

Report

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Report to:	Employee Issues Forum
Date of Meeting:	4 September 2018
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Council-wide Workforce Monitoring – April to June 2018
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period April to June 2018

2. Recommendation(s)

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

(1) that the following employment information for the period April to June 2018 relating to the Council be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work Cases
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ Staffing Watch as at 9 June 2018

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 April to June 2018.

4. Attendance Statistics

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

- ◆ the Council's absence rate for June 2018, shown in Appendix 1, is 4.3%, which represents an increase of 0.1% when compared with last month and an increase of 0.4% when compared to June 2017
- ◆ when compared to June 2017, the APT&C absence rate has increased by 0.1%, the teachers' figure has increased by 0.1% and the manual workers' figure has increased by 1.1%
- ◆ based on annual trends and the absence rate to June 2018, the projected average absence rate for the Council for the financial year 2018/2019 is 4.3%

- ◆ for the financial year 2018/2019 the projected average days lost per employee equates to 10.0 days.

In comparison to June 2017 (Appendix 8):-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence
- ◆ Total days lost due to musculoskeletal conditions have decreased by 109 days
- ◆ Total days lost due to psychological conditions have increased by 693 days
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 42 days
- ◆ Total days lost due to respiratory conditions have decreased by 198 days

5. Occupational Health

5.1. Information on Occupational Health for the period April to June 2018 is provided in Appendix 9.

- ◆ during the period there were 438 employees referred for a medical examination, an increase of 16 when compared to the same period last year. Both musculoskeletal and psychological conditions continue to be the main reasons for medical referrals
- ◆ a total of 577 employees attended physiotherapy treatment, showing an increase of 58 when compared to the same period last year. Of the 577 employees referred, 59% remained at work whilst undertaking treatment
- ◆ during this period there were 327 employees referred to the Employee Support Officer showing an increase of 109 when compared with the same period last year. Of those referrals made this period, 90% related to personal reasons
- ◆ 140 employees were referred to the 'TimeforTalking' counselling service this period, showing an increase of 6 when compared with the same period last year. Of the 140 referrals made this period, 135 were from management and 5 were from employees. Personal reasons accounted for 68% of the referrals made, 19% were for work related reasons and 13% were for other reasons
- ◆ 61 employees were referred for Cognitive Behavioural Therapy this period, an increase of 7 when compared to the same period last year

6. Accidents/Incidents

6.1. The accident/incident report for April to June 2018 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 187, this figure has decreased by 68 from the same period last year
- ◆ there were 4 specified injury accidents/incidents recorded, this figure has increased by 2 from the same period last year
- ◆ there were 174 minor accidents/incidents, this figure has decreased by 71 from the same period last year
- ◆ there were 3 accidents resulting in an absence lasting over 3 days during the period, this figure has increased by 2 from the same period last year
- ◆ there were 6 accidents resulting in absences lasting over 7 days during the period, this figure has decreased by 1 from the same period last year

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

7.1. information on Disciplinary, Grievance Hearings, Dignity at Work and Mediation Referrals for April to June 2018 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 46 disciplinary hearings were held across Resources within the Council, a decrease of 12 when compared to the same period last year
- ◆ action was taken in 39 of these cases. 5 appeals were raised against the outcomes
- ◆ our target is to convene disciplinary hearings within 6 weeks, 83% of hearings met this target
- ◆ during the period, 2 appeals were heard by the Appeals Panel
- ◆ at the end of June 2018, 2 Appeals Panels were pending
- ◆ during the period, 2 grievance cases were raised
- ◆ during the period, no Dignity at Work cases were raised
- ◆ during the period, 3 referrals for mediation were submitted

8. Analysis of Leavers and Exit Interviews

8.1. Information on the number of leavers and exit interviews for the period April to June 2018 is contained in Appendix 13. Exit interviews are conducted with employees who leave voluntarily.

