	%	%		%	%	%		%	%	%
April	4.2	4.0	4.1	April	2.6	2.9	2.1	April	4.3	6.1	5.2	April	3.8	4.3	3.9
May	4.0	4.2	4.4	May	2.9	3.1	2.7	May	4.4	5.8	5.1	May	3.9	4.4	4.2
June	3.6	4.1	4.1	June	2.2	2.4	2.2	June	4.5	5.6	4.9	June	3.5	4.1	3.9
July	3.2	3.5	3.3	July	1.2	1.2	0.8	July	3.9	4.7	4.5	July	2.9	3.3	3.0
August	3.5	3.7	3.7	August	1.5	1.4	1.0	August	4.3	5.2	4.5	August	3.3	3.6	3.2
September	3.6	4.1	4.4	September	2.6	2.4	2.2	September	5.1	5.4	5.0	September	3.8	4.1	4.0
October	4.1	4.5	4.3	October	2.8	2.9	2.4	October	5.0	5.6	5.4	October	4.1	4.4	4.1
November	4.5	5.0	4.7	November	3.8	3.1	3.5	November	5.9	6.4	6.1	November	4.7	4.9	4.8
December	4.2	5.1	4.9	December	4.2	3.2	3.8	December	6.1	6.3	6.7	December	4.7	4.9	5.1
January	4.1	4.7	5.0	January	4.0	2.8	3.0	January	6.0	5.5	6.6	January	4.6	4.5	5.0
February	4.5	5.1	5.2	February	4.2	3.7	3.0	February	6.5	5.8	6.5	February	5.0	5.0	5.0
March	4.7	5.0		March	4.3	3.4		March	6.8	5.4		March	5.2	4.7	
Annual Average	4.0	4.4	4.4	Annual Average	3.0	2.7	2.5	Annual Average	5.2	5.7	5.5	Annual Average	4.1	4.4	4.2
Average Apr-Feb	4.0	4.4	4.4	Average Apr-Feb	2.9	2.6	2.4	Average Apr-Feb	5.1	5.7	5.5	Average Apr-Feb	4.0	4.3	4.2

No of Employees at 28 February 2018	6915	No of Employees at 28 February 2018	3717	No of Employees at 28 February 2018	4294	No of Employees at 28 February 2018	14926
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For the financial year 2017/18, the projected average days lost per employee equates to 10.0 days.

**ABSENCE TRENDS - 2015/2016, 2016/2017 & 2017/2018
Community and Enterprise Resources**

APT&C				Manual Workers				Resource Total				Council Wide			
	2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018
April	1.7	4.0	3.9	April	4.2	5.8	5.2	April	3.8	5.3	4.8	April	3.8	4.3	3.9
May	2.6	4.2	4.4	May	4.4	5.6	5.7	May	4.1	5.2	5.4	May	3.9	4.4	4.2
June	2.3	3.4	4.2	June	4.5	5.5	5.1	June	4.1	4.9	4.9	June	3.5	4.1	3.9
July	2.4	2.5	3.4	July	3.9	4.4	4.2	July	3.6	3.9	4.0	July	2.9	3.3	3.0
August	3.3	2.9	3.6	August	4.5	5.0	4.5	August	4.2	4.4	4.3	August	3.3	3.6	3.2
September	2.3	4.4	3.4	September	5.2	5.6	5.0	September	4.7	5.3	4.8	September	3.8	4.1	4.0
October	5.4	4.8	3.8	October	5.3	5.8	5.6	October	5.3	5.5	5.3	October	4.1	4.4	4.1
November	3.5	5.5	4.5	November	6.1	6.7	6.2	November	5.6	6.4	5.9	November	4.7	4.9	4.8
December	2.5	5.3	3.6	December	6.5	6.2	6.4	December	5.7	6.0	5.9	December	4.7	4.9	5.1
January	3.2	4.4	3.0	January	6.3	5.7	6.3	January	5.7	5.4	5.7	January	4.6	4.5	5.0
February	3.0	4.5	3.0	February	6.5	6.4	6.8	February	6.0	5.9	6.1	February	5.0	5.0	5.0
March	4.1	4.2		March	6.5	5.9		March	5.9	5.4		March	5.2	4.7	
Annual Average	3.0	4.2	3.8	Annual Average	5.3	5.7	5.6	Annual Average	4.9	5.3	5.2	Annual Average	4.1	4.4	4.2
Average Apr-Feb	2.9	4.2	3.7	Average Apr-Feb	5.2	5.7	5.5	Average Apr-Feb	4.8	5.3	5.2	Average Apr-Feb	4.0	4.3	4.2
No of Employees at 28 February 2018	563			No of Employees at 28 February 2018	2667			No of Employees at 28 February 2018	3230			No of Employees at 28 February 2018	14926		

