

Report

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

Subject:	Council-wide Workforce Monitoring – May to July 2011
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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 May to July 2011

2. Recommendation(s)

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

(1) that the following employment information for the period May to July 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 June 2011

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to the Corporate Resources Committee. This report for the Council provides information on the position for the period May to July 2011.

4. Attendance Statistics

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

- ◆ The Council's absence rate for July 2011 is 2.6%, a decrease of 0.5% when compared with last month and when compared to July 2010 this figure has also decreased by 0.1%.
- ◆ When compared to July 2010, the APT&C figure has decreased by 0.1%, the teachers' figure has decreased by 0.3% and the manual worker figure has increased by 0.2%.

- ◆ Based on annual trends and the absence rate for July 2011, the overall absence rate for the Council for the financial year 2011/2012 is 3.7%. This equates to 7.8 days being lost per employee.

In comparison to July 2010:-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence
- ◆ Total days lost due to musculoskeletal conditions have decreased by 466 days; this decrease is reflected across most Resources, with the most significant decrease in Community Resources
- ◆ Total days lost due to psychological conditions have decreased by 320 days; this decrease is reflected across most Resources, with the most significant decrease in Education Resources
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have increased by 47 days
- ◆ Total days lost due to respiratory conditions have decreased by 208 days; this decrease is reflected across the majority of Resources, with the most significant decrease in Housing and Technical Resources

5. Occupational Health

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

- ◆ In comparison to the same period last year there has been an increase of 13 employees being referred for a medical examination. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ A total of 357 employees attended physiotherapy treatment, showing a decrease of 42 when compared to the same period last year. Of the 357 employees referred, 77% remained at work whilst undertaking treatment.
- ◆ During this period there were 124 employees referred to the Employee Support Officer, showing a decrease of 7 when compared to the same period last year. Of those referrals made this period, 77% related to personal reasons.
- ◆ 110 employees were referred to the Employee Counselling Service this period, a decrease of 54 when compared with the same period last year. Of the 110 referrals made this period, 98 were from management and 12 were from employees.
- ◆ Personal reasons accounted for 65% of the referrals made and 27% were for work related reasons.

6. Accidents/Incidents

6.1 The monthly accident/incident report for the period May to July 2011 is contained in Appendix 12.

- ◆ The number of accidents/incidents recorded was 126, this is a decrease of 16 from the same period last year (142).
- ◆ There were 4 major accidents/incidents recorded, an increase of 2 when compared to the same period last year.
- ◆ Minor accidents/incidents have decreased overall by 17 when compared to the same period last year (117).
- ◆ 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 May to July 2011 is contained in Appendices 13 and 14.

- ◆ In total, 136 disciplinary hearings were held across Resources within the Council, an increase of 22 when compared to the same period last year.
- ◆ Action was taken in 125 of these cases, and there were 4 appeals raised against the outcomes.
- ◆ Our target is to convene disciplinary hearings within 6 weeks, 88% of hearings met this target.
- ◆ During the period no appeals were heard by the Appeals Panel.
- ◆ At the end of July 2011, 7 appeals were pending.
- ◆ During the period there were 7 grievances and 2 Dignity at Work cases 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 May to July 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 June 2011, the Labour Turnover figure for July 2011 is as follows:-

51 leavers/14,673 employees in post = Labour Turnover of 0.3%

Based on annual trends and figures for July 2011, the annual average labour turnover figure for the financial year 2011/2012 for the Council is 1.4%.

8.2 Analysis of Leavers and Exit Interviews

- ◆ There were a total of 51 employees leaving the Council that were eligible for exit interview compared with 52 in the same period last year.
- ◆ Exit interviews were held with 61% of leavers compared to 100% last year.

9 Recruitment Monitoring

9.1 Information on Recruitment Monitoring for the period May to July 2011 is contained within Appendix 16.

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

- ◆ Overall, 2,333 applications were received and 2,333 individuals completed Equal Opportunities Monitoring Forms.
- ◆ Of those applicants who declared themselves as disabled (39), 11 were shortlisted for interview and 4 were appointed.
- ◆ Of those applicants of a black/ethnic minority background (62), 22 were shortlisted for interview and 3 were appointed.

