

Report

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Report to:	Employee Issues Forum
Date of Meeting:	31 October 2017
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Council-wide Workforce Monitoring – July and August 2017
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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 July and August 2017

2. Recommendation(s)

2.1. The Employee Issues Forum is asked to approve the following recommendation(s):-

(1) that the following employment information for the period July and August 2017 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 10 June 2017

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to the Employee Issues Forum. This report for the Council provides information on the position for the period July and August 2017.

4. Attendance Statistics

4.1 Information on absence statistics for the Council and each Resource, as analysed for August 2017, is provided in Appendices 1 – 8. Points to note are:-

The Council's absence rate for August 2017, shown in Appendix 1, is 3.2%, this figure has increased by 0.2% when compared to the previous month and a decrease of 0.4% when compared to August 2016.

When compared to August 2016, the APT&C absence rate figure remains unchanged, teachers' absence rate has decreased by 0.4% and the manual workers' figure has decreased by 0.7%.

The projected annual average absence rate for the Council for the financial year 2017/18 is 4.2%.

For the financial year 2017/2018 the projected annual average days lost per employee equates to 8.7 days.

In comparison to August 2016 (Appendix 8):-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 570 days.
- ◆ Total days lost due to psychological conditions have decreased by 329 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 66 days.
- ◆ Total days lost due to respiratory conditions have decreased by 152 days.

5. Occupational Health

5.1 Information on Occupational Health for the period July to August 2017 is provided in Appendix 9.

- ◆ during the period there were 226 employees referred for a medical examination, an increase of 6 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 327 employees attended physiotherapy treatment, showing an increase of 6 when compared to the same period last year. Of the 327 employees referred, 76% remained at work whilst undertaking treatment.
- ◆ during this period there were 152 employees referred to the Employee Support Officer showing an increase of 8 when compared with the same period last year. Of those referrals made this period, 94% related to personal reasons.
- ◆ seventy-three employees were referred to 'TimeforTalking' counselling service this period, showing a decrease of 6 when compared with the same period last year. Of the 73 referrals made this period, 69 were from management and 4 were from employees. Personal reasons accounted for 66% of the referrals made, 27% were for work related reasons and 7% were for other reasons.
- ◆ thirty-three employees were referred for Cognitive Behavioural Therapy this period, an increase of 6 when compared to the same period last year.

6. Accidents/Incidents

6.1 The accident/incident report for July and August 2017 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 75, this figure has increased by 15 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 66 minor accidents/incidents, this figure has increased by 10 from the same period last year.
- ◆ there was 1 accident resulting in an absence lasting over 3 days during the period, this figure remains unchanged from the same period last year.
- ◆ there were 4 accidents resulting in absences lasting over 7 days during the period, this figure has increased by 3 from the same period last year.

7. Discipline, Grievance, Dignity at Work Hearings and Mediation Referrals

7.1 information on Disciplinary, Grievance Hearings, Dignity at Work and Mediation Referrals for July and August 2017 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 36 disciplinary hearings were held across Resources within the Council, a decrease of 4 when compared to the same period last year
- ◆ action was taken in 31 of these cases. No appeal was raised against the outcomes
- ◆ our target is to convene disciplinary hearings within 6 weeks, 69% of hearings met this target
- ◆ during the period, 1 appeal was upheld by the Appeals Panel
- ◆ at the end of August 2017, 4 Appeals Panels were pending
- ◆ during the period, 5 grievance cases were raised, one was resolved at stage 3 and 4 still in process
- ◆ during the period, 5 dignity at work cases were raised and 5 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 July to August 2017 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 10 June 2017, the Council's turnover figure for July to August 2017 is as follows:

161 leavers eligible for exit interviews/14334 employees in post = Labour Turnover of 1.1%.

Based on the figure from at August 2017, 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 73 when compared with the same period last year
- ◆ exit interviews were held with 12% of leavers, compared with 11% from the same period last year.

