

Report

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Report to:	Employee Issues Forum
Date of Meeting:	2 March 2010
Report by:	Executive Director (Corporate Resources)

Subject:	Council-wide Workforce Monitoring - October to December 2009
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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 October to December 2009

2. Recommendation(s)

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

- (1) that the following employment information for the period October to December 2009 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 12 December 2009

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 October to December 2009.

4. Attendance Statistics

4.1. Information on absence statistics, as analysed for the most recent month of December 2009, for the Council and each Resource is provided in Appendices 1 – 10. Points to note are:-

- ◆ The Council's absence rate for December 2009 is 4.2%, a decrease of 0.6% when compared with last month. When compared to December 2008 this figure has decreased by 0.6%.
- ◆ When compared to December 2008, the APT&C figure has decreased by 0.9% and the teachers' figure has also decreased by 0.9%, the manual worker figure has increased by 0.1%.

- ◆ Based on annual trends and the absence rate for December 2009, the absence rate for the Council for the financial year 2009/2010 is 4%. This equates to 9.4 days being lost per employee.

In comparison to December 2008:-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have increased by 95 days; the most significant increase was in Enterprise Resources by 160 days.
- ◆ Total days lost due to psychological conditions have increased by 453 days; the most significant increase was in Community Resources by 230 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 151 days; this decrease is reflected across the majority of Resources with the most significant decrease in Education Resources by 242 days.
- ◆ Total days lost due to respiratory conditions have decreased by 1128 days; this decrease is reflected across the majority of Resources with the most significant decrease in Education Resources by 417 days.

5. Occupational Health

5.1 Information on Occupational Health for the period October to December 2009 is provided in Appendix 11.

- ◆ In comparison to the same period last year there has been a decrease 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 384 employees attended physiotherapy treatment, showing an increase of 54 when compared to the same period last year. Of the 384 employees referred, 77% remained at work whilst undertaking treatment.
- ◆ During this period there were 141 employees referred to the Employee Support Officer, showing a decrease of 24 when compared to the same period last year. Of those referrals made this period 84% related to personal reasons.
- ◆ 139 employees were referred to the Employee Counselling Service this period, a decrease of 37 when compared with the same period last year.
- ◆ Of the 139 referrals made this period, 126 were from management and 13 were from employees. Personal reasons accounted for 80% of the referrals made and 15% were for work related reasons.

6. Accidents/Incidents

6.1 The monthly accident/incident report for the period October to December 2009 is contained in Appendix 12.

- ◆ The number of accidents/incidents recorded was 226 this is an increase of 23 from the same period last year.
- ◆ Major accidents/incidents have increased overall by 3 compared to the same period last year.
- ◆ Minor accidents/incidents have increased overall by 21 when compared to the same period last year.
- ◆ There were 22 accidents resulting in absences lasting over 3 days during the period, a decrease of 1 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 October to December 2009 is contained in Appendices 13 and 14.

- ◆ In total, 88 disciplinary hearings were held across Resources within the Council, a decrease of 23 when compared to the same period last year.
- ◆ Action was taken in 79 of these cases, and there were 3 appeals raised against the outcomes.
- ◆ Our target is to convene disciplinary hearings within 6 weeks, 91% of hearings met this target.
- ◆ During the period 4 appeals were heard by the Appeals Panel, of which 1 was upheld, 1 was upheld in part and 2 were not upheld.
- ◆ During the period 1 appeal was withdrawn.
- ◆ At the end of December 2009, 1 appeal was pending.
- ◆ During the period 3 grievances and 1 Dignity at Work case was 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 October to December 2009 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 12 December 2009 the labour turnover figure for the period October to December 2009 is as follows:

77 leavers/ 15,679 employees in post = Labour Turnover of 0.5%

Based on figures for April to December 2009, the annual turnover figure for the financial year 2009/2010 for the Council is 2.5%.

8.2 Analysis of Leavers and Exit Interviews

- ◆ There were a total of 77 employees leaving the Council that were eligible for exit interview compared with 100 in the same period last year.
- ◆ Exit interviews were held with 47% of leavers compared to 80% last year.

9 Recruitment Monitoring

9.1 Information on recruitment monitoring for October to December 2009 is contained within Appendix 16.

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

- ◆ Overall, 1,881 applications were received and 1,881 individuals completed Equal Opportunities Monitoring Forms.
- ◆ Of those applicants who declared themselves as disabled (64), 3 were appointed.
- ◆ Of those applicants of a black/ethnic minority background (47), 1 was appointed.

