

# Report

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Report to:	<b>Employee Issues Forum</b>
Date of Meeting:	<b>31 May 2011</b>
Report by:	<b>Executive Director (Corporate Resources)</b>

Subject:	<b>Council-wide Workforce Monitoring – January to March 2011</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period January to March 2011

## 2. Recommendation(s)

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

- (1) that the following employment information for January to March 2011 relating to the Council be noted:-
- ◆ attendance statistics
  - ◆ occupational health
  - ◆ accident/incident statistics
  - ◆ discipline, grievance and Dignity at Work hearings
  - ◆ labour turnover/analysis of leavers and exit interviews
  - ◆ recruitment monitoring
  - ◆ Staffing Watch as at 11 December 2010

## 3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Employee Issues Forum. This report for the Council provides information on the position for the period January to March 2011.

## 4. Attendance Statistics

4.1. Information on absence statistics as analysed for the most recent month of March 2011, for the Council and each Resource is provided in Appendices 1 – 10. Points to note are:-

- ◆ The Council's absence rate for March 2011 is 4.3%, this figure remains unchanged when compared with last month and when compared to March 2010 this figure has decreased by 0.2%.
- ◆ When compared to March 2010, the APT&C figure has increased by 0.1%, the teachers' figure has decreased by 0.5% and the manual worker figure has decreased by 0.3%.

- ◆ Based on the absence rate for March 2011, the overall absence rate for the Council for the financial year 2010/2011 is 3.8%. This equates to 9.4 days being lost per employee.

In comparison to March 2010:-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 1,014 days, this decrease is reflected across most Resources, with the most significant decrease in Community Resources by 656 days.
- ◆ Total days lost due to psychological conditions have decreased by 603 days; this decrease is reflected across most Resources, with the most significant decrease in Community Resources by 385 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 437 days; this decrease is reflected across most Resources with the most significant decrease in Education Resources by 405 days.
- ◆ Total days lost due to respiratory conditions have increased by 276 days; this increase is reflected across most Resources, with the most significant increase in Education Resources by 254 days.

## **5. Occupational Health**

5.1 Information on Occupational Health for the period January to March 2011 is provided in Appendix 11.

- ◆ In comparison to the same period last year there has been an increase of 10 employees being referred for a medical examination. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ A total of 372 employees attended physiotherapy treatment, showing a decrease of 82 when compared to the same period last year. Of the 372 employees referred, 83% remained at work whilst undertaking treatment.
- ◆ During this period there were 150 employees referred to the Employee Support Officer, showing a decrease of 28 when compared to the same period last year. Of those referrals made this period 79% related to personal reasons.
- ◆ 148 employees were referred to the Employee Counselling Service this period, an increase of 14 when compared with the same period last year. Of the 148 referrals made this period, 142 were from management and 6 were from employees. Personal reasons accounted for 74% of the referrals made and 18% were for work related reasons.

## **6. Accidents/Incidents**

6.1 The quarterly accident/incident report for the period January to March 2011 is contained in Appendix 12.

- ◆ The number of accidents/incidents recorded was 189, a decrease of 47 from the same period last year (236).
- ◆ There were 7 major accidents/incidents recorded, an increase of 5 when compared to the same period last year.
- ◆ Minor accidents/incidents have decreased overall by 46 when compared to the same period last year (211).
- ◆ There were 17 accidents resulting in absences lasting over 3 days during the period, a decrease of 6 when compared with the same period last year.

## **7. Discipline, Grievance and Dignity at Work Hearings**

7.1 Information on Disciplinary, Grievance Hearings and Dignity at Work for the period January to March 2011 is contained in Appendices 13 and 14.

- ◆ In total, 83 disciplinary hearings were held across Resources within the Council, an increase of 2 when compared to the same period last year.
- ◆ Action was taken in 73 of these cases, and there were no appeals raised against the outcomes.
- ◆ Our target is to convene disciplinary hearings within 6 weeks, 87% of hearings met this target.
- ◆ During the period 2 appeals were heard by the Appeals Panel, both of which were not upheld.
- ◆ At the end of March 2011, no appeals were pending.
- ◆ During the period 2 grievances and 2 Dignity at Work cases were raised.

## **8. Labour Turnover/Analysis of Leavers and Exit Interviews**

8.1 Labour turnover

Information on the number of leavers and exit interviews for the period January to March 2011 is contained in Appendix 15. Exit interviews are conducted with leavers who leave voluntarily.

Using information compiled from Resources and Staffing Watch information as at 11 December 2010, the Labour Turnover figure for January to March 2011 is as follows:-

63 leavers/14,767 employees in post = Labour Turnover of 0.4%

Based on annual trends and figures for January to March 2011, the annual average labour turnover figure for the financial year 2010/2011 for the Council is 1.7%.

8.2 Analysis of Leavers and Exit Interviews

- ◆ There were a total of 63 employees leaving the Council that were eligible for exit interview compared with 64 in the same period last year.
- ◆ Exit interviews were held with 38% of leavers compared to 58% last year.