For the financial year 2017/18, the projected average days lost per employee equates to 13.1 days.

ABSENCE TRENDS - 2015/2016, 2016/2017 & 2017/2018
Education Resources

APT&C			Teachers			Resource Total			Council Wide						
	2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018
April	4.2	3.4	4.0	April	2.6	2.9	2.1	April	3.2	3.1	2.9	April	3.8	4.3	3.9
May	4.3	3.8	4.7	May	2.9	3.1	2.7	May	3.5	3.4	3.5	May	3.9	4.4	4.2
June	3.6	3.8	3.6	June	2.2	2.4	2.2	June	2.8	3.0	2.8	June	3.5	4.1	3.9
July	2.6	2.9	2.1	July	1.2	1.2	0.8	July	1.8	1.9	1.3	July	2.9	3.3	3.0
August	3.1	3.0	2.7	August	1.5	1.4	1.0	August	2.2	2.0	1.7	August	3.3	3.6	3.2
September	4.6	3.7	4.3	September	2.6	2.4	2.2	September	3.4	2.9	3.0	September	3.8	4.1	4.0
October	4.5	4.2	4.6	October	2.8	2.9	2.4	October	3.5	3.4	3.3	October	4.1	4.4	4.1
November	5.4	5.4	5.0	November	3.8	3.1	3.5	November	4.5	4.0	4.1	November	4.7	4.9	4.8
December	5.0	5.4	5.3	December	4.2	3.2	3.8	December	4.5	4.1	4.4	December	4.7	4.9	5.1
January	4.6	4.7	5.2	January	4.0	2.8	3.0	January	4.3	3.6	3.9	January	4.6	4.5	5.0
February	4.7	5.5	5.5	February	4.2	3.7	3.0	February	4.4	4.4	4.0	February	5.0	5.0	5.0
March	4.9	5.6		March	4.3	3.4		March	4.5	4.3		March	5.2	4.7	
Annual Average	4.3	4.3	4.4	Annual Average	3.0	2.7	2.5	Annual Average	3.6	3.3	3.3	Annual Average	4.1	4.4	4.2
Average Apr-Feb	4.2	4.2	4.3	Average Apr-Feb	2.9	2.6	2.4	Average Apr-Feb	3.5	3.3	3.2	Average Apr-Feb	4.0	4.3	4.2
No of Employees at 28 February 2018			2589.0	No of Employees at 28 February 2018			3717.0	No of Employees at 28 February 2018			6306.0	No of Employees at 28 February 2018			14926

For the financial year 2017/18, the projected average days lost per employee equates to 7.6 days.