10 Staffing Watch

10.1 There has been a decrease of 242 employees in post from 12 September 2009 to 12 December 2009. (Appendix 17)

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 None

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)

11 February 2010

Link(s) to Council Objectives

- ◆ efficient and effective use of resources
- ◆ performance management and improvement

Previous References

- ◆ 15 December 2009

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:-

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Absence Trends - 2007/2008, 2008/2009 & 2009/2010
Council Wide

APT&C			Teachers			Manual Workers			Council Wide						
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010
	%	%	%		%	%	%		%	%	%		%	%	%
April	3.6	4.3	3.6	April	3.0	3.4	3.2	April	4.3	4.9	4.0	April	3.6	4.3	3.6
May	3.8	4.1	3.7	May	3.6	2.8	3.7	May	4.5	4.8	4.7	May	3.9	4.0	4.0
June	3.7	3.9	3.5	June	3.1	2.8	3.2	June	4.6	4.6	4.5	June	3.8	3.8	3.7
July	3.5	3.2	2.9	July	1.4	1.5	1.2	July	4.1	3.6	3.9	July	3.2	2.9	2.8
August	3.5	3.2	3.2	August	1.7	1.6	1.6	August	4.7	3.8	4.4	August	3.4	3.0	3.2
September	3.8	3.8	4.0	September	3.0	2.8	2.8	September	5.2	4.7	5.0	September	4.0	3.8	4.0
October	3.9	3.8	3.9	October	3.0	2.8	3.4	October	5.1	4.8	4.8	October	4.0	3.8	4.0
November	4.2	4.6	4.3	November	3.7	4.0	4.7	November	5.5	5.2	5.8	November	4.5	4.6	4.8
December	3.9	4.8	3.9	December	3.5	4.5	3.6	December	5.7	5.2	5.3	December	4.3	4.8	4.2
January	4.4	4.5		January	3.8	4.1		January	5.8	4.6		January	4.7	4.4	
February	4.6	4.1		February	3.8	4.9		February	5.8	4.9		February	4.7	4.5	
March	4.4	4.2		March	4.2	4.7		March	5.3	4.6		March	4.6	4.4	
Annual Average	3.9	4.0	3.8	Annual Average	3.2	3.3	3.4	Annual Average	5.1	4.6	4.7	Annual Average	4.1	4.0	4.0
Average Apr-Dec	3.8	4.0	3.7	Average Apr-Dec	2.9	2.9	3.0	Average Apr-Dec	4.9	4.6	4.7	Average Apr-Dec	3.9	3.9	3.8
No of Employees at 31 Dec 2009			7676	No of Employees at 31 Dec 2009			3579	No of Employees at 31 Dec 2009			4528	No of Employees at 31 Dec 2009			15783

- (1) Unpaid special leave is included in all absence rates.
- (2) For the Council as a whole the rate of unpaid special leave was so small it was negligible.
- (3) Projected average number of days lost, based on employees headcount annually is 9.4 days.

**ABSENCE TRENDS - 2007/2008, 2008/2009 & 2009/2010
Community Resources**

APT&C			Manual Workers				Resource Total				Council Wide							
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010			
April	5.4	5.9	2.5	April	4.0	4.5	4.1	April	4.2	4.7	3.9	April	3.6	4.3	3.6			
May	4.6	3.8	2.5	May	4.3	4.9	4.8	May	4.3	4.7	4.5	May	3.9	4.0	4.0			
June	2.9	3.4	2.6	June	4.3	4.4	4.5	June	4.1	4.3	4.2	June	3.8	3.8	3.7			
July	4.3	3.2	2.6	July	3.5	2.8	3.5	July	3.6	2.8	3.3	July	3.2	2.9	2.8			
August	3.4	4.0	3.2	August	4.1	3.1	4.0	August	4.0	3.3	3.9	August	3.4	3.0	3.2			
September	4.0	3.8	3.6	September	4.9	4.4	4.9	September	4.8	4.3	4.8	September	4.0	3.8	4.0			
October	4.0	4.0	4.3	October	4.8	4.7	4.8	October	4.7	4.6	4.7	October	4.1	3.8	4.0			
November	3.9	4.5	4.6	November	5.4	5.2	5.8	November	5.2	5.1	5.6	November	4.5	4.6	4.8			
December	4.0	4.5	4.5	December	5.6	5.3	5.3	December	5.3	5.2	5.2	December	4.3	4.8	4.2			
January	3.9	4.0		January	5.7	4.6		January	5.4	4.5		January	4.7	4.4				
February	5.2	3.7		February	5.5	4.8		February	5.5	4.6		February	4.7	4.5				
March	5.2	3.4		March	4.9	4.7		March	5.0	4.5		March	4.6	4.4				
Annual Average	4.2	4.0	3.5	Annual Average	4.8	4.5	4.7	Annual Average	4.7	4.4	4.5	Annual Average	4.1	4.0	4.0			
Average Apr-Dec	4.1	4.1	3.4	Average Apr-Dec	4.5	4.4	4.6	Average Apr-Dec	4.5	4.3	4.5	Average Apr-Dec	3.9	3.9	3.8			
No of Employees at 31 Dec 2009			509	No of Employees at 31 Dec 2009				2762	No of Employees at 31 Dec 2009				3271	No of Employees at 31 Dec 2009				15783