9 Recruitment Monitoring

9.1 Information on Recruitment Monitoring for July and August 2017 is contained within Appendix 14.

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

- ◆ overall, 1656 applications and 1554 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (57), 35 were shortlisted for interview and none were appointed
- ◆ of those applicants of a black/ethnic minority background (36), 10 were shortlisted for interview and 1 was appointed.

10 Staffing Watch

- 10.1 There has been a decrease of 127 in the number of employees in post from 11 March 2017 to 10 June 2017.

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)

10 October 2017

Link(s) to Connect Values/Objectives

- ◆ Accountable, effective and efficient
- ◆ Fair and open
- ◆ Self aware and improving
- ◆ Excellent employer
- ◆ People focused
- ◆ Working with and respecting others

Previous References

- ◆ Employee Issues Forum – 22 August 2017

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

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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		September	2.6	2.4		September	5.1	5.4		September	3.8	4.1					
October	4.1	4.5		October	2.8	2.9		October	5.0	5.6		October	4.1	4.4					
November	4.5	5.0		November	3.8	3.1		November	5.9	6.4		November	4.7	4.9					
December	4.2	5.1		December	4.2	3.2		December	6.1	6.3		December	4.7	4.9					
January	4.1	4.7		January	4.0	2.8		January	6.0	5.5		January	4.6	4.5					
February	4.5	5.1		February	4.2	3.7		February	6.5	5.8		February	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	5.4	Annual Average	4.1	4.4	4.2				
Average Apr-Aug	3.7	3.9	3.9	Average Apr-Aug	2.1	2.2	1.8	Average Apr-Aug	4.3	5.5	4.8	Average Apr-Aug	3.5	3.9	3.6				
No of Employees at 31 August 2017				7245	No of Employees at 31 August 2017				3871	No of Employees at 31 August 2017				4079	No of Employees at 31 August 2017				15195

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		September	5.2	5.6		September	4.7	5.3		September	3.8	4.1	
October	5.4	4.8		October	5.3	5.8		October	5.3	5.5		October	4.1	4.4	
November	3.5	5.5		November	6.1	6.7		November	5.6	6.4		November	4.7	4.9	
December	2.5	5.3		December	6.5	6.2		December	5.7	6.0		December	4.7	4.9	
January	3.2	4.4		January	6.3	5.7		January	5.7	5.4		January	4.6	4.5	
February	3.0	4.5		February	6.5	6.4		February	6.0	5.9		February	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	4.4	Annual Average	5.3	5.7	5.6	Annual Average	4.9	5.3	5.3	Annual Average	4.1	4.4	4.2
Average Apr-Aug	2.5	3.4	3.9	Average Apr-Aug	4.3	5.3	4.9	Average Apr-Aug	4.0	4.7	4.7	Average Apr-Aug	3.5	3.9	3.6

No of Employees at 31 August 2017	887	No of Employees at 31 August 2017	2444	No of Employees at 31 August 2017	3331	No of Employees at 31 August 2017	15195
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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
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		September	2.6	2.4		September	3.4	2.9		September	3.8	4.1	
October	4.5	4.2		October	2.8	2.9		October	3.5	3.4		October	4.1	4.4	
November	5.4	5.4		November	3.8	3.1		November	4.5	4.0		November	4.7	4.9	
December	5.0	5.4		December	4.2	3.2		December	4.5	4.1		December	4.7	4.9	
January	4.6	4.7		January	4.0	2.8		January	4.3	3.6		January	4.6	4.5	
February	4.7	5.5		February	4.2	3.7		February	4.4	4.4		February	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	4.3	Annual Average	3.0	2.7	2.5	Annual Average	3.6	3.3	3.2	Annual Average	4.1	4.4	4.2
Average Apr-Aug	3.6	3.4	3.4	Average Apr-Aug	2.1	2.2	1.8	Average Apr-Aug	2.7	2.7	2.4	Average Apr-Aug	3.5	3.9	3.6
No of Employees at 31 August 2017		2540	No of Employees at 31 August 2017		3871	No of Employees at 31 August 2017		6411	No of Employees at 31 August 2017		15195				