ABSENCE TRENDS - 2015/2016, 2016/2017 & 2017/2018
Finance and Corporate Resources

APT&C			Manual Workers			Resource Total			Council Wide						
	2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018
April	3.1	2.6	2.8	April				April	3.1	2.6	2.8	April	3.8	4.3	3.9
May	2.9	2.2	3.2	May			0.0	May	2.9	2.2	3.2	May	3.9	4.4	4.2
June	3.7	2.2	3.3	June			0.0	June	3.7	2.2	3.3	June	3.5	4.1	3.9
July	3.5	2.0	3.1	July			0.0	July	3.5	2.0	3.0	July	2.9	3.3	3.0
August	3.0	2.2	3.5	August			0.0	August	3.0	2.2	3.4	August	3.3	3.6	3.2
September	1.7	2.4	4.1	September			0.0	September	1.7	2.4	4.1	September	3.8	4.1	4.0
October	2.3	2.6	4.4	October			0.0	October	2.3	2.6	4.3	October	4.1	4.4	4.1
November	2.3	3.1	4.2	November			0.0	November	2.3	3.1	4.1	November	4.7	4.9	4.8
December	2.5	2.6	3.5	December			0.0	December	2.5	2.6	3.4	December	4.7	4.9	5.1
January	2.7	2.6	4.1	January			7.0	January	2.7	2.6	4.2	January	4.6	4.5	5.0
February	3.9	3.8	4.2	February			2.5	February	3.9	3.8	4.2	February	5.0	5.0	5.0
March	2.7	3.7		March				March	2.7	3.7		March	5.2	4.7	
Annual Average	2.9	2.7	3.7	Annual Average			1.0	Annual Average	2.9	2.7	3.6	Annual Average	4.1	4.4	4.2
Average Apr-Feb	2.9	2.6	3.7	Average Apr-Feb			1.0	Average Apr-Feb	2.9	2.6	3.6	Average Apr-Feb	4.0	4.3	4.2
No of Employees at 28 February 2018			1023	No of Employees at 28 February 2018			12	No of Employees at 28 February 2018			1035	No of Employees at 28 February 2018			14926

For the financial year 2017/18, the projected average days lost per employee equates to 8.5 days.
Figures for manual workers only applicable from May 2017/2018

**ABSENCE TRENDS - 2015/2016, 2016/2017 & 2017/2018
Housing & Technical Resources**

APT&C			Manual Workers				Resource Total				Council Wide				
	2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018
April	4.5	4.6	4.3	April	5.0	6.3	4.5	April	4.7	5.1	4.4	April	3.8	4.3	3.9
May	3.6	4.3	4.2	May	4.7	5.0	3.9	May	3.9	4.5	4.1	May	3.9	4.4	4.2
June	3.8	4.3	3.9	June	4.6	5.5	4.4	June	4.0	4.7	4.1	June	3.5	4.1	3.9
July	3.5	4.1	4.3	July	4.1	4.5	4.9	July	3.7	4.2	4.5	July	2.9	3.3	3.0
August	3.7	4.9	4.7	August	4.3	5.7	4.0	August	3.9	5.1	4.4	August	3.3	3.6	3.2
September	3.5	5.1	4.3	September	3.8	4.6	4.5	September	3.6	5.0	4.4	September	3.8	4.1	4.0
October	4.2	5.5	3.8	October	4.1	5.0	4.4	October	4.2	5.3	4.0	October	4.1	4.4	4.1
November	4.4	4.9	4.9	November	4.5	6.7	6.4	November	4.5	5.5	5.5	November	4.7	4.9	4.8
December	4.0	5.0	5.0	December	4.9	6.7	9.0	December	4.3	5.6	6.6	December	4.7	4.9	5.1
January	3.9	5.0	5.4	January	4.9	4.3	7.3	January	4.2	4.8	6.2	January	4.6	4.5	5.0
February	4.2	4.9	5.2	February	6.5	4.7	6.1	February	4.9	4.8	5.6	February	5.0	5.0	5.0
March	4.9	4.7		March	7.3	4.6		March	5.7	4.6		March	5.2	4.7	
Annual Average	4.0	4.8	4.6	Annual Average	4.9	5.3	5.3	Annual Average	4.3	4.9	4.9	Annual Average	4.1	4.4	4.2
Average Apr-Feb	3.9	4.8	4.5	Average Apr-Feb	4.7	5.4	5.4	Average Apr-Feb	4.2	5.0	4.9	Average Apr-Feb	4.0	4.3	4.2

No of Employees at 28 February 2018	898	No of Employees at 28 February 2018	559	No of Employees at 28 February 2018	1457	No of Employees at 28 February 2018	14926
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For the financial year 2017/18, the projected average days lost per employee equates to 11.9 days.