For Community Resources the absence rate for unpaid special leave was nil.
Average number of days lost per employee annually is 11.7 days.

ABSENCE TRENDS - 2007/2008, 2008/2009 & 2009/2010
Corporate Resources

Resource Total (APT&C)			Council Wide				
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010
April	1.2	1.5	2.7	April	3.6	4.3	3.6
May	1.6	1.8	3.4	May	3.9	4.0	4.0
June	2.4	2.8	3.5	June	3.8	3.8	3.7
July	2.2	2.2	3.6	July	3.2	2.9	2.8
August	1.5	2.1	3.6	August	3.4	3.0	3.2
September	2.3	1.5	3.5	September	4.0	3.8	4.0
October	2.5	1.6	4.1	October	4.1	3.8	4.0
November	2.9	2.8	4.2	November	4.5	4.6	4.8
December	2.1	3.9	3.7	December	4.3	4.8	4.2
January	2.4	3.8		January	4.7	4.4	
February	2.1	2.5		February	4.7	4.5	
March	2.7	3.6		March	4.6	4.4	
Annual Average	2.2	2.5	3.5	Annual Average	4.1	4.0	4.0
Average Apr-Dec	2.1	2.2	3.6	Average Apr-Dec	3.9	3.9	3.8
No of Employees at 31 Dec 2009			316	No of Employees at 31 Dec 2009			15783

For Corporate Resources the absence rate for unpaid special leave was nil.
Average number of days lost per employee annually is 8.9 days.

ABSENCE TRENDS - ABSENCE TRENDS - 2007/2008, 2008/2009 & 2009/2010
Education Resources

APT&C			Teachers				Resource Total				Council Wide				
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010
April	3.7	4.3	4.4	April	3.0	3.4	3.2	April	3.3	3.7	3.7	April	3.6	4.3	3.6
May	4.3	4.4	4.9	May	3.6	2.8	3.7	May	3.8	3.4	4.2	May	3.9	4.0	4.0
June	4.2	4.0	4.6	June	3.1	2.8	3.2	June	3.5	3.3	3.8	June	3.8	3.8	3.7
July	2.8	2.6	2.6	July	1.4	1.5	1.2	July	1.9	1.9	1.7	July	3.2	2.9	2.8
August	3.1	2.8	3.0	August	1.7	1.6	1.6	August	2.2	2.1	2.2	August	3.4	3.0	3.2
September	3.6	4.0	4.7	September	3.0	2.8	2.8	September	3.2	3.3	3.6	September	4.0	3.8	4.0
October	3.5	3.8	4.3	October	3.0	2.8	3.4	October	3.2	3.2	3.7	October	4.1	3.8	4.0
November	4.5	5.9	4.9	November	3.7	4.0	4.7	November	4.0	4.7	4.8	November	4.5	4.6	4.8
December	4.0	6.1	4.1	December	3.5	4.5	3.6	December	3.7	5.1	3.8	December	4.3	4.8	4.2
January	4.6	5.8		January	3.8	4.1		January	4.1	4.8		January	4.7	4.4	
February	4.9	5.2		February	3.8	4.9		February	4.2	5.0		February	4.7	4.5	
March	4.5	5.5		March	4.2	4.7		March	4.3	5.0		March	4.6	4.4	
Annual Average	4.0	4.5	4.5	Annual Average	3.2	3.3	3.4	Annual Average	3.5	3.8	3.9	Annual Average	4.1	4.0	4.0
Average Apr-Dec	3.7	4.2	4.2	Average Apr-Dec	2.9	2.9	3.0	Average Apr-Dec	3.2	3.4	3.5	Average Apr-Dec	3.9	3.9	3.8
No of Employees at 31 Dec 2009		2508	No of Employees at 31 Dec 2009		3579	No of Employees at 31 Dec 2009		6087	No of Employees at 31 Dec 2009		15783				

For Education Resources the absence rate for unpaid special leave was so small it was negligible
Average number of days lost per employee annually is 8.6 days.