## **9 Recruitment Monitoring**

9.1 Information on recruitment monitoring for the period January to March 2011 is contained within Appendix 16.

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

- ◆ Overall, 1,869 applications were received and 1,849 individuals completed Equal Opportunities Monitoring Forms.
- ◆ Of those applicants who declared themselves as disabled (51), 29 were shortlisted for interview and 8 were appointed.
- ◆ Of those applicants of a black/ethnic minority background (48), 29 were shortlisted for interview and 10 were appointed.

## **10 Staffing Watch**

- 10.1 There has been a decrease of 747 in the number of employees from 11 September 2010 to 11 December 2010. This decrease is mainly attributable to the transfer of employees from Libraries and Cultural Services to South Lanarkshire Leisure and Culture.

## **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.

**Robert McIlwain**

**Executive Director (Corporate Resources)**

12 May 2011

### **Link(s) to Council Objectives/Improvement Themes/Values**

- ◆ Efficient and effective use of resources
- ◆ Performance management and improvement

### **Previous References**

- ◆ Employee Issues Forum - 22 February 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

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Absence Trends - 2008/2009, 2009/2010 & 2010/2011  
Council Wide

APT&C			Teachers			Manual Workers			Council Wide						
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011
	%	%	%		%	%	%		%	%	%		%	%	%
April	4.3	3.6	3.4	April	3.4	3.2	3.1	April	4.9	4.0	4.5	April	4.3	3.6	3.7
May	4.1	3.7	3.5	May	2.8	3.7	3.6	May	4.8	4.7	4.7	May	4.0	4.0	3.9
June	3.9	3.5	3.1	June	2.8	3.2	2.6	June	4.6	4.5	4.3	June	3.8	3.7	3.3
July	3.2	2.9	2.8	July	1.5	1.2	1.3	July	3.6	3.9	3.5	July	2.9	2.8	2.7
August	3.2	3.2	3.5	August	1.6	1.6	1.7	August	3.8	4.4	3.9	August	3.0	3.2	3.2
September	3.8	4.0	3.9	September	2.8	2.8	2.7	September	4.7	5.0	4.3	September	3.8	4.0	3.7
October	3.8	3.9	4.0	October	2.8	3.4	2.5	October	4.8	4.8	4.3	October	3.8	4.0	3.7
November	4.6	4.3	4.2	November	4.0	4.7	3.5	November	5.2	5.8	4.7	November	4.6	4.8	4.2
December	4.8	3.9	4.1	December	4.5	3.6	3.0	December	5.2	5.3	5.4	December	4.8	4.2	4.2
January	4.5	3.9	4.1	January	4.1	4.2	4.4	January	4.6	5.2	5.1	January	4.4	4.3	4.5
February	4.1	4.0	4.0	February	4.9	4.6	4.1	February	4.9	5.5	4.9	February	4.5	4.6	4.3
March	4.2	4.0	4.1	March	4.7	4.5	4.0	March	4.6	5.3	5.0	March	4.4	4.5	4.3
Annual Average	4.0	3.7	3.7	Annual Average	3.3	3.4	3.0	Annual Average	4.6	4.9	4.6	Annual Average	4.0	4.0	3.8

No of Employees at 31 Mar 2011	7116	No of Employees at 31 Mar 2011	3430	No of Employees at 31 Mar 2011	4398	No of Employees at 31 Mar 2011	14944
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- (1) Unpaid special leave is included in all absence rates.
- (2) For the Council as a whole the rate of unpaid special leave was 0.2%
- (3) Projected average number of days lost, based on employees headcount annually is 9.4 days.

**ABSENCE TRENDS - 2008/2009, 2009/2010 & 2010/2011  
Community Resources**

APT&C			Manual Workers				Resource Total				Council Wide				
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011
April	5.9	2.5	2.8	April	4.5	4.1	4.5	April	4.7	3.9	4.3	April	4.3	3.6	3.7
May	3.8	2.5	2.8	May	4.9	4.8	4.8	May	4.7	4.5	4.5	May	4.0	4.0	3.9
June	3.4	2.6	2.4	June	4.4	4.5	4.2	June	4.3	4.2	4.0	June	3.8	3.7	3.3
July	3.2	2.6	2.3	July	2.8	3.5	3.2	July	2.8	3.3	3.1	July	2.9	2.8	2.7
August	4.0	3.2	2.8	August	3.1	4.0	3.9	August	3.3	3.9	3.7	August	3.0	3.2	3.2
September	3.8	3.6	2.6	September	4.4	4.9	4.4	September	4.3	4.8	4.2	September	3.8	4.0	3.7
October	4.0	4.3	2.2	October	4.7	4.8	4.3	October	4.6	4.7	4.0	October	3.8	4.0	3.7
November	4.5	4.6	2.2	November	5.2	5.8	5.2	November	5.1	5.6	4.9	November	4.6	4.8	4.2
December	4.5	4.5	3.4	December	5.3	5.3	5.8	December	5.2	5.2	5.5	December	4.8	4.2	4.2
January	4.0	4.5	3.9	January	4.6	5.2	5.6	January	4.5	5.1	5.4	January	4.4	4.3	4.5
February	3.7	4.0	3.8	February	4.8	5.6	5.3	February	4.6	5.4	5.1	February	4.5	4.6	4.3
March	3.4	4.1	2.7	March	4.7	5.5	5.4	March	4.5	5.3	5.1	March	4.4	4.5	4.3
Annual Average	4.0	3.6	2.8	Annual Average	4.5	4.8	4.7	Annual Average	4.4	4.7	4.5	Annual Average	4.0	4.0	3.8
No of Employees at 31 Mar 2011			321	No of Employees at 31 Mar 2011			2579	No of Employees at 31 Mar 2011			2900	No of Employees at 31 Mar 2011			14944