ABSENCE TRENDS - 2015/2016, 2016/2017 & 2017/2018
Social Work Resources

APT&C			Manual Workers			Resource Total			Council Wide						
	2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018
April	5.0	4.8	5.0	April	4.2	6.6	5.6	April	4.8	5.4	5.2	April	3.8	4.3	3.9
May	4.8	5.3	4.9	May	4.5	6.9	4.1	May	4.7	5.8	4.6	May	3.9	4.4	4.2
June	3.9	5.2	5.3	June	4.3	6.2	4.6	June	4.0	5.5	5.1	June	3.5	4.1	3.9
July	3.9	5.0	4.8	July	4.0	5.7	4.9	July	4.0	5.3	4.8	July	2.9	3.3	3.0
August	4.0	4.8	4.9	August	4.0	5.4	4.7	August	4.0	5.0	4.8	August	3.3	3.6	3.2
September	3.5	4.3	5.0	September	5.3	5.3	5.2	September	4.0	4.7	5.1	September	3.8	4.1	4.0
October	3.9	4.7	4.2	October	4.8	5.6	5.8	October	4.2	5.0	4.8	October	4.1	4.4	4.1
November	4.4	5.1	4.4	November	6.0	5.4	5.9	November	4.9	5.2	4.9	November	4.7	4.9	4.8
December	4.3	5.6	5.6	December	5.5	6.1	6.1	December	4.7	5.8	5.7	December	4.7	4.9	5.1
January	4.4	5.5	5.5	January	5.7	5.5	7.3	January	4.8	5.5	6.1	January	4.6	4.5	5.0
February	5.2	5.8	6.1	February	6.2	4.8	5.8	February	5.5	5.4	6.0	February	5.0	5.0	5.0
March	5.3	5.6		March	7.2	4.8		March	5.9	5.3		March	5.2	4.7	
Annual Average	4.4	5.1	5.1	Annual Average	5.1	5.7	5.4	Annual Average	4.6	5.3	5.2	Annual Average	4.1	4.4	4.2
Average Apr-Feb	4.3	5.1	5.1	Average Apr-Feb	5.0	5.8	5.5	Average Apr-Feb	4.5	5.3	5.2	Average Apr-Feb	4.0	4.3	4.2

No of Employees at 28 February 2018	1842	No of Employees at 28 February 2018	1056	No of Employees at 28 February 2018	2898	No of Employees at 28 February 2018	14926
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For the financial year 2017/18, the projected average days lost per employee equates to 11.3 days.

ABSENCE BY LONG AND SHORT TERM

From: 1 December 2017 - 28 February 2018

Resource	No of employees	December 2017			January 2018			February 2018		
		Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %
Community and Enterprise	3230	3.8	2.1	5.9	1.6	3.5	5.1	2.5	3.6	6.1
Education	6306	1.6	2.8	4.4	1.7	2.2	3.9	1.7	2.3	4.0
Finance and Corporate	1035	1.6	1.8	3.4	2.3	1.9	4.2	1.6	2.6	4.2
Housing & Technical	1457	2.3	4.3	6.6	2.6	3.6	6.2	2.2	3.4	5.6
Social Work	2898	2.1	3.6	5.7	2.3	3.8	6.1	2.2	3.8	6.0
Council Overall for December 2017 - February 2018	14926	1.9	3.2	5.1	2.0	3.0	5.0	2.0	3.0	5.0