ABSENCE TRENDS - 2007/2008, 2008/2009 & 2009/2010
Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010				
April	3.0	3.2	1.7	April	4.7	4.7	4.0	April	3.5	3.7	2.4	April	3.6	4.3	3.6				
May	3.4	3.0	2.4	May	6.9	3.3	5.5	May	4.4	3.1	3.4	May	3.9	4.0	4.0				
June	3.7	3.4	2.1	June	6.8	3.2	5.7	June	4.5	3.3	3.3	June	3.8	3.8	3.7				
July	3.6	2.9	2.1	July	5.9	2.5	5.5	July	4.3	2.8	3.2	July	3.2	2.9	2.8				
August	3.5	2.4	2.2	August	6.7	3.5	7.3	August	4.4	2.7	3.9	August	3.4	3.0	3.2				
September	3.8	2.0	2.8	September	4.4	3.7	8.0	September	4.0	2.5	4.5	September	4.0	3.8	4.0				
October	5.1	2.1	3.0	October	2.5	3.3	6.2	October	4.4	2.4	4.0	October	4.1	3.8	4.0				
November	4.0	3.1	2.6	November	4.2	5.1	7.1	November	4.0	3.7	4.1	November	4.5	4.6	4.8				
December	3.6	3.5	2.3	December	3.2	4.1	6.5	December	3.5	3.7	3.7	December	4.3	4.8	4.2				
January	3.4	3.2		January	3.1	3.5		January	3.3	3.3		January	4.7	4.4					
February	2.7	2.8		February	4.3	4.3		February	3.2	3.3		February	4.7	4.5					
March	3.9	2.6		March	5.6	3.7		March	4.4	3.0		March	4.6	4.4					
Annual Average	3.6	2.9	2.5	Annual Average	4.9	3.7	5.6	Annual Average	4.0	3.1	3.5	Annual Average	4.1	4.0	4.0				
Average Apr-Dec	3.7	2.8	2.4	Average Apr-Dec	5.0	3.7	6.2	Average Apr-Dec	4.1	3.1	3.6	Average Apr-Dec	3.9	3.9	3.8				
No of Employees at 31 Dec 2009				458	No of Employees at 31 Dec 2009				225	No of Employees at 31 Dec 2009				683	No of Employees at 31 Dec 2009				15783

For Enterprise Resources the absence rate for unpaid special leave was nil
Average number of days lost per employee annually is 9.2 days.

ABSENCE TRENDS - ABSENCE TRENDS - 2007/2008, 2008/2009 & 2009/2010
Finance & IT Resources

Resource Total (APT&C)			Council Wide				
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010
April	2.4	3.3	1.8	April	3.6	4.3	3.6
May	2.3	2.3	2.1	May	3.9	4.0	4.0
June	2.2	1.6	2.2	June	3.8	3.8	3.7
July	2.8	1.9	2.1	July	3.2	2.9	2.8
August	2.5	2.0	1.8	August	3.4	3.0	3.2
September	2.6	1.6	1.6	September	4.0	3.8	4.0
October	2.3	1.8	2.2	October	4.1	3.8	4.0
November	2.9	2.6	3.1	November	4.5	4.6	4.8
December	3.1	3.0	2.4	December	4.3	4.8	4.2
January	4.1	2.7		January	4.7	4.4	
February	3.6	2.7		February	4.7	4.5	
March	3.5	1.7		March	4.6	4.4	
Annual Average	2.9	2.3	2.2	Annual Average	4.1	4.0	4.0
Average Apr-Dec	2.6	2.2	2.1	Average Apr-Dec	3.9	3.9	3.8

No of Employees at 31 Dec 2009	308	No of Employees at 31 Dec 2009	15783
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For Finance & Information Technology the absence rate for unpaid special leave was nil
Average number of days lost per employee annually is 5.3 days.