Labour Turnover

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

114 leavers eligible for exit interviews/14,279 employees in post = Labour Turnover of 0.8%.

Based on the figure at June 2018, the projected annual labour turnover figure for the financial year 2018/2019 for the Council is 3.2%.

8.2. Analysis of Leavers and Exit Interviews;-

- ◆ there were a total of 114 employees leaving the Council that were eligible for an exit interview, a decrease of 18 when compared with the same period last year
- ◆ exit interviews were held with 39% of leavers, compared with 11% from the same period last year

9. Recruitment Monitoring

9.1. Information on Recruitment Monitoring for the period April to June 2018 is contained within Appendix 14.

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

- ◆ overall, 1467 applications and 1467 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (135), 94 were shortlisted for interview and 13 were appointed
- ◆ of those applicants of a black/ethnic minority background (25), 11 were shortlisted for interview and 2 were appointed

10. Staffing Watch

10.1. There has been a decrease of 16 in the number of employees in post from 10 March 2018 to 9 June 2018.

11. Employee Implications

11.1. There are no implications for employees arising from the information presented in this report.

12. Financial Implications

12.1. All financial implications are accommodated within existing budgets.

13. Other Implications

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

14. Equality Impact Assessment and Consultation Arrangements

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

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

Paul Manning

Executive Director (Finance and Corporate Resources)

13 July 2018

Link(s) to Council Values/Ambitions/Objectives

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

Previous References

- ◆ Employee Issues Forum, 5 June 2018

List of Background Papers

- ◆ Monitoring information provided by Resources

Contact for Further Information

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

Janet McLuckie, Personnel Officer

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

APT&C				Teachers				Manual Workers				Council Wide			
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019
	%	%	%		%	%	%		%	%	%		%	%	%
April	4.0	4.1	4.2	April	2.9	2.1	1.9	April	6.1	5.2	5.7	April	4.3	3.9	4.1
May	4.2	4.4	4.2	May	3.1	2.7	2.1	May	5.8	5.1	6.1	May	4.4	4.2	4.2
June	4.1	4.1	4.2	June	2.4	2.2	2.3	June	5.6	4.9	6.0	June	4.1	3.9	4.3
July	3.5	3.3		July	1.2	0.8		July	4.7	4.5		July	3.3	3.0	
August	3.7	3.7		August	1.4	1.0		August	5.2	4.5		August	3.6	3.2	
September	4.1	4.4		September	2.4	2.2		September	5.4	5.0		September	4.1	4.0	
October	4.5	4.3		October	2.9	2.4		October	5.6	5.4		October	4.4	4.1	
November	5.0	4.7		November	3.1	3.5		November	6.4	6.1		November	4.9	4.8	
December	5.1	4.9		December	3.2	3.8		December	6.3	6.7		December	4.9	5.1	
January	4.7	5.0		January	2.8	3.0		January	5.5	6.6		January	4.5	5.0	
February	5.1	5.2		February	3.7	3.0		February	5.8	6.5		February	5.0	5.0	
March	5.0	4.8		March	3.4	2.9		March	5.4	6.2		March	4.7	4.7	
Annual Average	4.4	4.4	4.4	Annual Average	2.7	2.5	2.4	Annual Average	5.7	5.6	5.8	Annual Average	4.4	4.2	4.3
Average June	4.1	4.2	4.2	Average June	2.8	2.3	2.1	Average June	5.8	5.1	5.9	Average June	4.3	4.0	4.2

No of Employees at 30 June 2018	6901	No of Employees at 30 June 2018	3709	No of Employees at 30 June 2018	4345	No of Employees at 30 June 2018	14955
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For the financial year 2018/19, the projected average days lost per employee equates to 10.0 days.

**ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Community and Enterprise Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019				
April	4.0	3.9	3.2	April	5.8	5.2	5.4	April	5.3	4.8	5.0	April	4.3	3.9	4.1				
May	4.2	4.4	2.8	May	5.6	5.7	6.0	May	5.2	5.4	5.5	May	4.4	4.2	4.2				
June	3.4	4.2	3.8	June	5.5	5.1	5.8	June	4.9	4.9	5.5	June	4.1	3.9	4.3				
July	2.5	3.4		July	4.4	4.2		July	3.9	4.0		July	3.3	3.0					
August	2.9	3.6		August	5.0	4.5		August	4.4	4.3		August	3.6	3.2					
September	4.4	3.4		September	5.6	5.0		September	5.3	4.8		September	4.1	4.0					
October	4.8	3.8		October	5.8	5.6		October	5.5	5.3		October	4.4	4.1					
November	5.5	4.5		November	6.7	6.2		November	6.4	5.9		November	4.9	4.8					
December	5.3	3.6		December	6.2	6.4		December	6.0	5.9		December	4.9	5.1					
January	4.4	3.0		January	5.7	6.3		January	5.4	5.7		January	4.5	5.0					
February	4.5	3.0		February	6.4	6.8		February	5.9	6.1		February	5.0	5.0					
March	4.2	3.4		March	5.9	6.1		March	5.4	5.6		March	4.7	4.7					
Annual Average	4.2	3.7	3.5	Annual Average	5.7	5.6	5.7	Annual Average	5.3	5.2	5.3	Annual Average	4.4	4.2	4.3				
Average June	3.9	4.2	3.3	Average June	5.6	5.3	5.7	Average June	5.1	5.0	5.3	Average June	4.3	4.0	4.2				
No of Employees at 30 June 2018				548	No of Employees at 30 June 2018				2783	No of Employees at 30 June 2018				3331	No of Employees at 30 June 2018				14955

For the financial year 2018/19, the projected average days lost per employee equates to 13.5 days.

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Education Resources

APT&C				Teachers				Resource Total				Council Wide							
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019				
April	3.4	4.0	4.1	April	2.9	2.1	1.9	April	3.1	2.9	2.8	April	4.3	3.9	4.1				
May	3.8	4.7	4.5	May	3.1	2.7	2.1	May	3.4	3.5	3.1	May	4.4	4.2	4.2				
June	3.8	3.6	4.4	June	2.4	2.2	2.3	June	3.0	2.8	3.2	June	4.1	3.9	4.3				
July	2.9	2.1		July	1.2	0.8		July	1.9	1.3		July	3.3	3.0					
August	3.0	2.7		August	1.4	1.0		August	2.0	1.7		August	3.6	3.2					
September	3.7	4.3		September	2.4	2.2		September	2.9	3.0		September	4.1	4.0					
October	4.2	4.6		October	2.9	2.4		October	3.4	3.3		October	4.4	4.1					
November	5.4	5.0		November	3.1	3.5		November	4.0	4.1		November	4.9	4.8					
December	5.4	5.3		December	3.2	3.8		December	4.1	4.4		December	4.9	5.1					
January	4.7	5.2		January	2.8	3.0		January	3.6	3.9		January	4.5	5.0					
February	5.5	5.5		February	3.7	3.0		February	4.4	4.0		February	5.0	5.0					
March	5.6	4.7		March	3.4	2.9		March	4.3	3.7		March	4.7	4.7					
Annual Average	4.3	4.3	4.4	Annual Average	2.7	2.5	2.4	Annual Average	3.3	3.2	3.2	Annual Average	4.4	4.2	4.3				
Average June	3.7	4.1	4.3	Average June	2.8	2.3	2.1	Average June	3.2	3.1	3.0	Average June	4.3	4.0	4.2				
No of Employees at 30 June 2018				2592	No of Employees at 30 June 2018				3709	No of Employees at 30 June 2018				6301	No of Employees at 30 June 2018				14955

For the financial year 2018/19, the projected average days lost per employee equates to 7.2 days.