**ATTENDANCE MONITORING
Absence Classification**

From : 1 February - 28 February 2018

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1291	33	900	19	122	16	461	30	735	25	3509	25
Psychological	755	20	1147	24	274	36	476	31	827	28	3479	25
Stomach, Bowel, Blood, Metabolic Disorders	380	10	620	13	107	14	148	10	335	12	1590	12
Respiratory	626	16	813	17	78	10	178	12	335	12	2030	15
Other Classification	808	21	1232	26	188	24	263	17	676	23	3167	23
Total Days Lost By Resource	3860	100	4712	100	769	100	1526	100	2908	100	13775	100
Total Work Days Available	62938		116417		18527		27473		48459			

From : 1 February - 28 February 2017

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1225	31	909	18	62	12	351	22	612	22	3159	23
Psychological	653	17	1430	29	79	15	522	32	820	30	3504	25
Stomach, Bowel, Blood, Metabolic Disorders	483	12	513	10	89	17	194	12	278	10	1557	11
Respiratory	473	12	610	12	107	21	144	9	339	12	1673	12
Other Classification	1068	27	1508	30	184	35	421	26	674	25	3855	28
Total Days Lost By Resource	3902	100	4970	100	521	100	1632	100	2723	100	13748	100
Total Work Days Available	65856		113246		13617		33938		49992			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

APPENDIX 9

FROM: 1 December 2017 - 28 February 2018 comparison with 1 December 2016 - 28 February 2017

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Dec 17 - Feb 18)	114	46	43	17	60	125	405
TOTAL (Dec 16 - Feb 17)	117	51	56	33	49	154	460

No of Employees Referred For Physiotherapy		
RESOURCE	Dec 16 - Feb 17	Dec 17 - Feb 18
Community and Enterprise	139	135
Education (Teachers)	62	57
Education (Others)	58	82
Finance and Corporate	22	36
Housing and Technical	81	71
Social Work	150	160
TOTAL	512	541

No of Employees Referred To Employee Support Officer		
RESOURCE	Dec 16 - Feb 17	Dec 17 - Feb 18
Community and Enterprise	53	73
Education	86	91
Finance and Corporate	7	17
Housing and Technical	31	22
Social Work	79	73
TOTAL	256	276

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Dec 16 - Feb 17	Dec 17 - Feb 18
Community and Enterprise	6	11
Education	19	20
Finance and Corporate	3	7
Housing and Technical	7	8
Social Work	16	14
TOTAL	51	60

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 (Dec 17 - Feb 18)	24	2	0	0	67	6	0	0	18	1	109	9
TOTAL (Dec 16 - Feb 17)	34	6	1	0	104	3	1	0	14	0	154	9
										Total Referrals (Dec 17 - Feb 18)		118
										Total Referrals (Dec 16 - Feb 17)		163

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 December 2017 - 28 February 2018 comparison with 1 December 2016 - 28 February 2017

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2017-2018	2016-2017	2017-2018	2016-2017	2017-2018	2016-2017	2017-2018	2016-2017	2017-2018	2016-2017	2017-2018	2016-2017
Specified Injury	1	0	1	1	0	0	1	1	1	0	4	2
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	1	0	1	1	0	0	1	1	1	0	4	2
Over 7-day	11	5	2	2	1	0	3	3	2	1	19	11
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**	11	5	2	2	1	0	3	3	2	1	19	11
Over 3-day	5	0	0	0	0	0	0	1	0	0	5	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**	5	0	0	0	0	0	0	1	0	0	5	1
Minor	17	19	4	4	1	1	6	2	11	5	39	31
Near Miss	0	2	1	0	0	0	0	0	1	1	2	3
Violent Incident: Physical	6	1	128	154	0	0	0	1	13	8	147	164
Violent Incident: Verbal	5	3	12	19	0	2	4	1	8	1	29	26
Total Minor***	28	25	145	177	1	3	10	4	33	15	217	224
Total Accidents/Incidents	45	30	148	180	2	3	14	9	36	16	245	238

*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 December 2017 - 28 February 2018 comparison with 1 December 2016 - 28 February 2017