10 Staffing Watch

10.1 There has been a decrease of 20 in the number of employees in post from 12 March to 11 June 2011.

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)

19 August 2011

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

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

Previous References

- ◆ Corporate Resources Committee - 15 June 2011

List of Background Papers

- ◆ monitoring information provided by Resources

Contact for Further Information

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

Eileen McPake, Personnel Officer
Ext: 4534 (Tel: 01698 454534)

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

APT&C				Teachers				Manual Workers				Council Wide							
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012				
	%	%	%		%	%	%		%	%	%		%	%	%				
April	3.6	3.4	3.4	April	3.2	3.1	2.9	April	4.0	4.5	4.1	April	3.6	3.7	3.5				
May	3.7	3.5	3.1	May	3.7	3.6	3.2	May	4.7	4.7	4.0	May	4.0	3.9	3.4				
June	3.5	3.1	3.0	June	3.2	2.6	2.3	June	4.5	4.3	4.3	June	3.7	3.3	3.1				
July	2.9	2.8	2.7	July	1.2	1.3	1.0	July	3.9	3.5	3.7	July	2.8	2.7	2.6				
August	3.2	3.5		August	1.6	1.7		August	4.4	3.9		August	3.2	3.2					
September	4.0	3.9		September	2.8	2.7		September	5.0	4.3		September	4.0	3.7					
October	3.9	4.0		October	3.4	2.5		October	4.8	4.3		October	4.0	3.7					
November	4.3	4.2		November	4.7	3.5		November	5.8	4.7		November	4.8	4.2					
December	3.9	4.1		December	3.6	3.0		December	5.3	5.4		December	4.2	4.2					
January	3.9	4.1		January	4.2	4.4		January	5.2	5.1		January	4.3	4.5					
February	4.0	4.0		February	4.6	4.1		February	5.5	4.9		February	4.6	4.3					
March	4.0	4.1		March	4.5	4.0		March	5.3	5.0		March	4.5	4.3					
Annual Average	3.7	3.7	3.7	Annual Average	3.4	3.0	2.9	Annual Average	4.9	4.6	4.5	Annual Average	4.0	3.8	3.7				
Average Apr-Jul	3.4	3.2	3.1	Average Apr-Jul	2.8	2.7	2.4	Average Apr-Jul	4.3	4.3	4.0	Average Apr-Jul	3.5	3.4	3.2				
No of Employees at 31 July 2011				6973	No of Employees at 31 July 2011				3388	No of Employees at 31 July 2011				4548	No of Employees at 31 July 2011				14909

- (1) Unpaid special leave is included in all absence rates.
- (2) For the Council as a whole the rate of unpaid special leave was 0.3%
- (3) Projected average number of days lost, based on employees headcount annually is 7.8 days.

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

APT&C				Manual Workers				Resource Total				Council Wide							
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012				
April	2.5	2.8	4.0	April	4.1	4.5	4.2	April	3.9	4.3	4.2	April	3.6	3.7	3.5				
May	2.5	2.8	3.4	May	4.8	4.8	4.1	May	4.5	4.5	4.0	May	4.0	3.9	3.4				
June	2.6	2.4	2.7	June	4.5	4.2	4.1	June	4.2	4.0	4.0	June	3.7	3.3	3.1				
July	2.6	2.3	2.1	July	3.5	3.2	3.4	July	3.3	3.1	3.2	July	2.8	2.7	2.6				
August	3.2	2.8		August	4.0	3.9		August	3.9	3.7		August	3.2	3.2					
September	3.6	2.6		September	4.9	4.4		September	4.8	4.2		September	4.0	3.7					
October	4.3	2.2		October	4.8	4.3		October	4.7	4.0		October	4.0	3.7					
November	4.6	2.2		November	5.8	5.2		November	5.6	4.9		November	4.8	4.2					
December	4.5	3.4		December	5.3	5.8		December	5.2	5.5		December	4.2	4.2					
January	4.5	3.9		January	5.2	5.6		January	5.1	5.4		January	4.3	4.5					
February	4.0	3.8		February	5.6	5.3		February	5.4	5.1		February	4.6	4.3					
March	4.1	2.7		March	5.5	5.4		March	5.3	5.1		March	4.5	4.3					
Annual Average	3.6	2.8	3.0	Annual Average	4.8	4.7	4.6	Annual Average	4.7	4.5	4.4	Annual Average	4.0	3.8	3.7				
Average Apr-Jul	2.6	2.6	3.1	Average Apr-Jul	4.2	4.2	4.0	Average Apr-Jul	4.0	4.0	3.9	Average Apr-Jul	3.5	3.4	3.2				
No of Employees at 31 July 2011				305	No of Employees at 31 July 2011				2733	No of Employees at 31 July 2011				3038	No of Employees at 31 July 2011				14909

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

Average number of days lost per employee annually is 9.9 days.