For Community Resources the absence rate for unpaid special leave was nil.  
Average number of days lost per employee annually is 11.4 days.

**ABSENCE TRENDS - 2008/2009, 2009/2010 & 2010/2011**  
Corporate Resources

Resource Total (APT&C)				Council Wide			
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011
April	1.5	2.7	2.0	April	4.3	3.6	3.7
May	1.8	3.4	2.0	May	4.0	4.0	3.9
June	2.8	3.5	2.0	June	3.8	3.7	3.3
July	2.2	3.6	3.0	July	2.9	2.8	2.7
August	2.1	3.6	2.9	August	3.0	3.2	3.2
September	1.5	3.5	2.1	September	3.8	4.0	3.7
October	1.6	4.1	2.6	October	3.8	4.0	3.7
November	2.8	4.2	3.4	November	4.6	4.8	4.2
December	3.9	3.7	3.2	December	4.8	4.2	4.2
January	3.8	3.7	2.4	January	4.4	4.3	4.5
February	2.5	3.3	2.4	February	4.5	4.6	4.3
March	3.6	2.3	2.7	March	4.4	4.5	4.3
Annual Average	2.5	3.5	2.6	Annual Average	4.0	4.0	3.8
No of Employees at 31 Mar 2011			338	No of Employees at 31 Mar 2011			14944

For Corporate Resources the absence rate for unpaid special leave was 1%.  
Average number of days lost per employee annually is 6.3 days.

**ABSENCE TRENDS - ABSENCE TRENDS - 2008/2009, 2009/2010 & 2010/2011**  
**Education Resources**

APT&C			Teachers				Resource Total				Council Wide							
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011			
April	4.3	4.4	4.1	April	3.4	3.2	3.1	April	3.7	3.7	3.5	April	4.3	3.6	3.7			
May	4.4	4.9	4.3	May	2.8	3.7	3.6	May	3.4	4.2	3.9	May	4.0	4.0	3.9			
June	4.0	4.6	3.4	June	2.8	3.2	2.6	June	3.3	3.8	2.9	June	3.8	3.7	3.3			
July	2.6	2.6	2.8	July	1.5	1.2	1.3	July	1.9	1.7	1.9	July	2.9	2.8	2.7			
August	2.8	3.0	3.3	August	1.6	1.6	1.7	August	2.1	2.2	2.4	August	3.0	3.2	3.2			
September	4.0	4.7	4.7	September	2.8	2.8	2.7	September	3.3	3.6	3.5	September	3.8	4.0	3.7			
October	3.8	4.3	4.8	October	2.8	3.4	2.5	October	3.2	3.7	3.4	October	3.8	4.0	3.7			
November	5.9	4.9	5.2	November	4.0	4.7	3.5	November	4.7	4.8	4.2	November	4.6	4.8	4.2			
December	6.1	4.1	4.0	December	4.5	3.6	3.0	December	5.1	3.8	3.4	December	4.8	4.2	4.2			
January	5.8	4.3	5.0	January	4.1	4.2	4.4	January	4.8	4.2	4.6	January	4.4	4.3	4.5			
February	5.2	4.6	5.0	February	4.9	4.6	4.1	February	5.0	4.6	4.4	February	4.5	4.6	4.3			
March	5.5	4.6	5.1	March	4.7	4.5	4.0	March	5.0	4.5	4.4	March	4.4	4.5	4.3			
Annual Average	4.5	4.3	4.3	Annual Average	3.3	3.4	3.0	Annual Average	3.8	3.7	3.5	Annual Average	4.0	4.0	3.8			
No of Employees at 31 Mar 2011			2243	No of Employees at 31 Mar 2011				3430	No of Employees at 31 Mar 2011				5673	No of Employees at 31 Mar 2011				14944

For Education Resources the absence rate for unpaid special leave was 0.2%  
 Average number of days lost per employee annually is 8.8 days.