RESOURCE	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 6 Weeks	
	APT&C	Manual/ Craft	Teachers	Total	No Action				Action Taken				3	4-6	6+		
					APT&C	Manual / Craft	Teachers	Total	APT&C	Manual / Craft	Teachers	Total					
COMMUNITY AND ENTERPRISE	3	18	N/A	21	0	3	N/A	3	3	3	15	N/A	18	11	3	7	67%
EDUCATION	3	0	3	6	1	0	1	2	2	0	2	4	4	1	1	83%	
HOUSING & TECHNICAL	2	3	N/A	5	0	0	N/A	0	2	3	N/A	5	4	0	1	80%	
SOCIAL WORK	11	4	N/A	15	0	0	N/A	0	11	4	N/A	15	5	6	4	73%	
TOTAL (Dec 17 - Feb 18)	19	25	3	47	1	3	1	5	18	22	2	42	24	10	13	72%	
TOTAL (Dec 16 - Feb 17)	20	32	1	53	4	2	0	6	16	31	1	47	21	17	15	72%	

RESOURCE	No of Appeals				Outcome of Appeals												Appeals Pending
	APT&C	Manual/ Craft	Teachers	Total	Upheld				Upheld in Part				Not Upheld				
					APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	
COMMUNITY AND ENTERPRISE	1	1	N/A	2	0	0	N/A	0	0	0	N/A	0	1	1	N/A	2	0
HOUSING & TECHNICAL	1	0	N/A	1	1	0	N/A	1	0	0	N/A	0	0	0	N/A	0	0
TOTAL (Dec 17 - Feb 18)	2	1	0	3	1	0	0	1	0	0	0	0	1	1	0	2	0
TOTAL (Dec 16 - Feb 17)	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1	0

*Resources nil responses are not included in figures

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

APPEALS PANEL

FROM: 1 February 2018 - 28 February 2018

APPEALS PANEL	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
	0	1	0	3	4	0

RECORD OF GRIEVANCES

FROM: 1 December 2017 - 28 February 2018 comparison with 1 December 2016 - 28 February 2017

GRIEVANCES	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
EDUCATION	1	0	0	0	1
HOUSING & TECHNICAL	2	1	0	0	1
SOCIAL WORK RESOURCES	1	1	0	0	0
TOTAL (Dec 17 - Feb 18)	4	2	0	0	2
TOTAL (Dec 16 - Feb 17)	6	3	3	0	0

DIGNITY AT WORK

FROM: 1 December 2017 - 28 February 2018 comparison with 1 December 2016 - 28 February 2017

DIGNITY AT WORK	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
SOCIAL WORK RESOURCES	3	0	0	0	0	3
TOTAL (Dec 17 - Feb 18)	3	0	0	0	0	3
TOTAL (Dec 16 - Feb 17)	0	0	0	0	0	0

*Resources nil responses are not included in figures

REFERRALS FOR WORKPLACE MEDIATION

As at February 2018

WORKPLACE MEDIATION	Dec-17	Jan-18	Feb-18
No of Referrals	0	0	2
*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	Dec-16	Jan-17	Feb-17
No of Referrals	1	0	0
*No of Successful Cases	0	0	0
*No of Unsuccessful Cases	0	2	0
No of cases unsuitable for mediation	0	0	0

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

LABOUR TURNOVER (Dec 17 - Feb 18)

	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total
Total Number of Leavers Per Resource	29	68	16	12	36	161

EXIT INTERVIEWS (Dec 17 - Feb 18)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
CAREER ADVANCEMENT	0	5	0	0	0	5	24
DISSATISFACTION WITH TERMS AND CONDITIONS	0	1	0	0	1	2	10
POOR RELATIONSHIPS WITH MANAGERS / COLLEAGUES	0	2	0	0	0	2	10
TRAVELLING DIFFICULTIES	0	2	0	0	0	2	10
MOVING OUTWITH AREA	0	0	0	0	1	1	5
OTHER	1	4	1	0	1	7	33
NUMBER OF EXIT INTERVIEWS CONDUCTED	1	14	3	0	3	21	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	29	68	16	12	36	161	
% OF LEAVERS INTERVIEWED	3	21	19	0	8	13	