ABSENCE TRENDS - 2007/2008, 2008/2009 & 2009/2010
Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010				
April	3.1	4.3	3.4	April	4	6.7	3.7	April	3.4	5.0	3.5	April	3.6	4.3	3.6				
May	3.3	4.4	3.5	May	3.5	5.8	4.5	May	3.3	4.8	3.8	May	3.9	4.0	4.0				
June	3.4	4.5	3.0	June	4.4	7.1	4.9	June	3.7	5.2	3.5	June	3.8	3.8	3.7				
July	3.9	4.5	3.2	July	4.8	7.3	5.4	July	4.1	5.3	3.8	July	3.2	2.9	2.8				
August	3.6	4.0	3.5	August	5.1	6.6	5.4	August	4.1	4.8	4.0	August	3.4	3.0	3.2				
September	4.0	4.3	3.7	September	5.0	5.9	5.0	September	4.3	4.7	4.1	September	4.0	3.8	4.0				
October	4.1	4.7	3.2	October	5.2	5.1	4.4	October	4.5	4.8	3.5	October	4.1	3.8	4.0				
November	4.5	4.7	3.5	November	5.6	5.7	6.2	November	4.7	5.0	4.3	November	4.5	4.6	4.8				
December	4.1	4.9	3.1	December	6.1	4.7	4.1	December	4.7	4.8	3.4	December	4.3	4.8	4.2				
January	4.4	4.2		January	5.7	4.1		January	4.8	4.2		January	4.7	4.4					
February	4.7	4.1		February	7.5	4.5		February	5.5	4.2		February	4.7	4.5					
March	4.1	3.5		March	7.3	3.7		March	4.9	3.6		March	4.6	4.4					
Annual Average	3.9	4.3	3.5	Annual Average	5.4	5.6	4.7	Annual Average	4.3	4.7	3.8	Annual Average	4.1	4.0	4.0				
Average Apr-Dec	3.8	4.5	3.3	Average Apr-Dec	4.9	6.1	4.8	Average Apr-Dec	4.1	4.9	3.8	Average Apr-Dec	3.9	3.9	3.8				
No of Employees at 31 Dec 2009				1560	No of Employees at 31 Dec 2009				550	No of Employees at 31 Dec 2009				2110	No of Employees at 31 Dec 2009				15783

For Housing & Technical Resources the rate of unpaid special leave was nil.
Average number of days lost per employee annually is 9.3 days.

**ABSENCE TRENDS - 2007/2008, 2008/2009 & 2009/2010
Social Work Resources**

APT&C				Manual Workers				Resource Total				Council Wide			
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010
April	3.8	4.8	3.8	April	5.7	5.3	4.0	April	4.4	4.9	3.8	April	3.6	4.3	3.6
May	3.9	4.3	3.1	May	5.2	4.0	4.0	May	4.3	4.2	3.4	May	3.9	4.0	4.0
June	3.9	4.0	3.2	June	5.4	3.9	4.0	June	4.4	4.0	3.4	June	3.8	3.8	3.7
July	4.3	3.5	3.4	July	5.7	4.4	3.8	July	4.7	3.7	3.5	July	3.2	2.9	2.8
August	4.4	3.4	3.7	August	6.7	4.5	4.6	August	5.0	3.7	4.0	August	3.4	3.0	3.2
September	4.2	4.2	4.0	September	6.7	4.9	4.4	September	5.0	4.4	4.1	September	4.0	3.8	4.0
October	4.2	4.0	4.3	October	6.6	5.1	4.6	October	4.9	4.4	4.4	October	4.1	3.8	4.0
November	4.1	4.0	4.5	November	5.9	4.9	5.1	November	4.6	4.3	4.7	November	4.5	4.6	4.8
December	4.2	4.0	4.7	December	6.5	5.3	5.6	December	4.9	4.4	4.9	December	4.3	4.8	4.2
January	5.0	3.8		January	6.9	5.0		January	5.6	4.2		January	4.7	4.4	
February	4.8	3.6		February	5.8	5.8		February	5.1	4.2		February	4.7	4.5	
March	4.9	4.1		March	5.5	5.0		March	5.1	4.3		March	4.6	4.4	
Annual Average	4.3	4.0	3.9	Annual Average	6.1	4.8	4.7	Annual Average	4.8	4.2	4.1	Annual Average	4.1	4.0	4.0
Average Apr-Dec	4.1	4.0	3.9	Average Apr-Dec	6.0	4.7	4.5	Average Apr-Dec	4.7	4.2	4.0	Average Apr-Dec	3.9	3.9	3.8

No of Employees at 31 Dec 2009	2017	No of Employees at 31 Dec 2009	991	No of Employees at 31 Dec 2009	3008	No of Employees at 31 Dec 2009	15783
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For Social Work Resources the absence rate for unpaid special was so small it was negligible.
Average number of days lost per employee annually is 9.0 days.