For the financial year 2017/18, the projected average days lost per employee equates to 5.8 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		September				September	1.7	2.4		September	3.8	4.1					
October	2.3	2.6		October				October	2.3	2.6		October	4.1	4.4					
November	2.3	3.1		November				November	2.3	3.1		November	4.7	4.9					
December	2.5	2.6		December				December	2.5	2.6		December	4.7	4.9					
January	2.7	2.6		January				January	2.7	2.6		January	4.6	4.5					
February	3.9	3.8		February				February	3.9	3.8		February	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	3.1	Annual Average			0.0	Annual Average	2.9	2.7	3.0	Annual Average	4.1	4.4	4.2				
Average Apr-Aug	3.2	2.2	3.2	Average Apr-Aug			0.0	Average Apr-Aug	3.2	2.2	3.1	Average Apr-Aug	3.5	3.9	3.6				
No of Employees at 31 August 2017				1070	No of Employees at 31 August 2017				10	No of Employees at 31 August 2017				1080	No of Employees at 31 August 2017				15195

For the financial year 2017/18, the projected average days lost per employee equates to 7.5 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		September	3.8	4.6		September	3.6	5.0		September	3.8	4.1					
October	4.2	5.5		October	4.1	5.0		October	4.2	5.3		October	4.1	4.4					
November	4.4	4.9		November	4.5	6.7		November	4.5	5.5		November	4.7	4.9					
December	4.0	5.0		December	4.9	6.7		December	4.3	5.6		December	4.7	4.9					
January	3.9	5.0		January	4.9	4.3		January	4.2	4.8		January	4.6	4.5					
February	4.2	4.9		February	6.5	4.7		February	4.9	4.8		February	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	4.7	Annual Average	4.9	5.3	4.9	Annual Average	4.3	4.9	4.8	Annual Average	4.1	4.4	4.2				
Average Apr-Aug	3.8	4.4	4.3	Average Apr-Aug	4.5	5.4	4.3	Average Apr-Aug	4.0	4.7	4.3	Average Apr-Aug	3.5	3.9	3.6				
No of Employees at 31 August 2017				901	No of Employees at 31 August 2017				555	No of Employees at 31 August 2017				1456	No of Employees at 31 August 2017				15195

For the financial year 2017/18, the projected average days lost per employee equates to 10.6 days.

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

		Manual Workers				Resource Total				Council Wide			
2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018
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
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
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
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
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
4.3		September	5.3	5.3		September	4.0	4.7		September	3.8	4.1	
4.7		October	4.8	5.6		October	4.2	5.0		October	4.1	4.4	
5.1		November	6.0	5.4		November	4.9	5.2		November	4.7	4.9	
5.6		December	5.5	6.1		December	4.7	5.8		December	4.7	4.9	
5.5		January	5.7	5.5		January	4.8	5.5		January	4.6	4.5	
5.8		February	6.2	4.8		February	5.5	5.4		February	5.0	5.0	
5.6		March	7.2	4.8		March	5.9	5.3		March	5.2	4.7	
5.1	5.1	Annual Average	5.1	5.7	5.1	Annual Average	4.6	5.3	5.1	Annual Average	4.1	4.4	4.2
5.0	5.0	Average Apr-Aug	4.2	6.2	4.8	Average Apr-Aug	4.3	5.4	4.9	Average Apr-Aug	3.5	3.9	3.6

117	1847	No of Employees at 31 August 2017	1070	No of Employees at 31 August 2017	2917	No of Employees at 31 August 2017	15195
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8, the projected average days lost per employee equates to 10.7 days.