**ABSENCE TRENDS - 2008/2009, 2009/2010 & 2010/2011**  
**Enterprise Resources**

APT&C			Manual Workers				Resource Total				Council Wide				
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011
April	3.2	1.7	1.7	April	4.7	4.0	5.5	April	3.7	2.4	3.0	April	4.3	3.6	3.7
May	3.0	2.4	2.0	May	3.3	5.5	3.4	May	3.1	3.4	2.5	May	4.0	4.0	3.9
June	3.4	2.1	2.7	June	3.2	5.7	4.3	June	3.3	3.3	3.2	June	3.8	3.7	3.3
July	2.9	2.1	1.7	July	2.5	5.5	4.7	July	2.8	3.2	2.7	July	2.9	2.8	2.7
August	2.4	2.2	2.7	August	3.5	7.3	4.4	August	2.7	3.9	3.2	August	3.0	3.2	3.2
September	2.0	2.8	2.8	September	3.7	8.0	4.1	September	2.5	4.5	3.2	September	3.8	4.0	3.7
October	2.1	3.0	2.3	October	3.3	6.2	5.4	October	2.4	4.0	3.4	October	3.8	4.0	3.7
November	3.1	2.6	3.5	November	5.1	7.1	4.3	November	3.7	4.1	3.8	November	4.6	4.8	4.2
December	3.5	2.3	3.5	December	4.1	6.5	4.0	December	3.7	3.7	3.7	December	4.8	4.2	4.2
January	3.2	3.2	3.3	January	3.5	5.2	4.3	January	3.3	3.9	3.7	January	4.4	4.3	4.5
February	2.8	3.0	1.3	February	4.3	4.0	4.9	February	3.3	3.3	2.5	February	4.5	4.6	4.3
March	2.6	1.8	2.0	March	3.7	5.2	5.0	March	3.0	2.9	3.0	March	4.4	4.5	4.3
Annual Average	2.9	2.4	2.5	Annual Average	3.7	5.9	4.5	Annual Average	3.1	3.6	3.2	Annual Average	4.0	4.0	3.8
No of Employees at 31 Mar 2011			435	No of Employees at 31 Mar 2011			216	No of Employees at 31 Mar 2011			651	No of Employees at 31 Mar 2011			14944

For Enterprise Resources the absence rate for unpaid special leave was nil  
Average number of days lost per employee annually is 8.0 days.

**ABSENCE TRENDS - ABSENCE TRENDS - 2008/2009, 2009/2010 & 2010/2011**  
**Finance, Procurement & IT Resources**

Resource Total (APT&C)				Council Wide			
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011
<b>April</b>	3.3	1.8	1.6	<b>April</b>	4.3	3.6	3.7
<b>May</b>	2.3	2.1	1.8	<b>May</b>	4.0	4.0	3.9
<b>June</b>	1.6	2.2	1.8	<b>June</b>	3.8	3.7	3.3
<b>July</b>	1.9	2.1	1.6	<b>July</b>	2.9	2.8	2.7
<b>August</b>	2.0	1.8	1.2	<b>August</b>	3.0	3.2	3.2
<b>September</b>	1.6	1.6	1.6	<b>September</b>	3.8	4.0	3.7
<b>October</b>	1.8	2.2	1.2	<b>October</b>	3.8	4.0	3.7
<b>November</b>	2.6	3.1	2.0	<b>November</b>	4.6	4.8	4.2
<b>December</b>	3.0	2.4	3.0	<b>December</b>	4.8	4.2	4.2
<b>January</b>	2.7	1.4	2.1	<b>January</b>	4.4	4.3	4.5
<b>February</b>	2.7	2.1	2.7	<b>February</b>	4.5	4.6	4.3
<b>March</b>	1.7	1.1	2.8	<b>March</b>	4.4	4.5	4.3
<b>Annual Average</b>	<b>2.3</b>	<b>2.0</b>	<b>2.0</b>	<b>Annual Average</b>	<b>4.0</b>	<b>4.0</b>	<b>3.8</b>
<b>No of Employees at 31 Mar 2011</b>		<b>316</b>	<b>No of Employees at 31 Mar 2011</b>		<b>14944</b>		

For Finance, Information Technology and Procurement the absence rate for unpaid special leave was 0.3%  
 Average number of days lost per employee annually is 4.9 days.