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

Resource Total (APT&C)				Council Wide			
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012
April	2.7	2.0	2.7	April	3.6	3.7	3.5
May	3.4	2.0	2.1	May	4.0	3.9	3.4
June	3.5	2.0	2.1	June	3.7	3.3	3.1
July	3.6	3.0	1.6	July	2.8	2.7	2.6
August	3.6	2.9		August	3.2	3.2	
September	3.5	2.1		September	4.0	3.7	
October	4.1	2.6		October	4.0	3.7	
November	4.2	3.4		November	4.8	4.2	
December	3.7	3.2		December	4.2	4.2	
January	3.7	2.4		January	4.3	4.5	
February	3.3	2.4		February	4.6	4.3	
March	2.3	2.7		March	4.5	4.3	
Annual Average	3.5	2.6	2.5	Annual Average	4.0	3.8	3.7
Average Apr-Jul	3.3	2.3	2.1	Average Apr-Jul	3.5	3.4	3.2
No of Employees at 31 July 2011			315	No of Employees at 31 July 2011			14909

For Corporate Resources the absence rate for unpaid special leave was 1.1%.
Average number of days lost per employee annually is 5.1 days.

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

APT&C			Teachers				Resource Total				Council Wide				
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012
April	4.4	4.1	3.7	April	3.2	3.1	2.9	April	3.7	3.5	3.2	April	3.6	3.7	3.5
May	4.9	4.3	3.8	May	3.7	3.6	3.2	May	4.2	3.9	3.4	May	4.0	3.9	3.4
June	4.6	3.4	3.3	June	3.2	2.6	2.3	June	3.8	2.9	2.7	June	3.7	3.3	3.1
July	2.6	2.8	2.5	July	1.2	1.3	1.0	July	1.7	1.9	1.6	July	2.8	2.7	2.6
August	3.0	3.3		August	1.6	1.7		August	2.2	2.4		August	3.2	3.2	
September	4.7	4.7		September	2.8	2.7		September	3.6	3.5		September	4.0	3.7	
October	4.3	4.8		October	3.4	2.5		October	3.7	3.4		October	4.0	3.7	
November	4.9	5.2		November	4.7	3.5		November	4.8	4.2		November	4.8	4.2	
December	4.1	4.0		December	3.6	3.0		December	3.8	3.4		December	4.2	4.2	
January	4.3	5.0		January	4.2	4.4		January	4.2	4.6		January	4.3	4.5	
February	4.6	5.0		February	4.6	4.1		February	4.6	4.4		February	4.6	4.3	
March	4.6	5.1		March	4.5	4.0		March	4.5	4.4		March	4.5	4.3	
Annual Average	4.3	4.3	4.2	Annual Average	3.4	3.0	2.9	Annual Average	3.7	3.5	3.4	Annual Average	4.0	3.8	3.7
Average Apr-Jul	4.1	3.7	3.3	Average Apr-Jul	2.8	2.7	2.4	Average Apr-Jul	3.4	3.1	2.7	Average Apr-Jul	3.5	3.4	3.2
No of Employees at 31 July 2011			2216	No of Employees at 31 July 2011			3388	No of Employees at 31 July 2011			5604	No of Employees at 31 July 2011			14909

For Education Resources the absence rate for unpaid special leave is 0.7%
 Average number of days lost per employee annually is 6.6 days.

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

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

No of Employees at 31 July 2011	411	No of Employees at 31 July 2011	212	No of Employees at 31 July 2011	623	No of Employees at 31 July 2011	14909
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For Enterprise Resources the absence rate for unpaid special leave was nil
Average number of days lost per employee annually is 5.7 days.