ABSENCE BY LONG AND SHORT TERM

From: 1 June 2017 - 31 August 2017

Resource	No of employees	June 2017			July 2017			August 2017		
		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	3331	1.4	3.5	4.9	1.1	2.9	4.0	1.6	2.7	4.3
Education	6411	0.9	1.9	2.8	0.1	1.2	1.3	0.7	1.0	1.7
Finance and Corporate	1080	1.2	2.1	3.3	0.9	2.1	3.0	0.9	2.5	3.4
Housing & Technical	1456	1.9	2.2	4.1	1.5	3.0	4.5	1.5	2.9	4.4
Social Work	2917	1.7	3.4	5.1	1.3	3.5	4.8	1.4	3.4	4.8
Council Overall for June 2017 - August 2017	15195	1.3	2.6	3.9	0.7	2.3	3.0	1.1	2.1	3.2

ATTENDANCE MONITORING
Absence Classification

From : 1 August - 31 August 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	1268	40	499	23	104	14	372	27	786	30	3029	30
Psychological	539	17	661	30	290	38	512	37	801	30	2803	28
Stomach, Bowel, Blood, Metabolic Disorders	329	10	332	15	58	8	159	11	323	12	1201	12
Respiratory	135	4	80	4	60	8	25	2	95	4	395	4
Other Classification	476	15	304	14	163	21	91	7	252	10	1286	13
Total Days Lost By Resource	3195	100	2177	100	767	100	1386	100	2652	100	10177	100
Total Work Days Available	74387		130975		22411		31593		54878			

From : 1 August - 31 August 2016

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	1493	43	643	25	66	23	580	28	817	28	3599	32
Psychological	668	19	839	32	116	41	666	32	843	29	3132	28
Stomach, Bowel, Blood, Metabolic Disorders	426	12	266	10	44	16	248	12	283	10	1267	11
Respiratory	130	4	115	4	29	10	92	4	181	6	547	5
Other Classification	756	22	745	29	26	9	485	23	798	27	2810	25
Total Days Lost By Resource	3473	100	2608	100	281	100	2071	100	2922	100	11355	100
Total Work Days Available	78609		128130		12649		40338		58266			

OCCUPATIONAL HEALTH REPORTS

FROM: 1 July 2017 - 31 August 2017 comparison with 1 July 2016 - 31 August 2016

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Jul-Aug 2017)	61	14	11	17	39	84	226
TOTAL (Jul-Aug 2016)	37	12	13	11	32	115	220

No of Employees Referred For Physiotherapy		
RESOURCE	Jul-Aug 2016	Jul-Aug 2017
Community and Enterprise	81	82
Education (Teachers)	31	20
Education (Others)	25	32
Finance and Corporate	14	18
Housing and Technical	60	57
Social Work	110	118
TOTAL	321	327

No of Employees Referred To Employee Support Officer		
RESOURCE	Jul-Aug 2016	Jul-Aug 2017
Community and Enterprise	36	43
Education	31	33
Finance and Corporate	1	10
Housing and Technical	33	27
Social Work	43	39
TOTAL	144	152

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Jul-Aug 2016	Jul-Aug 2017
Community and Enterprise	6	4
Education	5	6
Finance and Corporate	2	3
Housing and Technical	3	9
Social Work	11	11
TOTAL	27	33

Analysis of Counselling Referrals by Cause												
Reason												
Work Stress		Addiction		Personal		Anxiety/ Depression		Bereavement		Total		
M	S	M	S	M	S	M	S	M	S	M	S	
TOTAL (Jul-Aug 2017)	17	3	0	0	47	1	1	0	4	0	69	4
TOTAL (Jul-Aug 2016)	20	9	0	0	36	7	0	0	7	0	63	16
										Total Referrals (Jul-Aug 2017)	73	
										Total Referrals (Jul-Aug 2016)	79	

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 July 2017 - 31 August 2017 comparison with 1 July 2016 - 31 August 2016

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
Fatal	1	0	0	0	0	0	0	0	0	0	1	0
Specified Injury	2	0	1	1	0	0	0	0	0	0	3	1
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	1	0	1
Total Specified Injury*	3	0	1	1	0	0	0	0	0	1	4	2
Over 7-day	1	1	0	0	0	0	2	0	1	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 7-day**	1	1	0	0	0	0	2	0	1	0	4	1
Over 3-day	1	1	0	0	0	0	0	0	0	0	1	1
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 3-day**	1	1	0	0	0	0	0	0	0	0	1	1
Minor	7	7	2	3	0	1	6	3	5	5	20	19
Near Miss	1	1	0	1	0	0	0	1	2	1	3	4
Violent Incident: Physical	2	0	19	12	0	1	3	3	10	8	34	24
Violent Incident: Verbal	2	0	3	1	1	3	1	0	2	5	9	9
Total Minor***	12	8	24	17	1	5	10	7	19	19	66	56
Total Accidents/Incidents	17	10	25	18	1	5	12	7	20	20	75	60