**ABSENCE TRENDS - 2008/2009, 2009/2010 & 2010/2011**  
**Housing & Technical Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011				
April	4.3	3.4	3.2	April	6.7	3.7	4.4	April	5.0	3.5	3.6	April	4.3	3.6	3.7				
May	4.4	3.5	3.6	May	5.8	4.5	5.0	May	4.8	3.8	4.0	May	4.0	4.0	3.9				
June	4.5	3.0	3.1	June	7.1	4.9	5.4	June	5.2	3.5	3.8	June	3.8	3.7	3.3				
July	4.5	3.2	3.1	July	7.3	5.4	4.1	July	5.3	3.8	3.4	July	2.9	2.8	2.7				
August	4.0	3.5	4.3	August	6.6	5.4	4.2	August	4.8	4.0	4.3	August	3.0	3.2	3.2				
September	4.3	3.7	3.9	September	5.9	5.0	4.9	September	4.7	4.1	4.2	September	3.8	4.0	3.7				
October	4.7	3.2	4.4	October	5.1	4.4	5.0	October	4.8	3.5	4.6	October	3.8	4.0	3.7				
November	4.7	3.5	4.5	November	5.7	6.2	4.0	November	5.0	4.3	4.4	November	4.6	4.8	4.2				
December	4.9	3.1	4.6	December	4.7	4.1	4.7	December	4.8	3.4	4.6	December	4.8	4.2	4.2				
January	4.2	3.4	3.7	January	4.1	3.8	3.8	January	4.2	3.5	3.7	January	4.4	4.3	4.5				
February	4.1	4.4	4.0	February	4.5	5.7	4.3	February	4.2	4.8	4.1	February	4.5	4.6	4.3				
March	3.5	4.4	3.5	March	3.7	5.3	3.7	March	3.6	4.6	3.5	March	4.4	4.5	4.3				
Annual Average	4.3	3.5	3.8	Annual Average	5.6	4.9	4.5	Annual Average	4.7	3.9	4.0	Annual Average	4.0	4.0	3.8				
No of Employees at 31 Mar 2011				1401	No of Employees at 31 Mar 2011				544	No of Employees at 31 Mar 2011				1945	No of Employees at 31 Mar 2011				14944

For Housing & Technical Resources the rate of unpaid special leave was nil.  
Average number of days lost per employee annually is 9.9 days.

**ABSENCE TRENDS - 2008/2009, 2009/2010 & 2010/2011  
Social Work Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011				
April	4.8	3.8	3.8	April	5.3	4.0	4.4	April	4.9	3.8	4.0	April	4.3	3.6	3.7				
May	4.3	3.1	3.7	May	4.0	4.0	4.3	May	4.2	3.4	3.9	May	4.0	4.0	3.9				
June	4.0	3.2	3.3	June	3.9	4.0	3.8	June	4.0	3.4	3.5	June	3.8	3.7	3.3				
July	3.5	3.4	3.3	July	4.4	3.8	3.8	July	3.7	3.5	3.5	July	2.9	2.8	2.7				
August	3.4	3.7	4.0	August	4.5	4.6	3.6	August	3.7	4.0	3.9	August	3.0	3.2	3.2				
September	4.2	4.0	4.1	September	4.9	4.4	3.4	September	4.4	4.1	3.9	September	3.8	4.0	3.7				
October	4.0	4.3	4.0	October	5.1	4.6	3.7	October	4.4	4.4	3.9	October	3.8	4.0	3.7				
November	4.0	4.5	3.9	November	4.9	5.1	3.7	November	4.3	4.7	3.9	November	4.6	4.8	4.2				
December	4.0	4.7	4.5	December	5.3	5.6	4.9	December	4.4	4.9	4.6	December	4.8	4.2	4.2				
January	3.8	4.3	4.3	January	5.0	6.0	4.6	January	4.2	4.8	4.4	January	4.4	4.3	4.5				
February	3.6	3.7	4.0	February	5.8	5.4	4.4	February	4.2	4.2	4.1	February	4.5	4.6	4.3				
March	4.1	4.2	4.5	March	5.0	4.8	4.3	March	4.3	4.4	4.5	March	4.4	4.5	4.3				
Annual Average	4.0	3.9	4.0	Annual Average	4.8	4.7	4.1	Annual Average	4.2	4.1	4.0	Annual Average	4.0	4.0	3.8				
<b>No of Employees at 31 Mar 2011</b>				<b>2062</b>	<b>No of Employees at 31 Mar 2011</b>				<b>1059</b>	<b>No of Employees at 31 Mar 2011</b>				<b>3121</b>	<b>No of Employees at 31 Mar 2011</b>				<b>14944</b>

For Social Work Resources the absence rate for unpaid special is 0.2%  
Average number of days lost per employee annually is 9.0 days.

## ABSENCE BY LONG AND SHORT TERM

From: 1 January 2011 - 31 March 2011

Resource	No of employees	January 2011			February 2011			March 2011		
		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	2900	2.0	3.4	<b>5.4</b>	2.0	3.1	<b>5.1</b>	2.1	3.0	<b>5.1</b>
Corporate	338	1.5	0.9	<b>2.4</b>	1.5	0.9	<b>2.4</b>	1.3	1.4	<b>2.7</b>
Education	5673	2.7	1.9	<b>4.6</b>	2.0	2.4	<b>4.4</b>	1.9	2.5	<b>4.4</b>
Enterprise	651	2.0	1.7	<b>3.7</b>	1.4	1.1	<b>2.5</b>	2.3	0.7	<b>3.0</b>
Finance, Procurement & IT	316	1.2	0.9	<b>2.1</b>	1.8	0.9	<b>2.7</b>	0.9	1.9	<b>2.8</b>
Housing & Technical	1945	1.7	2.0	<b>3.7</b>	2.6	1.5	<b>4.1</b>	1.4	2.1	<b>3.5</b>
Social Work	3121	2.2	2.2	<b>4.4</b>	1.8	2.3	<b>4.1</b>	2.0	2.5	<b>4.5</b>
<b>Council Overall for Jan 2011 - Mar 2011</b>	<b>14944</b>	<b>2.3</b>	<b>2.2</b>	<b>4.5</b>	<b>2.0</b>	<b>2.3</b>	<b>4.3</b>	<b>1.9</b>	<b>2.4</b>	<b>4.3</b>

