

Report

Report to:	Employee Issues Forum
Date of Meeting:	21 May 2024
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Council-wide Workforce Monitoring – January to March 2024
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period January to March 2024

2. Recommendation(s)

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

(1) that the following employment information for the period January to March 2024 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 March 2024

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 January to March 2024.

4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for March 2024, is provided in appendices 1 to 8. Points to note are:-

The Council's absence rate for March 2024, shown in Appendix 1, is 6.3%, which represents a decrease of 0.1% when compared with last month and the figure has decreased by 0.1% when compared to March 2023.

When compared to March 2023, the APT&C absence rate has increased by 0.1%, the teachers' figure has decreased by 0.5% and the manual workers' figure has decreased by 0.2%.

Based on annual trends and the absence rate to March 2024, the average absence rate for the Council for the financial year 2023/2024 is 5.4%.

In comparison to March 2023 (Appendix 8):-

- ◆ psychological and musculoskeletal conditions are the main reasons for absence
- ◆ total days lost due to psychological conditions have decreased by 186 days
- ◆ total days lost due to musculoskeletal conditions have decreased by 57 days
- ◆ total days lost due to respiratory conditions have decreased by 662 days
- ◆ total days lost due to stomach, bowel, blood and metabolic disorders have increased by 392 days

Managers follow the procedures outlined in the Maximising Attendance Policy to support employees to remain at work, or to return to work after a sickness absence. There are comprehensive employee supports in place and additionally, Personnel Services work in close partnership with line managers and Resource Management Teams on a case management basis to ensure that appropriate actions are taken.

5. Occupational Health

5.1. Information on Occupational Health for the period January to March 2024 is provided in Appendix 9.

- ◆ during the period there were 512 employees referred for a medical examination, an increase of 143 when compared to the same period last year. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals
- ◆ a total of 568 employees attended physiotherapy treatment, showing an increase of 14 when compared to the same period last year. Of the 568 employees referred, 72% remained at work whilst undertaking treatment
- ◆ during this period 551 employees were referred to the Employee Support Officer, showing an increase of 60 when compared with the same period last year. Of the referrals made this period, 86% related to personal reasons
- ◆ 233 employees were referred to the PAM Assist counselling service this period, showing an increase of 52 when compared with the same period last year. All the referrals made this period were from management and none were made directly by employees. Personal reasons accounted for 24% of the referrals made, 28% were for work related reasons and 48% was for other reasons
- ◆ 11 employees were referred for Cognitive Behavioural Therapy this period, an increase of 2 when compared to the same period last year

6. Accidents/Incidents

6.1. The accident/incident report for January to March 2024 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 645, this figure has increased by 88 from the same period last year
- ◆ there was 1 specified injury recorded, this figure has decreased by 1 from the same period last year
- ◆ there were 633 minor accidents/incidents, this figure has increased by 89 from the same period last year
- ◆ there were 2 accidents resulting in an absence lasting over 3 days during the period, this figure remains unchanged from the same period last year
- ◆ there were 9 accidents resulting in an absence lasting over 7 days during the period, this figure remains unchanged 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 January to March 2024 is contained in appendices 11, 12a and 12b.

- ◆ in total, 46 disciplinary hearings were held across Resources within the Council, this figure has decreased by 20 when compared to the same period last year
- ◆ action was taken in 40 of these cases. No appeals were raised against the outcomes
- ◆ our target is to convene disciplinary hearings within 6 weeks, 87% of hearings met this target
- ◆ during the period, 6 appeals were heard by the Appeals Panel, of which 1 was upheld in part and 5 were not upheld. One appeals panel was withdrawn
- ◆ at the end of March, 3 Appeals Panels were pending
- ◆ during the period, 3 grievance cases were raised
- ◆ during the period, no Dignity at Work cases were raised
- ◆ during the period, 1 referral for mediation was submitted

8. Analysis of Leavers and Exit Interviews

8.1. Information on the number of leavers and exit interviews for the period January to March 2024 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 March 2024, the Council's turnover figure for January to March 2024 is as follows:-

172 leavers eligible for exit interviews/14,969 employees in post = Labour Turnover of 1.1%.