*A Specified Injury is any fracture (other than to the fingers, thumbs or toes), amputation, loss of sight, serious burns, crushing injury, scalping, loss of consciousness caused by asphyxiation/ head injury, a chemical or hot metal burn to the eye or penetrating injury as defined by the HSE.

**Over 3 day / over 7day absence is an injury sustained outwith major injury category that results in a period of absence of absence as defined by the HSE.

*** A minor injury is an injury not covered by " Over 7-day", "Over 3-day" or "Specified".

RECORD OF DISCIPLINARY HEARINGS

FROM: 1 July 2017 - 31 August 2017 comparison with 1 July 2016 - 31 August 2016

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	12	N/A	15	1	2	N/A	3	2	10	N/A	12	5	5	5	67%
EDUCATION	3	0	0	3	0	0	0	0	3	0	0	3	2	0	1	67%
FINANCE AND CORPORATE	1	0	N/A	1	1	0	N/A	1	0	0	N/A	0	0	1	0	100%
HOUSING & TECHNICAL	1	0	N/A	1	0	0	N/A	0	1	0	N/A	1	1	0	0	100%
SOCIAL WORK	11	5	N/A	16	0	1	N/A	1	11	4	N/A	15	7	4	5	69%
TOTAL (Jul-Aug 2017)	19	17	0	36	2	3	0	5	17	14	0	31	15	10	11	69%
TOTAL (Jul-Aug 2016)	13	26	1	40	3	6	0	9	10	20	1	31	17	5	18	55%

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 (Jul-Aug 2017)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL (Jul-Aug 2016)	3	1	0	4	0	0	0	0	1	0	0	1	2	1	0	3	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 July 2017 - 31 August 2017

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

RECORD OF GRIEVANCES**FROM: 1 July 2017 - 31 August 2017 comparison with 1 July 2016 - 31 August 2016**

GRIEVANCES	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (Jul-Aug 2017)	5	0	0	1	4
TOTAL (Jul-Aug 2016)	3	0	3	0	0

DIGNITY AT WORK**FROM: 1 July 2017 - 31 August 2017 comparison with 1 July 2016 - 31 August 2016**

DIGNITY AT WORK	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
TOTAL (Jul-Aug 2017)	5	0	0	0	0	5
TOTAL (Jul-Aug 2016)	0	0	0	0	0	0

*Resources nil responses are not included in figures

REFERRALS FOR WORKPLACE MEDIATION

As at August 2017

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

WORKPLACE MEDIATION	Jul-16	Aug-16
No of Referrals	2	0
*No of Successful Cases	2	0
*No of Unsuccessful Cases	0	0
No of cases unsuitable for mediation	2	0

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

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

FROM: 1 July 2017 - 31 August 2017

LABOUR TURNOVER (Jul-Aug 2017)

	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total
Total Number of Leavers Per Resource	72	601	14	12	42	741

EXIT INTERVIEWS (Jul-Aug 2017)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
CHILD CARING / CARING RESPONSIBILITIES	0	1	2	1	1	5	25
DISSATISFACTION WITH TERMS AND CONDITIONS	0	1	0	0	0	1	5
FURTHER EDUCATION	0	0	1	0	0	1	5
MOVING OUTWITH AREA	0	0	0	0	1	1	5
PERSONAL REASONS	1	0	0	0	0	1	5
TRAVELLING DIFFICULTIES	0	1	0	0	0	1	5
OTHER	2	5	0	0	3	10	50
NUMBER OF EXIT INTERVIEWS CONDUCTED	3	8	3	1	5	20	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	43	76	8	9	25	161	
% OF LEAVERS INTERVIEWED	7	11	38	11	20	12	