## ATTENDANCE MONITORING

## ABSENCE CLASSIFICATIONS

From : 1 March - 31 March 2011

REASONS	Community Resources		Corporate Resources		Education Resources		Enterprise Resources		Finance, Procurement and IT Resources		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
MUSCULOSKELETAL	1048	31	20	10	1139	21	173	39	91	47	638	43	745	27	3854	28
PSYCHOLOGICAL	640	19	30	15	1327	24	79	18	37	19	233	16	558	21	2904	21
STOMACH, BOWEL, BLOOD, METABOLIC DISORDERS	305	9	56	29	526	10	21	5	11	6	167	11	567	21	1653	12
RESPIRATORY	352	10	13	7	827	15	66	15	12	6	137	9	290	11	1697	12
OTHERS	1063	31	77	39	1653	30	103	23	42	22	321	21	556	20	3815	27
<b>Total Days Lost By Resource</b>	<b>3408</b>	<b>100</b>	<b>196</b>	<b>100</b>	<b>5472</b>	<b>100</b>	<b>442</b>	<b>100</b>	<b>193</b>	<b>100</b>	<b>1496</b>	<b>100</b>	<b>2716</b>	<b>100</b>	<b>13923</b>	<b>100</b>
<b>Total Work Days Available</b>	66700		7233		124105		14571		6838		42411		60748			

\*WDL = Work Days Lost

## OCCUPATIONAL HEALTH REPORTS

FROM: 1 January 2011 - 31 March 2011 comparison with 1 January 2010 - 31 March 2010

MEDICAL REFERRALS	Community	Corporate	Education		Enterprise	Finance & IT	Housing & Technical	Social Work	Totals
			Teachers	Others					
TOTAL (Jan-Mar 2011)	50	4	25	21	1	3	61	66	231
TOTAL (Jan-Mar 2010)	68	13	23	19	2	5	53	38	221

RESOURCE	NO OF EMPLOYEES REFERRED FOR PHYSIOTHERAPY	
	Jan-Mar 2010	Jan-Mar 2011
COMMUNITY	92	64
CORPORATE	11	8
EDUCATION (TEACHERS)	59	46
EDUCATION (OTHERS)	71	42
ENTERPRISE	20	26
FINANCE & IT	12	5
HOUSING & TECH	69	65
SOCIAL WORK	120	116
TOTAL	454	372

RESOURCE	NO OF EMPLOYEES REFERRED TO EMPLOYEE SUPPORT OFFICER	
	Jan-Mar 2010	Jan-Mar 2011
COMMUNITY	59	30
CORPORATE	0	1
EDUCATION	42	40
ENTERPRISE	6	6
FINANCE & IT	0	3
HOUSING & TECHNICAL	34	24
SOCIAL WORK	37	46
TOTAL	178	150

## ANALYSIS OF COUNSELLING REFERRALS BY CAUSE

	REASON													
	WORK STRESS		STRESS		ADDICTION		PERSONAL		ANXIETY/ DEPRESSION		GRIEF		TOTAL	
	M	S	M	S	M	S	M	S	M	S	M	S	M	S
TOTAL (Jan-Mar 2011)	27	0	0	0	1	0	104	6	0	0	10	0	142	6
TOTAL (Jan-Mar 2010)	33	5	0	0	6	0	77	9	0	0	4	0	120	14
TOTAL												Total Referrals (Jan-Mar 2011)	148	
													Total Referrals (Jan-Mar 2010)	134

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 January 2011 - 31 March 2011 comparison with 1 January 2010 - 31 March 2010

	Community		Corporate		Education		Enterprise		Finance & IT		Housing & Tech		Social Work		TOTAL	
	Jan-Mar 2011	Jan-Mar 2010	Jan-Mar 2011	Jan-Mar 2010	Jan-Mar 2011	Jan-Mar 2010	Jan-Mar 2011	Jan-Mar 2010	Jan-Mar 2011	Jan-Mar 2010	Jan-Mar 2011	Jan-Mar 2010	Jan-Mar 2011	Jan-Mar 2010	Jan-Mar 2011	Jan-Mar 2010
Major Injuries	4	0	0	0	0	1	1	1	0	0	2	0	0	0	7	2
Violent Incident: Physical****	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Major*</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>2</b>
Over 3-day Absences	3	8	0	0	0	4	3	1	0	0	7	6	4	0	17	19
Violent Incident: Physical****	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	3
Violent Incident: Verbal*****	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
<b>Total Over 3-day**</b>	<b>3</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>6</b>	<b>4</b>	<b>3</b>	<b>17</b>	<b>23</b>
Minor	15	17	0	2	11	10	11	4	0	1	14	20	8	10	59	64
Near Miss	0	1	0	1	0	1	1	1	0	0	0	1	0	0	1	5
Violent Incident: Physical****	1	0	0	0	64	92	2	1	0	0	0	1	9	12	76	106
Violent Incident: Verbal*****	0	0	0	0	8	15	2	5	0	0	9	4	10	12	29	36
<b>Total Minor***</b>	<b>16</b>	<b>18</b>	<b>0</b>	<b>3</b>	<b>83</b>	<b>118</b>	<b>16</b>	<b>11</b>	<b>0</b>	<b>1</b>	<b>23</b>	<b>26</b>	<b>27</b>	<b>34</b>	<b>165</b>	<b>211</b>
<b>Total Accidents/Incidents</b>	<b>23</b>	<b>27</b>	<b>0</b>	<b>3</b>	<b>83</b>	<b>123</b>	<b>20</b>	<b>13</b>	<b>0</b>	<b>1</b>	<b>32</b>	<b>32</b>	<b>31</b>	<b>37</b>	<b>189</b>	<b>236</b>