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

Resource Total (APT&C)				Council Wide			
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012
April	1.8	1.6	1.8	April	3.6	3.7	3.5
May	2.1	1.8	2.5	May	4.0	3.9	3.4
June	2.2	1.8	2.5	June	3.7	3.3	3.1
July	2.1	1.6	1.4	July	2.8	2.7	2.6
August	1.8	1.2		August	3.2	3.2	
September	1.6	1.6		September	4.0	3.7	
October	2.2	1.2		October	4.0	3.7	
November	3.1	2.0		November	4.8	4.2	
December	2.4	3.0		December	4.2	4.2	
January	1.4	2.1		January	4.3	4.5	
February	2.1	2.7		February	4.6	4.3	
March	1.1	2.8		March	4.5	4.3	
Annual Average	2.0	2.0	2.1	Annual Average	4.0	3.8	3.7
Average Apr-Jul	2.1	1.7	2.1	Average Apr-Jul	3.5	3.4	3.2

No of Employees at 31 July 2011	308	No of Employees at 31 July 2011	14909
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For Finance, Audit and Improvement & IT the absence rate for unpaid special leave is 0.3%.
Average number of days lost per employee annually is 5.1 days.

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

APT&C				Manual Workers				Resource Total				Council Wide							
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012				
April	3.4	3.2	2.9	April	3.7	4.4	3.4	April	3.5	3.6	3.1	April	3.6	3.7	3.5				
May	3.5	3.6	2.7	May	4.5	5.0	3.2	May	3.8	4.0	2.9	May	4.0	3.9	3.4				
June	3.0	3.1	3.1	June	4.9	5.4	1.8	June	3.5	3.8	2.7	June	3.7	3.3	3.1				
July	3.2	3.1	3.4	July	5.4	4.1	3.1	July	3.8	3.4	3.3	July	2.8	2.7	2.6				
August	3.5	4.3		August	5.4	4.2		August	4.0	4.3		August	3.2	3.2					
September	3.7	3.9		September	5.0	4.9		September	4.1	4.2		September	4.0	3.7					
October	3.2	4.4		October	4.4	5.0		October	3.5	4.6		October	4.0	3.7					
November	3.5	4.5		November	6.2	4.0		November	4.3	4.4		November	4.8	4.2					
December	3.1	4.6		December	4.1	4.7		December	3.4	4.6		December	4.2	4.2					
January	3.4	3.7		January	3.8	3.8		January	3.5	3.7		January	4.3	4.5					
February	4.4	4.0		February	5.7	4.3		February	4.8	4.1		February	4.6	4.3					
March	4.4	3.5		March	5.3	3.7		March	4.6	3.5		March	4.5	4.3					
Annual Average	3.5	3.8	3.8	Annual Average	4.9	4.5	3.8	Annual Average	3.9	4.0	3.8	Annual Average	4.0	3.8	3.7				
Average Apr-Jul	3.3	3.3	3.0	Average Apr-Jul	4.6	4.7	2.9	Average Apr-Jul	3.7	3.7	3.0	Average Apr-Jul	3.5	3.4	3.2				
No of Employees at 31 July 2011				1393	No of Employees at 31 July 2011				535	No of Employees at 31 July 2011				1928	No of Employees at 31 July 2011				14909

For Housing & Technical Resources the rate of unpaid special leave was nil.
Average number of days lost per employee annually is 7.5 days.