EXIT INTERVIEWS (Jul-Aug 2016)

NUMBER OF EXIT INTERVIEWS CONDUCTED	1	8	0	0	1	10	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	30	16	5	9	28	88	
% OF LEAVERS INTERVIEWED	3	50	0	0	4	11	

* Note these totals include temporary employees

RECRUITMENT MONITORING
Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 July 2017 - 31 August 2017

Total Number of applications received:	1656
Total Number of Equal Opportunities Monitoring forms received:	1554
Total Number of posts recruited for:	135
Total Number of appointments:	248

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1554	696	222
Total No of Male Applicants	399	154	29
Total No of Female Applicants	1155	476	131
Total No of Disabled Applicants	57	35	0
Total No of applicants aged under 50	1305	517	138
Total No of applicants aged over 50	236	175	22
Total No of White applicants	1507	618	159
Total No of Black/Ethnic minority applicants*	36	10	1

FROM : 1 July 2016 - 31 August 2016

Total Number of applications received:	1530
Total Number of Equal Opportunities Monitoring forms received:	1476
Total Number of posts recruited for:	124
Total Number of appointments:	173

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1476	534	148

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 10 June 2017**Analysis by Resource**

Total Number of Employees				
Total	Male		Female	
	F/T	P/T	F/T	P/T
2758	1077	213	157	1311
356	77	6	160	113
2376	131	75	360	1810
3510	658	59	2155	638
431	331	14	68	18
687	165	10	302	210
1364	897	11	311	145
2852	223	198	910	1521

14334	3559	586	4423	5766
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Full-Time Equivalent										
Total	Salary Band								Fixed SCP	Teacher
	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6			
1944.65	1.00	1525.04	267.95	116.95	17.71	7.00	2.00	7.00	0.00	
316.14	1.00	75.82	95.75	95.71	26.66	17.20	3.00	1.00	0.00	
1659.21	1.00	1009.36	456.89	84.42	21.00	14.00	4.00	54.84	13.70	
3223.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.60	3218.80	
422.23	0.00	50.32	178.50	143.70	33.91	12.80	2.00	1.00	0.00	
612.09	1.00	99.51	302.24	147.96	48.35	9.00	3.00	1.03	0.00	
1310.19	1.00	191.33	694.60	369.26	40.00	12.00	2.00	0.00	0.00	
2449.71	1.00	1387.51	491.72	525.48	20.00	22.00	2.00	0.00	0.00	

8714.22	(excluding Teachers)								
11937.62	6.00	4338.89	2487.65	1483.48	207.63	94.00	18.00	69.47	3232.50

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 11 March 2017**Analysis by Resource**

Total Number of Employees				
Total	Male		Female	
	F/T	P/T	F/T	P/T
2766	1040	215	160	1351
353	75	5	166	107
2401	134	73	368	1826
3520	659	62	2154	645
443	343	14	68	18
382	137	2	145	98
1711	951	18	479	263
2885	231	199	924	1531

14461	3570	588	4464	5839
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Full-Time Equivalent										
Total	Salary Band								Fixed SCP	Teacher
	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6			
1933.08	1.00	1503.70	273.58	120.09	17.71	8.00	2.00	7.00	0.00	
315.70	1.00	75.40	94.13	96.31	26.66	18.20	3.00	1.00	0.00	
1679.31	1.00	1021.38	462.06	86.02	20.91	15.00	4.00	54.24	14.70	
3228.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.60	3223.20	
434.23	0.00	51.32	189.50	143.70	33.91	12.80	2.00	1.00	0.00	
347.93	1.00	47.62	115.30	124.66	47.35	9.00	3.00	0.00	0.00	
1614.87	1.00	250.35	898.19	406.70	42.60	13.00	2.00	1.03	0.00	
2485.92	1.00	1404.96	506.60	529.36	20.00	22.00	2.00	0.00	0.00	

8811.04	(excluding Teachers)								
12039.84	6.00	4354.73	2539.36	1506.84	209.14	98.00	18.00	69.87	3237.90

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