Based on the figure at March 2024, the annual labour turnover figure for the financial year 2023/2024 for the Council is 4.7%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ there were a total of 172 employees leaving the Council that were eligible for an exit interview, a decrease of 3 when compared with the same period last year
- ◆ there were a total of 54 exit interviews conducted which is a decrease of 9 when compared with same period last year

8.3. When processing an employee termination, managers are asked to identify whether they intend to replace the employee who had left the Council. If they indicate that they do not intend to replace the employee, they are asked to select from four options:-

- ◆ plan to hold for savings
- ◆ fill on a fixed term basis pending savings
- ◆ transfer budget to another post
- ◆ end of fixed term contract

8.4. Appendix 13a provides information relating to vacant posts and whether these are being replaced or held for savings. From January to March 2024, 435 employees (327.29 FTE) left employment. Managers indicated that 354 posts (256.95 FTE) would be replaced, 4 posts (3.36 FTE) were being filled on a temporary basis, 59

posts (54.11 FTE) were due to the end of fixed term contracts, 16 posts (11.27 FTE) were being left vacant pending savings or service reviews and 2 posts (1.60 FTE) are planning to be removed for savings.

9. Recruitment Monitoring

9.1. Information on Recruitment Monitoring for January to March 2024 is contained within Appendix 14.

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

- ◆ overall, 2653 applications and 2591 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (89), 51 were shortlisted for interview and 10 were appointed
- ◆ of those applicants of a black/ethnic minority background (385), 77 were shortlisted for interview and 11 were appointed
- ◆ of those applicants who are veterans (33), 15 were shortlisted for interview and no one was appointed

10. Staffing Watch

10.1 There has been a decrease of 204 in the number of employees in post from 9 December 2023 to 9 March 2024. Details of the staffing watch are contained in Appendix 15.

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. Climate Change, Sustainability and Environmental Implications

13.1. There are no climate change, sustainability or environmental implications arising from the information presented in this report.

14. Other Implications

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

15. Equality Impact Assessment and Consultation Arrangements

15.1. 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.

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

Jackie Taylor
Executive Director (Finance and Corporate Resources)

19 April 2024

Link(s) to Council Values/Priorities/Outcomes

- ◆ 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 March 2024

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:-

Elaine Maxwell, HR Business Manager

Ext: 4647 (Tel: 01698 454647)

E-mail: Elaine.Maxwell@southlanarkshire.gov.uk

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Council Wide

APT&C			Teachers			Manual Workers			Council Wide						
2021 / 2022	2022 / 2023	2023 / 2024	2021 / 2022	2022 / 2023	2023 / 2024	2021 / 2022	2022 / 2023	2023 / 2024	2021 / 2022	2022 / 2023	2023 / 2024				
%	%	%	%	%	%	%	%	%	%	%	%				
April	4.1	5.2	5.2	April	2.5	2.7	2.8	April	6.2	8.8	7.0	April	4.3	5.6	5.1
May	4.7	5.0	5.1	May	3.2	3.6	3.2	May	6.7	7.6	6.2	May	4.9	5.4	5.1
June	4.4	5.0	4.9	June	2.6	2.6	2.2	June	7.0	8.1	6.5	June	4.7	5.3	4.7
July	4.1	4.5	4.0	July	1.1	1.4	1.1	July	6.3	7.4	5.8	July	4.0	4.6	3.8
August	4.6	4.3	4.2	August	2.0	1.4	1.3	August	7.3	7.4	6.2	August	4.7	4.4	4.1
September	6.1	5.2	5.2	September	4.4	2.8	2.9	September	8.5	8.0	7.6	September	6.4	5.4	5.3
October	6.0	5.7	5.2	October	4.1	3.4	2.7	October	8.7	8.1	7.1	October	6.3	5.8	5.1
November	6.5	6.3	6.1	November	5.6	4.7	4.3	November	8.7	8.6	8.1	November	6.9	6.5	6.2
December	6.2	6.7	6.7	December	6.1	5.3	4.8	December	8.8	8.9	7.8	December	6.9	7.0	6.6
January	6.7	5.2	5.8	January	3.9	4.3	4.8	January	10.1	8.0	7.8	January	7.0	5.8	6.1
February	6.5	5.7	6.3	February	3.7	4.1	4.9	February	9.5	7.9	8.0	February	6.6	5.9	6.4
March	8.0	6.2	6.3	March	4.3	4.6	4.1	March	11.3	8.3	8.1	March	7.9	6.4	6.3
Annual Average	5.7	5.4	5.4	Annual Average	3.6	3.4	3.3	Annual Average	8.3	8.1	7.2	Annual Average	5.9	5.7	5.4
No of Employees at 31 March 2024			7673	No of Employees at 31 March 2024			3983	No of Employees at 31 March 2024			4409	No of Employees at 31 March 2024			16065