ABSENCE BY LONG AND SHORT TERM

From : 1 October 2009 - 31 December 2009

Resource	No of employees	October 2009			November 2009			December 2009		
		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	3271	1.7	3.0	4.7	2.5	3.0	5.5	1.5	3.7	5.2
Corporate	316	1.1	3.0	4.1	2.0	2.2	4.2	2.6	1.1	3.7
Education	6087	1.7	2.0	3.7	1.7	2.4	4.1	1.5	2.3	3.8
Enterprise	683	2.2	1.8	4.0	2.2	1.9	4.1	1.8	1.9	3.7
Finance & IT	308	1.5	0.7	2.2	2.0	1.1	3.1	1.3	1.1	2.4
Housing & Technical	2110	1.8	1.7	3.5	2.5	1.7	4.2	1.9	1.5	3.4
Social Work	3008	2.1	2.3	4.4	2.6	2.1	4.7	2.1	2.8	4.9
Council Overall for Oct 09 - Dec 09	15783	1.8	2.2	4.0	2.5	2.3	4.8	1.6	2.6	4.2

ATTENDANCE MONITORING

ABSENCE CLASSIFICATIONS

From : 1 December 2009 - 31 December 2009

REASONS	Community Resources		Corporate Resources		Education Resources		Enterprise Resources		Finance 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	1451	37	22	9	849	17	224	39	28	17	476	31	563	19	3613	25
PSYCHOLOGICAL	1019	26	80	32	1128	22	119	21	10	6	458	30	539	19	3353	23
STOMACH, BOWEL, BLOOD, METABOLIC DISORDERS	315	8	57	23	769	15	61	11	18	11	166	11	423	15	1809	13
RESPIRATORY	446	11	47	19	906	18	58	10	18	11	258	17	601	21	2334	16
SWINE INFLUENZA - POSSIBLE	12	0	5	2	15	0	3	1	0	0	6	0	0	0	41	0
SWINE INFLUENZA - SECONDARY (SPECIA LEAVE, PAID)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SWINE INFLUENZA - SECONDARY (SPECIA LEAVE, UNPAID)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SWINE INFLUENZA - CONFIRMED	27	1	0	0	29	1	0	0	0	0	9	1	36	1	101	1
OTHERS	653	17	41	16	1342	27	110	19	89	55	178	11	738	25	3151	22
Total Days Lost By Resource	3923	100	252	100	5038	100	575	100	163	100	1551	100	2900	100	14402	100
Total Work Days Available	75233		68008		132905		15351		6772		46005		58597			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 October 2009 - 31 December 2009 comparison with 1 October 2008 - 31 December 2008

MEDICAL REFERRALS	Community	Corporate	Education		Enterprise	Finance & IT	Housing & Technical	Social Work	Totals
			Teachers	Others					
TOTAL (Oct-Dec 2009)	65	13	7	22	4	3	54	64	232
TOTAL (Oct-Dec 2008)	73	2	16	25	4	6	61	55	242

RESOURCE	NO OF EMPLOYEES REFERRED FOR PHYSIOTHERAPY	
	Oct-Dec 2008	Oct-Dec 2009
COMMUNITY	64	88
CORPORATE	6	9
EDUCATION (TEACHERS)	44	37
EDUCATION (OTHERS)	44	61
ENTERPRISE	17	27
FINANCE & IT	4	9
HOUSING & TECH	49	46
SOCIAL WORK	102	107
TOTAL	330	384

RESOURCE	NO OF EMPLOYEES REFERRED TO EMPLOYEE SUPPORT OFFICER	
	Oct-Dec 2008	Oct-Dec 2009
COMMUNITY	53	40
CORPORATE	3	1
EDUCATION	35	37
ENTERPRISE	13	8
FINANCE & IT	1	1
HOUSING & TECHNICAL	27	20
SOCIAL WORK	33	34
TOTAL	165	141

ANALYSIS OF COUNSELLING REFERRALS BY CAUSE

	REASON												TOTAL	
	WORK STRESS		STRESS		ADDICTION		PERSONAL		ANXIETY/ DEPRESSION		GRIEF		M	S
	M	S	M	S	M	S	M	S	M	S	M	S	M	S
TOTAL (Oct-Dec 2009)	16	5	0	0	0	1	105	7	0	0	5	0	126	13
TOTAL (Oct-Dec 2008)	27	14	0	0	7	0	99	17	2	1	7	2	142	34
TOTAL												Total Referrals (Oct-Dec 2009)	139	
											Total Referrals (Oct-Dec 2008)	176		

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 October 2009 - 31 December 2009 comparison with 1 October 2008 - 31 December 2008