**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 a 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 January 2011 - 31 March 2011 comparison with 1 January 2010 - 31 March 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	3	35	N/A	38	1	6	N/A	7	2	29	N/A	31	36	2	0	100%	0
CORPORATE/EDUCATION/ ENTERPRISE	4	4	1	9	0	1	N/A	1	4	3	1	8	4	2	3	67%	0
HOUSING & TECHNICAL	15	3	N/A	18	0	0	N/A	0	15	3	N/A	18	7	6	5	72%	0
SOCIAL WORK	18	0	N/A	18	2	0	N/A	2	16	0	N/A	16	7	8	3	83%	0
<b>TOTAL (Jan-Mar 2011)</b>	<b>40</b>	<b>42</b>	<b>1</b>	<b>83</b>	<b>3</b>	<b>7</b>	<b>0</b>	<b>10</b>	<b>37</b>	<b>35</b>	<b>1</b>	<b>73</b>	<b>54</b>	<b>18</b>	<b>11</b>	<b>87%</b>	<b>0</b>
<b>TOTAL (Jan-Mar 2010)</b>	<b>33</b>	<b>47</b>	<b>1</b>	<b>81</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>7</b>	<b>30</b>	<b>43</b>	<b>1</b>	<b>74</b>	<b>53</b>	<b>9</b>	<b>19</b>	<b>77%</b>	<b>0</b>

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			
<b>TOTAL (Jan-Mar 2011)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL (Jan-Mar 2010)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*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 January 2011 - 31 March 2011

RESOURCE	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>

**RECORD OF GRIEVANCES****FROM: 1 January 2011 - 31 March 2011 comparison with 1 January 2010 - 31 March 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 (Jan-Mar 2011)	0	2	0	0	0	2
TOTAL (Jan-Mar 2010)	0	9	1	4	0	4

**DIGNITY AT WORK****FROM: 1 January 2011 - 31 March 2011 comparison with 1 January 2010 - 31 March 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 (Jan-Mar 2011)	0	2	0	0	0	0	2
TOTAL (Jan-Mar 2010)	0	7	0	1	0	0	6

\*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.**

## ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

## EXIT INTERVIEWS (Jan-Mar 2011)

REASONS FOR LEAVING	COMMUNITY	CORPORATE	EDUCATION	ENTERPRISE	FINANCE & IT	HOUSING & TECHNICAL	SOCIAL WORK	TOTAL	%
CAREER ADVANCEMENT	1	1	0	0	2	2	4	10	42
PERSONAL REASONS	0	0	0	0	1	0	2	3	13
FURTHER EDUCATION	0	0	0	0	0	0	3	3	13
CHILD CARING / CARING RESPONSIBILITIES	0	0	0	0	0	0	2	2	8
MOVING OUTWITH AREA	1	0	1	0	0	0	0	2	8
OTHER	1	0	2	0	0	1	0	4	17
<b>NUMBER OF EXIT INTERVIEWS CONDUCTED</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>11</b>	<b>24</b>	
<b>TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW</b>	<b>26</b>	<b>2</b>	<b>9</b>	<b>1</b>	<b>3</b>	<b>8</b>	<b>14</b>	<b>63</b>	
<b>% OF LEAVERS INTERVIEWED</b>	<b>12</b>	<b>50</b>	<b>33</b>	<b>0</b>	<b>100</b>	<b>38</b>	<b>79</b>	<b>38</b>	

## EXIT INTERVIEWS (Jan-Mar 2010)

<b>NUMBER OF EXIT INTERVIEWS CONDUCTED (LAST YEAR)</b>	<b>4</b>	<b>2</b>	<b>12</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>14</b>	<b>37</b>	
<b>TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW</b>	<b>18</b>	<b>3</b>	<b>15</b>	<b>2</b>	<b>1</b>	<b>9</b>	<b>16</b>	<b>64</b>	
<b>% OF LEAVERS INTERVIEWED (LAST YEAR)</b>	<b>22</b>	<b>67</b>	<b>80</b>	<b>100</b>	<b>100</b>	<b>22</b>	<b>88</b>	<b>58</b>	