EXIT INTERVIEWS (Dec 16 - Feb 17)

NUMBER OF EXIT INTERVIEWS CONDUCTED	0	3	1	1	2	7	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	31	30	5	6	35	107	
% OF LEAVERS INTERVIEWED	0	10	20	17	6	7	

* Note these totals include temporary employees

RECRUITMENT MONITORING
Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 December 2017 - 28 February 2018

Total Number of applications received:	1649
Total Number of Equal Opportunities Monitoring forms received:	1584
Total Number of posts recruited for:	157
Total Number of appointments:	257

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1584	719	248
Total No of Male Applicants	448	203	60
Total No of Female Applicants	1126	480	156
Total No of Disabled Applicants	48	23	4
Total No of applicants aged under 50	1298	552	167
Total No of applicants aged over 50	283	130	48
Total No of White applicants	1517	658	213
Total No of Black/Ethnic minority applicants*	47	20	3

FROM : 1 December 2016 - 28 February 2017

Total Number of applications received:	3369
Total Number of Equal Opportunities Monitoring forms received:	3295
Total Number of posts recruited for:	237
Total Number of appointments:	833

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	3295	1477	796
Total No of Male Applicants	945	327	145
Total No of Female Applicants	2340	1138	635
Total No of Disabled Applicants	85	35	10
Total No of applicants aged under 50	2876	1308	716
Total No of applicants aged over 50	399	154	62
Total No of White applicants	3186	1425	758
Total No of Black/Ethnic minority applicants*	68	25	17

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 9 December 2017

Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent									
	Total	Male		Female		Total	Salary Band								
		F/T	P/T	F/T	P/T		Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
Community & Enterprise Resources	3052	1289	218	219	1326	2226.23	1.00	1468.92	428.35	245.55	50.61	19.80	4.00	8.00	0.00
Education - Others	2445	126	80	369	1870	1711.56	1.00	1058.46	458.97	86.09	21.00	14.00	4.00	58.44	9.60
Education - Teachers	3620	681	59	2230	650	3328.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.60	3324.00
Finance & Corporate Resources	988	219	17	432	320	876.45	2.00	160.57	380.27	235.09	64.41	27.11	6.00	1.00	0.00
Housing & Technical	1360	892	8	315	145	1305.47	1.00	190.52	697.65	364.30	38.00	12.00	2.00	0.00	0.00
Social Work Resources	2784	221	187	904	1472	2393.99	1.00	1331.78	480.04	534.17	19.00	26.00	2.00	0.00	0.00
Total All Staff	14249	3428	569	4469	5783	11842.30	6.00	4210.25	2445.28	1465.20	193.02	98.91	18.00	72.04	3333.60

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 9 September 2017

Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent									
	Total	Male		Female		Total	Salary Band								
		F/T	P/T	F/T	P/T		Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
Community & Enterprise Resources	3129	1384	221	221	1303	2320.74	1.00	1545.63	437.65	254.05	50.61	19.80	4.00	8.00	0.00
Education - Others	2404	127	71	358	1848	1677.62	1.00	1037.51	448.50	86.07	19.00	14.00	4.00	56.94	10.60
Education - Teachers	3622	680	58	2235	649	3332.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.60	3328.20
Finance & Corporate Resources	1013	225	17	449	322	900.10	2.00	162.56	393.09	238.90	68.41	27.11	6.00	2.03	0.00
Housing & Technical	1353	891	13	306	143	1299.00	1.00	190.79	689.91	363.30	40.00	12.00	2.00	0.00	0.00
Social Work Resources	2811	223	195	913	1480	2420.18	1.00	1354.03	477.57	543.58	20.00	22.00	2.00	0.00	0.00
Total All Staff	14332	3530	575	4482	5745	11950.44	6.00	4290.52	2446.72	1485.90	198.02	94.91	18.00	71.57	3338.80