	Community		Education		Enterprise		Finance & IT		Housing & Tech		Social Work		TOTAL	
	Oct-Dec 2009	Oct-Dec 2008	Oct-Dec 2009	Oct-Dec 2008	Oct-Dec 2009	Oct-Dec 2008	Oct-Dec 2009	Oct-Dec 2008						
Major Injuries	2	1	2	3	0	0	0	0	2	0	1	0	7	4
Violent Incident: Physical****	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Major*	2	1	2	3	0	0	0	0	2	0	1	0	7	4
Over 3-day Absences	8	7	3	3	3	5	0	0	7	7	0	1	21	23
Violent Incident: Physical****	0	0	0	0	1	0	0	0	0	0	0	0	1	0
Violent Incident: Verbal*****	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 3-day**	8	7	3	3	4	5	0	0	7	7	0	1	22	23
Minor	28	26	15	18	2	10	0	1	12	15	6	9	63	79
Near Miss	0	0	2	0	0	0	0	0	0	0	0	0	2	0
Violent Incident: Physical****	1	1	77	39	0	0	0	0	0	2	7	15	85	57
Violent Incident: Verbal*****	6	4	21	21	2	1	0	0	9	7	9	7	47	40
Total Minor***	35	31	115	78	4	11	0	1	21	24	22	31	197	176
Total Accidents/Incidents	45	39	120	84	8	16	0	1	30	31	23	32	226	203

Note:

*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 d

*** 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 October 2009 - 31 December 2009 comparison with 1 October 2008 - 31 December 2008

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	5	21	N/A	26	2	2	N/A	4	3	19	N/A	22	23	1	2	92%	0
CORPORATE	5	0	N/A	5	0	0	N/A	0	5	0	N/A	5	5	0	0	100%	0
EDUCATION	5	0	0	5	0	0	0	0	5	0	0	5	5	0	0	100%	0
ENTERPRISE	2	4	N/A	6	0	1	N/A	1	2	3	N/A	5	3	3	0	100%	0
FINANCE & IT	3	0	N/A	3	1	0	N/A	1	2	0	N/A	2	3	0	0	100%	0
HOUSING & TECHNICAL	7	18	N/A	25	0	2	N/A	2	7	16	N/A	23	14	9	2	92%	0
SOCIAL WORK	18	0	N/A	18	1	0	N/A	1	17	0	N/A	17	7	7	4	78%	0
TOTAL (Oct-Dec 2009)	45	43	0	88	4	5	0	9	41	38	0	79	60	20	8	91%	0
TOTAL (Oct-Dec 2008)	38	71	2	111	1	4	0	5	37	67	2	106	73	23	15	86%	0

RESOURCE	No of Appeals				Outcome of Appeals											Appeals Pending	No of Non-white employees who appealed	
	APT&C	Manual/ Craft	Teachers	Total	Upheld				Upheld in Part				Not Upheld					
					APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Total			
TOTAL (Oct-Dec 2009)	3	0	0	3	0	0	0	0	0	0	0	0	0	1	0	1	2	0
TOTAL (Oct-Dec 2008)	4	3	0	7	0	2	0	2	1	0	0	1	0	0	1	1	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.

CORPORATE RESOURCES APPEAL PANEL

FROM: 1 October 2009 - 31 December 2009

RESOURCE	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
TOTAL	1	1	2	1	5	1

RECORD OF GRIEVANCES**FROM: 1 October 2009 - 31 December 2009 comparison with 1 October 2008 - 31 December 2008**

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 (Oct-Dec 2009)	0	3	0	0	0	3
TOTAL (Oct-Dec 2008)	0	1	0	1	0	0

*Contractual Issue - no grounds for grievance

DIGNITY AT WORK**FROM: 1 October 2009 - 31 December 2009 comparison with 1 October 2008 - 31 December 2008**

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 (Oct-Dec 2009)	0	1	0	0	0	0	1
TOTAL (Oct-Dec 2008)	0	5	1	1	0	0	3

*Resources nil responses are not included in figures

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS (October-December 2009)

REASONS FOR LEAVING	COMMUNITY	CORPORATE	EDUCATION	ENTERPRISE	FINANCE & IT	HOUSING & TECHNICAL	SOCIAL WORK	TOTAL	%
CAREER ADVANCEMENT	1	2	2	2	1	1	5	14	39
PERSONAL REASONS	6	0	1	0	0	0	0	7	19
FURTHER EDUCATION	0	0	0	0	0	2	3	5	14
MOVING OUTWITH AREA	0	0	2	0	0	0	1	3	8
CHILD CARING / CARING RESPONSIBILITIES	1	0	0	0	0	0	1	2	6
OTHER	2	0	0	0	0	2	1	5	14
NUMBER OF EXIT INTERVIEWS CONDUCTED	10	2	5	2	1	5	11	36	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	30	2	11	3	1	16	14	77	
% OF LEAVERS INTERVIEWED	33	100	45	67	100	31	79	47	