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

APT&C				Manual Workers				Resource Total				Council Wide							
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012				
April	3.8	3.8	4.1	April	4.0	4.4	4.5	April	3.8	4.0	4.2	April	3.6	3.7	3.5				
May	3.1	3.7	3.1	May	4.0	4.3	4.3	May	3.4	3.9	3.5	May	4.0	3.9	3.4				
June	3.2	3.3	3.3	June	4.0	3.8	4.6	June	3.4	3.5	3.7	June	3.7	3.3	3.1				
July	3.4	3.3	3.3	July	3.8	3.8	5.0	July	3.5	3.5	3.9	July	2.8	2.7	2.6				
August	3.7	4.0		August	4.6	3.6		August	4.0	3.9		August	3.2	3.2					
September	4.0	4.1		September	4.4	3.4		September	4.1	3.9		September	4.0	3.7					
October	4.3	4.0		October	4.6	3.7		October	4.4	3.9		October	4.0	3.7					
November	4.5	3.9		November	5.1	3.7		November	4.7	3.9		November	4.8	4.2					
December	4.7	4.5		December	5.6	4.9		December	4.9	4.6		December	4.2	4.2					
January	4.3	4.3		January	6.0	4.6		January	4.8	4.4		January	4.3	4.5					
February	3.7	4.0		February	5.4	4.4		February	4.2	4.1		February	4.6	4.3					
March	4.2	4.5		March	4.8	4.3		March	4.4	4.5		March	4.5	4.3					
Annual Average	3.9	4.0	3.9	Annual Average	4.7	4.1	4.3	Annual Average	4.1	4.0	4.0	Annual Average	4.0	3.8	3.7				
Average Apr-Jul	3.4	3.5	3.5	Average Apr-Jul	4.0	4.1	4.6	Average Apr-Jul	3.5	3.7	3.8	Average Apr-Jul	3.5	3.4	3.2				
No of Employees at 31 July 2011				2025	No of Employees at 31 July 2011				1068	No of Employees at 31 July 2011				3093	No of Employees at 31 July 2011				14909

For Social Work Resources the absence rate for unpaid special is 0.3%
Average number of days lost per employee annually is 8.7 days.

ABSENCE BY LONG AND SHORT TERM

From: 1 May 2011 - 31 July 2011

Resource	No of employees	May 2011			June 2011			July 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	3038	1.1	2.9	4.0	1.4	2.6	4.0	0.8	2.4	3.2
Corporate	315	0.9	1.2	2.1	1.2	0.9	2.1	0.3	1.3	1.6
Education	5604	1.2	2.2	3.4	1.0	1.7	2.7	0.2	1.4	1.6
Enterprise	623	1.1	1.2	2.3	1.9	0.5	2.4	1.1	0.9	2.0
Finance, Audit and Improvement & IT	308	1.2	1.3	2.5	1.1	1.4	2.5	0.5	0.9	1.4
Housing & Technical	1928	1.3	1.6	2.9	1.5	1.2	2.7	1.4	1.9	3.3
Social Work	3093	1.6	1.9	3.5	1.6	2.1	3.7	1.4	2.5	3.9
Council Overall for May 2011 - Jul 2011	14909	1.3	2.1	3.4	1.3	1.8	3.1	0.8	1.8	2.6

ATTENDANCE MONITORING

ABSENCE CLASSIFICATIONS

From : 1 July - 31 July 2011

REASONS	Community Resources		Corporate Resources		Education Resources		Enterprise Resources		Finance, Audit and Improvement & IT		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	693	33	1	1	378	22	97	38	28	33	390	31	709	32	2296	30
PSYCHOLOGICAL	436	21	90	89	499	29	81	32	3	3	421	33	464	21	1994	26
STOMACH, BOWEL, BLOOD, METABOLIC DISORDERS	305	15	10	10	81	5	43	17	10	12	186	15	303	13	938	12
RESPIRATORY	64	3	0	0	99	6	10	4	2	2	11	1	98	4	284	4
OTHERS	574	28	0	0	690	39	23	9	43	50	269	21	671	30	2270	29
Total Days Lost By Resource	2072	100	101	100	1747	100	254	100	86	100	1277	100	2245	100	7782	100
Total Work Days Available	63798		6221		111156		12639		6165		38746		57974			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 May 2011 - 31 July 2011 comparison with 1 May 2010 - 31 July 2010

MEDICAL REFERRALS	Community	Corporate	Education		Enterprise	Finance & IT	Housing & Technical	Social Work	Totals
			Teachers	Others					
TOTAL (May-Jul 2011)	47	4	29	10	5	1	54	64	214
TOTAL (May-Jul 2010)	64	2	13	7	5	7	50	53	201

RESOURCE	NO OF EMPLOYEES REFERRED FOR PHYSIOTHERAPY	
	May-Jul 2010	May-Jul 2011
COMMUNITY	72	72
CORPORATE	8	5
EDUCATION (TEACHERS)	41	32
EDUCATION (OTHERS)	49	33
ENTERPRISE	34	22
FINANCE & IT	8	6
HOUSING & TECH	85	64
SOCIAL WORK	102	123
TOTAL	399	357