**Absence Trends - 2021/2022, 2022/2023 & 2023/2024
Community and Enterprise Resources**

APT&C				Manual Workers				Resource Total				Council Wide			
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024
	%	%	%		%	%	%		%	%	%		%	%	%
April	2.3	4.4	3.6	April	5.7	7.3	6.3	April	5.2	6.9	6.0	April	4.3	5.6	5.1
May	2.7	3.9	3.7	May	6.4	6.8	6.3	May	5.9	6.3	5.9	May	4.9	5.4	5.1
June	2.8	3.5	4.3	June	6.6	7.2	5.9	June	6.0	6.7	5.7	June	4.7	5.3	4.7
July	2.9	3.9	2.3	July	5.3	5.9	4.6	July	4.9	5.6	4.3	July	4.0	4.6	3.8
August	2.9	3.4	3.0	August	6.4	6.6	5.2	August	5.9	6.1	4.9	August	4.7	4.4	4.1
September	3.4	3.1	2.5	September	8.2	7.9	7.1	September	7.5	7.1	6.4	September	6.4	5.4	5.3
October	3.8	5.1	2.0	October	7.9	7.5	7.0	October	7.3	7.1	6.3	October	6.3	5.8	5.1
November	3.5	4.2	2.6	November	8.0	8.3	8.1	November	7.3	7.7	7.3	November	6.9	6.5	6.2
December	4.2	3.7	3.0	December	8.0	8.8	7.5	December	7.4	8.0	6.8	December	6.9	7.0	6.6
January	3.6	2.6	3.6	January	9.6	7.4	7.4	January	8.6	6.7	6.9	January	7.0	5.8	6.1
February	4.4	3.6	4.0	February	9.5	7.4	7.8	February	8.7	6.9	7.2	February	6.6	5.9	6.4
March	6.0	3.9	3.2	March	11.0	7.9	7.9	March	10.2	7.3	7.2	March	7.9	6.4	6.3
Annual Average	3.5	3.8	3.2	Annual Average	7.7	7.4	6.8	Annual Average	7.1	6.9	6.2	Annual Average	5.9	5.7	5.4
No of Employees at 31 March 2024			527	No of Employees at 31 March 2024			2805	No of Employees at 31 March 2024			3332	No of Employees at 31 March 2024			16065

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Education Resources

APT&C			Teachers			Resource Total			Council Wide						
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024
	%	%	%		%	%	%		%	%	%		%	%	%
April	4.8	5.5	5.0	April	2.5	2.7	2.8	April	3.5	4.0	3.8	April	4.3	5.6	5.1
May	5.7	5.5	5.4	May	3.2	3.6	3.2	May	4.4	4.5	4.2	May	4.9	5.4	5.1
June	4.7	5.1	4.8	June	2.6	2.6	2.2	June	3.5	3.7	3.4	June	4.7	5.3	4.7
July	3.4	3.8	3.4	July	1.1	1.4	1.1	July	2.1	2.5	2.2	July	4.0	4.6	3.8
August	3.8	3.6	4.0	August	2.0	1.4	1.3	August	2.8	2.4	2.5	August	4.7	4.4	4.1
September	6.4	5.8	5.9	September	4.4	2.8	2.9	September	5.3	4.1	4.3	September	6.4	5.4	5.3
October	6.6	6.5	5.5	October	4.1	3.4	2.7	October	5.2	4.8	4.0	October	6.3	5.8	5.1
November	8.0	7.9	7.1	November	5.6	4.7	4.3	November	6.7	6.2	5.6	November	6.9	6.5	6.2
December	8.0	8.5	8.1	December	6.1	5.3	4.8	December	7.0	6.8	6.3	December	6.9	7.0	6.6
January	8.1	6.1	6.6	January	3.9	4.3	4.8	January	5.8	5.1	5.6	January	7.0	5.8	6.1
February	7.2	6.8	7.2	February	3.7	4.1	4.9	February	5.3	5.4	6.0	February	6.6	5.9	6.4
March	9.5	7.0	7.5	March	4.3	4.6	4.1	March	6.7	5.7	5.7	March	7.9	6.4	6.3
Annual Average	6.4	6.0	5.9	Annual Average	3.6	3.4	3.3	Annual Average	4.9	4.6	4.5	Annual Average	5.9	5.7	5.4
No of Employees at 31 March 2024			3542	No of Employees at 31 March 2024			3983	No of Employees at 31 March 2024			7525	No of Employees at 31 March 2024			16065