EXIT INTERVIEWS (October-December 2008)

NUMBER OF EXIT INTERVIEWS CONDUCTED (LAST YEAR)	29	2	14	9	0	5	21	80	
TOTAL NO OF PERMANENT LEAVERS PER RESOURCE (LAST YEAR)	33	2	24	10	0	6	25	100	
% OF LEAVERS INTERVIEWED (LAST YEAR)	88	100	58	90	0	83	84	80	

* Note these totals include temporary employees

RECRUITMENT MONITORING
Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 October 2009 - 31 December 2009

Total Number of applications received:	<u>1881</u>
Total Number of Equal Opportunities Monitoring forms received:	<u>1881 (100%)</u>
Total Number of posts recruited for:	<u>69</u>
Total Number of appointments:	<u>69</u>

Gender / Disability / Age		
	Applied	Appointed
Total EO Forms Received	1881	69
Total No of Male Applicants	681	12
Total No of Female Applicants	1173	56
Total No of Disabled Applicants	64	3
Total No of applicants aged under 50	1577	61
Total No of applicants aged over 50	261	5
Total No of White applicants	1817	67
Total No of Black/Ethnic minority applicants*	47	1

FROM : 1 October 2008 - 31 December 2008

Total Number of applications received:	<u>1683</u>
Total Number of Equal Opportunities Monitoring forms received:	<u>1599 (95%)</u>
Total Number of posts recruited for:	<u>102</u>
Total Number of appointments:	<u>100</u>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1599	480	90
Total No of Male Applicants	410	106	27
Total No of Female Applicants	758	237	46
Total No of Disabled Applicants	39	14	1
Total No of applicants aged under 50	859	247	55
Total No of applicants aged over 50	120	48	7
Total No of White applicants	1107	329	72
Total No of Black/Ethnic minority applicants*	41	3	0

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

QUARTERLY JOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 12 DECEMBER 2009**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	3221	1178	208	298	1537
Corporate Resources	314	53	1	196	64
Education - Teachers	3618	775	47	2182	614
Education - Others	2468	196	55	534	1683
Enterprise Resources	669	476	5	148	40
Finance & IT Resources	308	125	4	137	42
Housing & Technical	2103	1083	12	727	281
Social Work Resources	2979	306	134	1048	1491

Total All Staff	15680	4192	466	5270	5752
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Total	Full-Time Equivalent Salary Band				
	A1	A2	B	C	Other
	2313.47	5.0	15.0	164.13	466.62
267.80	16.0	13.6	74.5	163.7	*
3324.91	386.00	2938.91	*	*	*
1784.24	10.0	25.0	187.5	1561.71	*
647.60	5.0	33.6	212.0	180.8	216.2
294.90	6.0	24.0	143.7	121.2	*
1978.88	10.0	38.9	367.9	1018.30	543.8
2539.30	5.0	31.0	590.98	1912.32	*

9826.19	(excluding Teachers)				
13151.10	443.00	3120.02	1740.76	5424.65	2422.67

QUARTERLY JOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 12 SEPTEMBER 2009**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	3472	1418	205	292	1557
Corporate Resources	307	64	6	181	56
Education - Teachers	3618	787	33	2232	566
Education - Others	2470	197	57	543	1673
Enterprise Resources	668	476	5	147	40
Finance & IT Resources	318	135	2	137	44
Housing & Technical	2108	1093	12	735	268
Social Work Resources	2961	310	131	1016	1504

Total All Staff	15922	4480	451	5283	5708
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Total	Full-Time Equivalent Salary Band				
	A1	A2	B	C	Other
	2542.86	5.0	15.0	165.01	294.69
283.90	16.0	12.6	95.6	159.7	*
3355.70	385.90	2969.80	*	*	*
1785.70	10.0	24.0	193.4	1558.27	*
646.60	5.0	33.6	213.0	177.8	217.2
310.80	6.0	22.0	154.7	128.1	*
1990.06	9.0	39.9	367.9	1023.48	549.8
2514.35	5.0	31.5	585.42	1892.43	*

10074.271	(excluding Teachers)				
13429.97	441.90	3148.41	1775.08	5234.47	2830.11

A1	Salaries at or above SCP116 - £58,780
A2	Salaries in the range SCP91-114 - £40,513 - £57,046
B	Salaries in the range SCP59-90 - £25,184 - £39,911
C	Salaries in the range 1-57 - £10,603 - £24,417
Others	Manual and Craft

* Teachers not included in salary band analysis as not APT&C