RESOURCE	NO OF EMPLOYEES REFERRED TO EMPLOYEE SUPPORT OFFICER	
	May-Jul 2010	May-Jul 2011
COMMUNITY	35	32
CORPORATE	2	2
EDUCATION	16	7
ENTERPRISE	7	11
FINANCE & IT	1	1
HOUSING & TECHNICAL	34	28
SOCIAL WORK	36	43
TOTAL	131	124

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 (May-Jul 2011)	26	4	0	0	5	2	65	6	0	0	2	0	98	12	
TOTAL (May-Jul 2010)	17	3	0	0	3	1	125	8	0	0	7	0	152	12	
TOTAL											Total Referrals (May-Jul 2011)		110		
													Total Referrals (May-Jul 2010)		164

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 May 2010 - 31 July 2010 comparison with 1 May 2009 - 31 July 2009

	Community		Corporate		Education		Enterprise		Finance & IT		Housing & Tech		Social Work		TOTAL	
	May-Jul 2011	May-Jul 2010	May-Jul 2011	May-Jul 2010	May-Jul 2011	May-Jul 2010	May-Jul 2011	May-Jul 2010	May-Jul 2011	May-Jul 2010	May-Jul 2011	May-Jul 2010	May-Jul 2011	May-Jul 2010	May-Jul 2011	May-Jul 2010
Dangerous Occurrence	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0
Major Injuries	1	0	0	0	2	0	0	1	0	0	0	0	0	1	3	2
Violent Incident: Physical****	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Major*	1	0	0	0	2	0	0	1	0	0	1	0	0	1	4	2
Over 3-day Absences	8	12	0	0	0	1	2	2	0	1	8	5	4	1	22	22
Violent Incident: Physical****	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal*****	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Total Over 3-day**	8	13	0	0	0	1	2	2	0	1	8	5	4	1	22	23
Minor	22	21	1	1	2	8	6	3	0	2	12	15	4	5	47	55
Near Miss	1	0	0	0	0	0	1	0	0	0	0	0	0	0	2	0
Violent Incident: Physical****	1	0	0	0	16	11	0	3	0	0	0	1	7	21	24	36
Violent Incident: Verbal*****	2	4	0	0	4	10	4	1	0	0	8	4	9	7	27	26
Total Minor***	26	25	1	1	22	29	11	7	0	2	20	20	20	33	100	117
Total Accidents/Incidents	35	38	1	1	24	30	13	10	0	3	29	25	24	35	126	142

*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 GRIEVANCES**FROM: 1 May 2011 - 31 July 2011 comparison with 1 May 2010 - 31 July 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 (May-Jul 2011)	0	7	1	3	0	3
TOTAL (May-Jul 2010)	0	3	0	0	0	3

DIGNITY AT WORK**FROM: 1 May 2011 - 31 July 2011 comparison with 1 May 2010 - 31 July 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 (May-Jul 2011)	0	2	0	0	0	0	2
TOTAL (May-Jul 2010)	0	3	0	0	0	0	3

*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

APPENDIX 15

EXIT INTERVIEWS (May-Jul 2011)

REASONS FOR LEAVING	COMMUNITY	CORPORATE	EDUCATION	ENTERPRISE	FINANCE & IT	HOUSING & TECHNICAL	SOCIAL WORK	TOTAL	%
CAREER ADVANCEMENT	1	0	1	0	0	3	3	8	26
MOVING OUTWITH AREA	1	0	0	0	0	0	7	8	26
FURTHER EDUCATION	0	1	1	0	1	0	2	5	16
PERSONAL REASONS	1	0	1	0	0	0	1	3	10
CHILD CARING / CARING RESPONSIBILITIES	0	1	0	0	0	0	1	2	6
DISSATISFACTION WITH TERMS AND CONDITIONS	0	0	0	0	0	0	1	1	3
OTHER	0	0	4	0	0	0	0	4	13
NUMBER OF EXIT INTERVIEWS CONDUCTED	3	2	7	0	1	3	15	31	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	12	2	9	1	1	7	19	51	
% OF LEAVERS INTERVIEWED	25	100	78	0	100	43	79	61	