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Finance and Corporate Resources

APT&C				Manual Workers			Resource Total			Council Wide					
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019
April	2.6	2.8	3.1	April			8.6	April	2.6	2.8	3.2	April	4.3	3.9	4.1
May	2.2	3.2	3.3	May		0.0	0.4	May	2.2	3.2	3.2	May	4.4	4.2	4.2
June	2.2	3.3	2.5	June		0.0	0.0	June	2.2	3.3	2.5	June	4.1	3.9	4.3
July	2.0	3.1		July		0.0		July	2.0	3.0		July	3.3	3.0	
August	2.2	3.5		August		0.0		August	2.2	3.4		August	3.6	3.2	
September	2.4	4.1		September		0.0		September	2.4	4.1		September	4.1	4.0	
October	2.6	4.4		October		0.0		October	2.6	4.3		October	4.4	4.1	
November	3.1	4.2		November		0.0		November	3.1	4.1		November	4.9	4.8	
December	2.6	3.5		December		0.0		December	2.6	3.4		December	4.9	5.1	
January	2.6	4.1		January		7.0		January	2.6	4.2		January	4.5	5.0	
February	3.8	4.2		February		2.5		February	3.8	4.2		February	5.0	5.0	
March	3.7	3.8		March		16.9		March	3.7	4.0		March	4.7	4.7	
Annual Average	2.7	3.7	3.7	Annual Average		2.4	3.0	Annual Average	2.7	3.7	3.6	Annual Average	4.4	4.2	4.3
Average June	2.3	3.1	3.0	Average June		0.0	3.0	Average June	2.3	3.1	3.0	Average June	4.3	4.0	4.2
No of Employees at 30 June 2018			1023	No of Employees at 30 June 2018			12	No of Employees at 30 June 2018			1035	No of Employees at 30 June 2018			14955

For the financial year 2018/19, the projected average days lost per employee equates to 6.9 days.
 Figures for manual workers only applicable from May 2017/2018

**ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Housing & Technical Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019				
April	4.6	4.3	3.9	April	6.3	4.5	6.5	April	5.1	4.4	4.9	April	4.3	3.9	4.1				
May	4.3	4.2	3.6	May	5.0	3.9	6.5	May	4.5	4.1	4.8	May	4.4	4.2	4.2				
June	4.3	3.9	4.0	June	5.5	4.4	6.2	June	4.7	4.1	4.9	June	4.1	3.9	4.3				
July	4.1	4.3		July	4.5	4.9		July	4.2	4.5		July	3.3	3.0					
August	4.9	4.7		August	5.7	4.0		August	5.1	4.4		August	3.6	3.2					
September	5.1	4.3		September	4.6	4.5		September	5.0	4.4		September	4.1	4.0					
October	5.5	3.8		October	5.0	4.4		October	5.3	4.0		October	4.4	4.1					
November	4.9	4.9		November	6.7	6.4		November	5.5	5.5		November	4.9	4.8					
December	5.0	5.0		December	6.7	9.0		December	5.6	6.6		December	4.9	5.1					
January	5.0	5.4		January	4.3	7.3		January	4.8	6.2		January	4.5	5.0					
February	4.9	5.2		February	4.7	6.1		February	4.8	5.6		February	5.0	5.0					
March	4.7	5.1		March	4.6	6.0		March	4.6	5.4		March	4.7	4.7					
Annual Average	4.8	4.6	4.5	Annual Average	5.3	5.5	6.0	Annual Average	4.9	4.9	5.1	Annual Average	4.4	4.2	4.3				
Average June	4.4	4.1	3.8	Average June	5.6	4.3	6.4	Average June	4.8	4.2	4.9	Average June	4.3	4.0	4.2				
No of Employees at 30 June 2018				896	No of Employees at 30 June 2018				557	No of Employees at 30 June 2018				1453	No of Employees at 30 June 2018				14955

For the financial year 2018/19, the projected average days lost per employee equates to 11.9 days.

**ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Social Work Resources**

	APT&C			Manual Workers				Resource Total				Council Wide			
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019
April	4.8	5.0	5.3	April	6.6	5.6	6.2	April	5.4	5.2	5.6	April	4.3	3.9	4.1
May	5.3	4.9	5.1	May	6.9	4.1	6.2	May	5.8	4.6	5.4	May	4.4	4.2	4.2
June	5.2	5.3	5.2	June	6.2	4.6	6.3	June	5.5	5.1	5.6	June	4.1	3.9	4.3
July	5.0	4.8		July	5.7	4.9		July	5.3	4.8		July	3.3	3.0	
August	4.8	4.9		August	5.4	4.7		August	5.0	4.8		August	3.6	3.2	
September	4.3	5.0		September	5.3	5.2		September	4.7	5.1		September	4.1	4.0	
October	4.7	4.2		October	5.6	5.8		October	5.0	4.8		October	4.4	4.1	
November	5.1	4.4		November	5.4	5.9		November	5.2	4.9		November	4.9	4.8	
December	5.6	5.6		December	6.1	6.1		December	5.8	5.7		December	4.9	5.1	
January	5.5	5.5		January	5.5	7.3		January	5.5	6.1		January	4.5	5.0	
February	5.8	6.1		February	4.8	5.8		February	5.4	6.0		February	5.0	5.0	
March	5.6	5.7		March	4.8	6.5		March	5.3	5.9		March	4.7	4.7	
Annual Average	5.1	5.1	5.2	Annual Average	5.7	5.5	5.9	Annual Average	5.3	5.3	5.4	Annual Average	4.4	4.2	4.3
Average June	5.1	5.1	5.2	Average June	6.6	4.8	6.2	Average June	5.6	5.0	5.5	Average June	4.3	4.0	4.2
No of Employees at 30 June 2018			1840	No of Employees at 30 June 2018			1060	No of Employees at 30 June 2018			2900	No of Employees at 30 June 2018			14955

For the financial year 2018/19, the projected average days lost per employee equates to 12.1 days.

ABSENCE BY LONG AND SHORT TERM

From: 1 April 2018 - 30 June 2018

Resource	No of employees	April 2018			May 2018			June 2018		
		Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %
Community and Enterprise	3331	1.8	3.2	5.0	1.5	4.0	5.5	1.9	3.6	5.5
Education	6301	0.6	2.2	2.8	1.0	2.1	3.1	1.2	2.0	3.2
Finance and Corporate	1035	1.3	1.9	3.2	1.6	1.6	3.2	1.0	1.5	2.5
Housing & Technical	1388	1.7	3.2	4.9	1.3	3.5	4.8	1.7	3.2	4.9
Social Work	2900	1.8	3.8	5.6	1.4	4.0	5.4	1.6	4.0	5.6
Council Overall for April 2018 - June 2018	14955	1.3	2.8	4.1	1.3	2.9	4.2	1.5	2.8	4.3

ATTENDANCE MONITORING
Absence Classification

From : 1 June - 30 June 2018

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1286	34	745	19	78	16	268	19	856	30	3233	26
Psychological	995	27	1318	34	138	28	482	35	850	30	3783	31
Stomach, Bowel, Blood, Metabolic Disorders	381	10	423	11	91	19	196	14	206	7	1297	10
Respiratory	102	3	221	6	19	4	40	3	136	5	518	4
Other Classification	983	26	1160	30	164	33	402	29	831	29	3540	29
Total Days Lost By Resource	3747	100	3867	100	490	100	1388	100	2879	100	12371	100
Total Work Days Available	68173		122590		19485		28479		51753			

From : 1 June - 30 June 2017

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1361	39	624	18	121	17	426	34	810	30	3342	29
Psychological	668	19	1193	35	190	27	297	24	742	27	3090	27
Stomach, Bowel, Blood, Metabolic Disorders	268	8	450	13	110	16	183	15	328	12	1339	12
Respiratory	200	6	224	6	79	11	47	4	166	6	716	6
Other Classification	1021	29	962	28	208	29	286	23	662	24	3139	27
Total Days Lost By Resource	3518	100	3453	100	708	100	1239	100	2708	100	11626	100
Total Work Days Available	72036		124187		214765		30139		53389			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 April 2018 - 30 June 2018 comparison with 1 April 2017 - 30 June 2017