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Finance and Corporate Resources

APT&C			Manual Workers				Resource Total				Council Wide						
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		
	%	%	%		%	%	%		%	%	%		%	%	%		
April	2.6	2.8	3.6	April	0.0	0.0	0.0	April	2.6	2.8	3.6	April	4.3	5.6	5.1		
May	3.3	3.2	3.9	May	0.0	0.0	0.0	May	3.3	3.2	3.9	May	4.9	5.4	5.1		
June	3.5	4.0	4.2	June	0.0	0.0	0.0	June	3.5	4.0	4.2	June	4.7	5.3	4.7		
July	3.3	3.9	3.5	July	0.0	0.0	0.0	July	3.3	3.9	3.5	July	4.0	4.6	3.8		
August	3.6	4.1	3.8	August	0.0	0.0	0.0	August	3.6	4.1	3.8	August	4.7	4.4	4.1		
September	4.0	3.6	3.9	September	0.0	0.0	0.0	September	4.0	3.6	3.9	September	6.4	5.4	5.3		
October	3.6	3.8	3.2	October	0.0	0.0	0.0	October	3.6	3.8	3.2	October	6.3	5.8	5.1		
November	4.3	3.4	3.5	November	0.0	0.0	0.0	November	4.3	3.4	3.5	November	6.9	6.5	6.2		
December	3.8	4.3	3.3	December	0.0	0.0	0.0	December	3.8	4.3	3.3	December	6.9	7.0	6.6		
January	3.8	4.3	2.8	January	0.0	0.0	0.0	January	3.8	4.3	2.8	January	7.0	5.8	6.1		
February	3.4	3.8	3.5	February	0.0	0.0	0.0	February	3.4	3.8	3.5	February	6.6	5.9	6.4		
March	3.4	3.8	2.6	March	0.0	0.0	0.0	March	3.4	3.8	2.6	March	7.9	6.4	6.3		
Annual Average	3.6	3.8	3.5	Annual Average	0.0	0.0	0.0	Annual Average	3.6	3.8	3.5	Annual Average	5.9	5.7	5.4		
No of Employees at 31 March 2024			879	No of Employees at 31 March 2024				0	No of Employees at 31 March 2024				879	No of Employees at 31 March 2024			16065

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024
	%	%	%		%	%	%		%	%	%		%	%	%
April	3.2	5.5	5.7	April	3.6	10.6	6.9	April	3.3	7.6	6.2	April	4.3	5.6	5.1
May	2.9	4.5	4.9	May	4.2	8.1	6.1	May	3.4	6.0	5.4	May	4.9	5.4	5.1
June	3.5	4.9	5.4	June	6.2	8.5	6.8	June	4.6	6.4	6.0	June	4.7	5.3	4.7
July	4.0	5.5	5.0	July	5.7	8.9	8.1	July	4.7	6.9	6.2	July	4.0	4.6	3.8
August	4.9	4.7	5.1	August	7.9	7.1	8.5	August	6.2	5.7	6.4	August	4.7	4.4	4.1
September	5.8	4.5	4.7	September	8.1	6.3	7.8	September	6.8	5.2	6.0	September	6.4	5.4	5.3
October	5.2	4.3	4.9	October	9.0	7.8	5.2	October	6.8	5.8	5.0	October	6.3	5.8	5.1
November	5.7	4.6	4.8	November	9.2	7.8	6.7	November	7.2	5.9	5.6	November	6.9	6.5	6.2
December	4.6	4.4	5.1	December	9.5	7.2	7.4	December	6.7	5.6	6.0	December	6.9	7.0	6.6
January	5.2	4.5	4.4	January	8.8	5.5	6.0	January	6.7	4.9	5.0	January	7.0	5.8	6.1
February	6.4	4.4	5.2	February	8.5	6.2	6.3	February	7.3	5.1	5.6	February	6.6	5.9	6.4
March	7.8	5.3	5.3	March	10.7	6.8	7.2	March	9.0	5.9	6.1	March	7.9	6.4	6.3
Annual Average	4.9	4.8	5.0	Annual Average	7.6	7.6	6.9	Annual Average	6.1	5.9	5.8	Annual Average	5.9	5.7	5.4
No of Employees at 31 March 2024			875	No of Employees at 31 March 2024			565	No of Employees at 31 March 2024			1440	No of Employees at 31 March 2024			16065