EXIT INTERVIEWS (May-Jul 2010)

NUMBER OF EXIT INTERVIEWS CONDUCTED (LAST YEAR)	3	1	3	4	2	8	13	52	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	13	1	7	4	3	11	13	52	
% OF LEAVERS INTERVIEWED (LAST YEAR)	100	100	100	100	100	100	100	100	

* Note these totals include temporary employees

RECRUITMENT MONITORING
Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 May 2011 - 31 July 2011

Total Number of applications received:	<u>2333</u>
Total Number of Equal Opportunities Monitoring forms received:	<u>2333 (100%)</u>
Total Number of posts recruited for:	<u>257</u>
Total Number of appointments:	<u>257</u>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	2333	806	257
Total No of Male Applicants	1199	189	46
Total No of Female Applicants	1074	570	169
Total No of Disabled Applicants	39	11	4
Total No of applicants aged under 50	1987	582	161
Total No of applicants aged over 50	245	129	57
Total No of White applicants	2202	734	213
Total No of Black/Ethnic minority applicants*	62	22	3

FROM : 1 May 2010 - 31 July 2010

Total Number of applications received:	<u>3594</u>
Total Number of Equal Opportunities Monitoring forms received:	<u>3584 (99%)</u>
Total Number of posts recruited for:	<u>471</u>
Total Number of appointments:	<u>467</u>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	3584	1005	465
Total No of Male Applicants	2481	600	261
Total No of Female Applicants	974	344	158
Total No of Disabled Applicants	76	27	7
Total No of applicants aged under 50	3077	807	367
Total No of applicants aged over 50	350	126	55
Total No of White applicants	3397	930	412
Total No of Black/Ethnic minority applicants*	54	10	5

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

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

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

Total All Staff	14673	3987	451	4781	5454
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Full-Time Equivalent									
Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2129.76	1.00	1285.76	94.23	105.94	16.60	9.00	3.00	614.23	0.00
290.21	2.00	71.13	86.40	85.88	22.60	16.60	3.60	2.00	0.00
1551.50	1.00	1095.94	228.02	98.09	34.86	19.00	7.00	61.79	5.80
3043.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.30	3036.10
599.88	1.00	120.67	219.06	178.35	49.00	17.80	4.00	10.00	0.00
288.96	0.00	30.98	72.13	122.16	41.69	19.00	2.00	1.00	0.00
1818.16	1.00	408.00	902.15	424.15	41.86	18.00	3.00	20.00	0.00
2606.24	1.00	1343.49	557.80	546.47	17.80	23.00	3.00	113.68	0.00

9284.71	(excluding Teachers)								
12328.11	7.00	4355.97	2159.79	1561.04	224.41	122.40	25.60	830.00	3041.90

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 12 March 2011**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	2868	1053	183	255	1377
Corporate Resources	333	74	6	185	68
Education - Others	2204	172	62	418	1552
Education - Teachers	3310	691	37	2000	582
Enterprise Resources	644	458	9	130	47
Finance & IT Resources	313	132	2	129	50
Housing & Technical	1931	1019	26	633	253
Social Work Resources	3090	300	153	1077	1560

Total All Staff	14693	3899	478	4827	5489
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Full-Time Equivalent									
Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2036.95	1.00	812.79	104.15	115.89	19.46	9.00	3.00	971.66	0.00
308.14	2.00	77.31	91.75	86.88	24.60	18.60	4.00	3.00	0.00
1559.06	1.00	1105.37	234.71	95.22	34.86	10.00	7.00	65.10	5.80
3043.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.30	3033.10
620.50	1.00	51.05	90.57	191.35	48.00	19.60	4.00	214.93	0.00
293.78	1.00	31.98	72.01	123.16	43.63	19.00	3.00	0.00	0.00
1823.91	1.00	387.97	902.51	430.46	41.86	20.00	3.00	37.11	0.00
2631.26	1.00	1431.94	596.78	542.35	20.80	23.00	3.00	12.39	0.00

9273.60	(excluding Teachers)								
12317.00	8.00	3898.41	2092.48	1585.31	233.21	119.20	27.00	1314.49	3038.90

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