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Apr-Jun 2018)	121	37	50	24	64	142	438
TOTAL (Apr-Jun 2017)	129	36	56	28	65	108	422

No of Employees Referred For Physiotherapy		
RESOURCE	Apr-Jun 2017	Apr-Jun 2018
Community and Enterprise	137	152
Education (Teachers)	65	83
Education (Others)	84	94
Finance and Corporate	21	34
Housing and Technical	72	67
Social Work	140	147
TOTAL	519	577

No of Employees Referred To Employee Support Officer		
RESOURCE	Apr-Jun 2017	Apr-Jun 2018
Community and Enterprise	47	82
Education	84	114
Finance and Corporate	13	22
Housing and Technical	16	30
Social Work	58	79
TOTAL	218	327

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Apr-Jun 2017	Apr-Jun 2018
Community and Enterprise	14	12
Education	18	25
Finance and Corporate	7	3
Housing and Technical	2	7
Social Work	13	14
TOTAL	54	61

Analysis of Counselling Referrals by Cause												
Reason												
Work Stress		Addiction		Personal		Anxiety/ Depression		Bereavement		Total		
M	S	M	S	M	S	M	S	M	S	M	S	
TOTAL (Apr-Jun 2018)	25	2	0	0	93	2	1	0	16	1	135	5
TOTAL (Apr-Jun 2017)	37	7	0	0	69	6	1	0	14	0	121	13
										Total Referrals (Apr-Jun 2018)	140	
										Total Referrals (Apr-Jun 2017)	134	

M = MANAGEMENT REFERRAL S = SELF REFERRAL

ANALYSIS OF ACCIDENTS/INCIDENTS
Comparison
CAUSE OF ACCIDENTS/INCIDENTS TO EMPLOYEES

FROM: 1 April 2018 - 30 June 2018 comparison with 1 April 2017 - 30 June 2017

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
Specified Injury	2	1	1	1	1	0	0	0	0	0	4	2
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	2	1	1	1	1	0	0	0	0	0	4	2
Over 7-day	5	3	0	2	0	0	1	2	0	0	6	7
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 7-day**	5	3	0	2	0	0	1	2	0	0	6	7
Over 3-day	3	1	0	0	0	0	0	0	0	0	3	1
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 3-day**	3	1	0	0	0	0	0	0	0	0	3	1
Minor	10	21	2	7	1	0	7	6	4	10	24	44
Near Miss	4	1	0	0	0	0	2	2	0	2	6	5
Violent Incident: Physical	2	4	110	156	0	0	1	1	12	15	125	176
Violent Incident: Verbal	5	2	5	6	0	6	2	3	7	3	19	20
Total Minor***	21	28	117	169	1	6	12	12	23	30	174	245
Total Accidents/Incidents	31	33	118	172	2	6	13	14	23	30	187	255

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

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

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

RECORD OF DISCIPLINARY HEARINGS

FROM: 1 April 2018 - 30 June 2018 comparison with 1 April 2017 - 30 June 2017

RESOURCE	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 6 Weeks
	APT&C	Manual/ Craft	Teachers	Total	No Action				Action Taken				3	4-6	6+	
					APT&C	Manual / Craft	Teachers	Total	APT&C	Manual / Craft	Teachers	Total				
COMMUNITY AND ENTERPRISE	0	24	N/A	24	0	6	N/A	6	0	18	N/A	18	11	8	5	79%
EDUCATION	0	0	3	3	0	0	0	0	0	0	3	3	1	0	2	33%
FINANCE AND CORPORATE	3	0	N/A	3	0	0	N/A	0	3	0	N/A	3	3	0	0	100%
HOUSING & TECHNICAL	2	4	N/A	6	0	1	N/A	1	2	3	N/A	5	3	2	1	83%
SOCIAL WORK	5	5	N/A	10	0	0	N/A	0	5	5	N/A	10	5	5	0	100%
TOTAL (Apr-Jun 2018)	10	33	3	46	0	7	0	7	10	26	3	39	23	15	8	83%
TOTAL (Apr-Jun 2017)	22	34	3	58	2	4	0	6	20	30	3	53	51	6	2	97%