\* Note these totals include temporary employees

**RECRUITMENT MONITORING**  
**Analysis of Gender, Disability, Ethnicity and Age**

FROM : 1 January 2011 - 31 March 2011

Total Number of applications received:	<u>1869</u>
Total Number of Equal Opportunities Monitoring forms received:	<u>1849 (99%)</u>
Total Number of posts recruited for:	<u>451</u>
Total Number of appointments:	<u>451</u>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1849	1110	432
Total No of Male Applicants	512	232	84
Total No of Female Applicants	1310	858	335
Total No of Disabled Applicants	51	29	8
Total No of applicants aged under 50	1583	950	369
Total No of applicants aged over 50	200	116	31
Total No of White applicants	1784	1067	415
Total No of Black/Ethnic minority applicants*	48	29	10

FROM : 1 January 2010 - 31 March 2010

Total Number of applications received:	<u>1053</u>
Total Number of Equal Opportunities Monitoring forms received:	<u>1049 (99%)</u>
Total Number of posts recruited for:	<u>123</u>
Total Number of appointments:	<u>129</u>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1049	337	125
Total No of Male Applicants	331	80	25
Total No of Female Applicants	629	215	74
Total No of Disabled Applicants	31	10	1
Total No of applicants aged under 50	871	262	93
Total No of applicants aged over 50	127	51	12
Total No of White applicants	982	309	104
Total No of Black/Ethnic minority applicants*	40	8	3

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

**QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 11 DECEMBER 2010****Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	2876	1053	122	263	1438
Corporate Resources	336	74	6	190	66
Education - Others	2226	169	69	441	1547
Education - Teachers	3308	694	35	2003	576
Enterprise Resources	654	468	6	132	48
Finance & IT Resources	321	136	2	132	51
Housing & Technical	2011	1037	31	673	270
Social Work Resources	3035	292	148	1061	1534
<b>Total All Staff</b>	<b>14767</b>	<b>3923</b>	<b>419</b>	<b>4895</b>	<b>5530</b>

Total	Full-Time Equivalent Salary Band									
	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	
	2046.06	1.00	808.30	103.55	118.89	19.46	9.00	3.00	982.86	0.00
311.19	2.00	76.18	92.68	90.13	24.60	18.60	4.00	3.00	0.00	
1592.24	1.00	1105.60	235.61	96.27	35.86	19.00	7.00	64.10	27.80	
3044.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.50	3033.70	
631.18	1.00	52.53	91.77	191.36	49.00	19.60	4.00	221.92	0.00	
301.57	1.00	29.78	79.01	125.67	44.11	19.00	3.00	0.00	0.00	
1895.53	1.00	405.51	948.75	435.30	41.86	20.00	3.00	40.11	0.00	
2583.38	1.00	1418.20	575.86	531.31	21.00	24.00	3.00	9.01	0.00	
<b>9361.15</b>	<b>(excluding Teachers)</b>									
<b>12405.35</b>	<b>8.00</b>	<b>3896.10</b>	<b>2127.23</b>	<b>1588.93</b>	<b>235.89</b>	<b>129.20</b>	<b>27.00</b>	<b>1331.50</b>	<b>3061.50</b>	

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

**QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 11 SEPTEMBER 2010****Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	3415	1375	219	330	1491
Corporate Resources	312	66	4	180	62
Education - Others	2442	515	1654	197	76
Education - Teachers	3332	694	36	2037	565
Enterprise Resources	653	463	8	138	44
Finance & IT Resources	321	137	48	134	2
Housing & Technical	2049	1048	25	693	283
Social Work Resources	2990	296	139	1057	1498
<b>Total All Staff</b>	<b>15514</b>	<b>4594</b>	<b>2133</b>	<b>4766</b>	<b>4021</b>

Total	Full-Time Equivalent Salary Band									
	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	
	2518.47	1.00	793.25	157.55	132.36	26.46	11.00	3.00	1393.85	0.00
289.68	2.00	74.68	86.99	80.81	20.60	17.60	4.00	3.00	0.00	
1756.53	1.00	1194.62	293.70	104.50	36.86	20.00	7.00	70.25	28.60	
3070.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.50	3060.00	
630.76	1.00	51.73	98.37	190.76	50.00	18.60	4.00	216.30	0.00	
302.58	1.00	30.74	79.76	126.97	44.11	17.00	3.00	0.00	0.00	
1925.41	1.00	363.79	938.26	445.84	42.86	20.00	3.00	110.66	0.00	
2546.40	1.00	1383.16	581.14	518.58	22.00	24.00	3.00	13.52	0.00	
<b>9969.83</b>	<b>(excluding Teachers)</b>									
<b>13040.33</b>	<b>8.00</b>	<b>3891.97</b>	<b>2235.77</b>	<b>1599.82</b>	<b>242.89</b>	<b>128.20</b>	<b>27.00</b>	<b>1818.08</b>	<b>3088.60</b>	

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