RESOURCE	No of Appeals				Outcome of Appeals												Appeals Pending
	APT&C	Manual/ Craft	Teachers	Total	Upheld				Upheld in Part				Not Upheld				
					APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	
COMMUNITY AND ENTERPRISE	1	2	N/A	3	0	0	N/A	0	0	0	N/A	0	1	2	0	3	0
HOUSING & TECHNICAL	1	0	N/A	1	1	0	N/A	1	0	0	N/A	0	0	0	0	0	0
SOCIAL WORK	0	1	N/A	1	0	0	N/A	0	0	1	N/A	1	0	0	0	0	0
TOTAL (Apr-Jun 2018)	2	3	0	5	1	0	0	1	1	0	0	1	1	2	0	3	0
TOTAL (Apr-Jun 2017)	4	2	0	6	1	0	0	1	1	1	0	2	2	1	0	3	0

*Resources nil responses are not included in figures

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

APPEALS PANEL

FROM: 1 April 2018 - 30 June 2018

APPEALS PANEL	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
	0	0	2	0	2	2

RECORD OF GRIEVANCES**FROM: 1 April 2018 - 30 June 2018 comparison with 1 April 2017 - 30 June 2017**

GRIEVANCES	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
HOUSING & TECHNICAL	2	0	2	0	0
TOTAL (Apr-Jun 2018)	2	0	2	0	0
TOTAL (Apr-Jun 2017)	4	1	1	2	0

DIGNITY AT WORK**FROM: 1 April 2018 - 30 June 2018 comparison with 1 April 2017 - 30 June 2017**

DIGNITY AT WORK	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
TOTAL (Apr-Jun 2018)	0	0	0	0	0	0
TOTAL (Apr-Jun 2017)	3	2	1	0	0	0

REFERRALS FOR WORKPLACE MEDIATION

As at June 2018

WORKPLACE MEDIATION	Apr-18	May-18	Jun-18
No of Referrals	1	2	0
*No of Successful Cases	1	0	0
*No of Unsuccessful Cases	0	0	0
No of cases unsuitable for mediation	1	1	0

WORKPLACE MEDIATION	Apr-17	May-17	Jun-17
No of Referrals	0	1	1
*No of Successful Cases	0	0	0
*No of Unsuccessful Cases	0	0	0
No of cases unsuitable for mediation	0	1	1

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

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS (April-June 2018)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
CAREER ADVANCEMENT	0	2	5	3	5	15	34
POOR RELATIONSHIPS WITH MANAGERS / CHILD CARING / CARING RESPONSIBILITIES	0	3	0	0	2	5	11
MOVING OUTWITH AREA	0	0	0	0	2	2	5
PERSONAL REASONS	2	0	0	0	0	2	5
FURTHER EDUCATION	0	1	0	0	0	1	2
OTHER	5	4	3	1	3	16	36
NUMBER OF EXIT INTERVIEWS CONDUCTED	7	12	8	4	13	44	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	26	34	12	10	32	114	
% OF LEAVERS INTERVIEWED	27	35	67	40	41	39	

EXIT INTERVIEWS (April-June 2017)

NUMBER OF EXIT INTERVIEWS CONDUCTED	3	4	1	3	3	14	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	45	37	4	12	34	132	
% OF LEAVERS INTERVIEWED	7	11	25	25	9	11	

* Note these totals include temporary employees

RECRUITMENT MONITORING
Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 April 2018 - 30 June 2018

Total Number of applications received:	1467
Total Number of Equal Opportunities Monitoring forms received:	1467
Total Number of posts recruited for:	191
Total Number of appointments:	234

Gender / Disability / Age	Applied	Interviewed	Appointed
Total EO Forms Received	1467	482	234
Total No of Male Applicants	318	101	51
Total No of Female Applicants	1078	356	147
Total No of Disabled Applicants	135	94	13
Total No of applicants aged under 50	1162	389	163
Total No of applicants aged over 50	172	86	43
Total No of White applicants	1345	451	198
Total No of Black/Ethnic minority applicants*	25	11	2

FROM : 1 April 2017 - 30 June 2017

Total Number of applications received:	2524
Total Number of Equal Opportunities Monitoring forms received:	2323
Total Number of posts recruited for:	192
Total Number of appointments:	371

Gender / Disability / Age	Applied	Interviewed	Appointed
Total EO Forms Received	2323	600	267
Total No of Male Applicants	812	121	61
Total No of Female Applicants	1507	299	206
Total No of Disabled Applicants	83	12	7
Total No of applicants aged under 50	1957	355	225
Total No of applicants aged over 50	353	66	43
Total No of White applicants	2233	405	259
Total No of Black/Ethnic minority applicants*	73	10	4

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 9 June 2018**Analysis by Resource**

Resource	Total Number of Employees					Full-Time Equivalent Salary Band											
	Total	Male		Female		Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher		
		F/T	P/T	F/T	P/T												
Community & Enterprise Resources	3119	1366	207	209	1337	2289.05	1.00	1556.90	408.34	246.57	47.44	16.80	4.00	8.00	0.00		
Education - Others	2478	126	78	382	1892	1743.85	1.00	1080.70	470.73	85.88	19.00	15.00	4.00	58.34	9.20		
Education - Teachers	3592	678	61	2203	650	3300.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.60	3296.20		
Finance & Corporate Resources	956	214	17	408	317	847.90	2.00	153.77	361.15	235.27	62.01	26.70	6.00	1.00	0.00		
Housing & Technical	1326	867	15	301	143	1272.42	1.00	187.72	683.95	351.75	35.00	11.00	2.00	0.00	0.00		
Social Work Resources	2792	216	191	896	1489	2398.19	1.00	1342.30	471.78	534.11	21.00	26.00	2.00	0.00	0.00		
Total All Staff	14263	3467	569	4399	5828	8551.41	(excluding Teachers)		6.00	4321.39	2395.95	1453.58	184.45	95.50	18.00	71.94	3305.40

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 10 March 2018**Analysis by Resource**

Resource	Total Number of Employees					Full-Time Equivalent Salary Band											
	Total	Male		Female		Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher		
		F/T	P/T	F/T	P/T												
Community & Enterprise Resources	3093	1335	211	214	1333	2263.69	1.00	1518.89	417.67	245.89	49.44	18.80	4.00	8.00	0.00		
Education - Others	2466	128	75	375	1888	1735.52	1.00	1071.62	469.08	87.58	20.00	15.00	4.00	58.04	9.20		
Education - Teachers	3604	675	63	2210	656	3309.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.60	3304.70		
Finance & Corporate Resources	962	216	16	411	319	853.22	2.00	154.48	361.84	236.99	65.21	25.70	6.00	1.00	0.00		
Housing & Technical	1354	884	14	311	145	1300.77	1.00	191.41	695.52	361.84	37.00	12.00	2.00	0.00	0.00		
Social Work Resources	2800	222	189	901	1488	2406.23	1.00	1344.61	470.83	542.79	19.00	26.00	2.00	0.00	0.00		
Total All Staff	14279	3460	568	4422	5829	11868.73	(excluding Teachers)		6.00	4281.01	2414.94	1475.09	190.65	97.50	18.00	71.64	3313.90