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Social Work Resources

APT&C			Manual Workers			Resource Total			Council Wide						
2021 / 2022	2022 / 2023	2023 / 2024	2021 / 2022	2022 / 2023	2023 / 2024	2021 / 2022	2022 / 2023	2023 / 2024	2021 / 2022	2022 / 2023	2023 / 2024				
%	%	%	%	%	%	%	%	%	%	%	%				
April	4.5	6.2	6.5	April	9.6	12.6	9.4	April	6.2	8.3	7.4	April	4.3	5.6	5.1
May	5.0	5.7	5.8	May	9.3	10.1	8.4	May	6.5	7.1	6.6	May	4.9	5.4	5.1
June	3.9	5.9	5.5	June	7.6	11.3	8.6	June	5.2	7.6	6.5	June	4.7	5.3	4.7
July	6.1	6.0	5.4	July	10.3	11.8	8.8	July	7.5	7.9	6.5	July	4.0	4.6	3.8
August	7.3	6.0	4.8	August	10.2	10.8	8.6	August	8.2	7.5	6.0	August	4.7	4.4	4.1
September	7.6	5.9	5.6	September	10.3	9.6	9.3	September	8.5	7.1	6.8	September	6.4	5.4	5.3
October	6.9	5.8	6.5	October	11.3	10.4	8.5	October	8.4	7.3	7.1	October	6.3	5.8	5.1
November	6.2	6.0	7.3	November	10.8	10.4	9.0	November	7.7	7.4	7.8	November	6.9	6.5	6.2
December	5.5	6.4	7.4	December	11.1	10.6	9.5	December	7.3	7.7	8.1	December	6.9	7.0	6.6
January	7.4	5.2	7.0	January	13.0	12.0	10.3	January	9.2	7.4	8.1	January	7.0	5.8	6.1
February	7.5	5.8	7.0	February	10.1	11.0	9.9	February	8.3	7.5	7.9	February	6.6	5.9	6.4
March	8.0	7.0	7.1	March	12.8	10.9	9.4	March	9.5	8.2	7.9	March	7.9	6.4	6.3
Annual Average	6.3	6.0	6.3	Annual Average	10.5	11.0	9.1	Annual Average	7.7	7.6	7.2	Annual Average	5.9	5.7	5.4
No of Employees at 31 March 2024			1850	No of Employees at 31 March 2024			1039	No of Employees at 31 March 2024			2889	No of Employees at 31 March 2024			16065

Absence by long and short term										
From: 1 January 2024 to 31 March 2024										
Resource	No of employees	January 2024			February 2024			March 2024		
		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	3332	2.6	4.3	6.9	2.5	4.7	7.2	2.6	4.6	7.2
Education	7525	2.2	3.4	5.6	2.3	3.7	6.0	2.0	3.7	5.7
Finance and Corporate	879	1.3	1.5	2.8	1.9	1.6	3.5	1.0	1.6	2.6
Housing & Technical	1440	1.4	3.6	5.0	2.2	3.4	5.6	2.1	4.0	6.1
Social Work	2889	2.4	5.7	8.1	2.6	5.3	7.9	2.7	5.2	7.9
Council Overall for January 2024 to March 2024	16065	2.2	3.9	6.1	2.3	4.1	6.4	2.2	4.1	6.3

**Attendance Monitoring
Absence Classification**

From : 1 March 2024 - 31 March 2024

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	1278	26	1046	12	66	15	364	21	696	17	3450	18
Psychological	1374	28	3213	38	168	39	642	37	1560	39	6957	35
Stomach, Bowel, Blood, Metabolic Disorders	594	12	969	11	31	7	168	10	437	11	2199	11
Respiratory	578	12	1388	16	68	16	219	13	529	13	2782	14
Other Classification	1065	22	1923	23	99	23	329	19	816	20	4232	22
Total Days Lost By Resource	4889	100	8539	100	432	100	1722	100	4038	100	19620	100
Total Work Days Available	67903		148948		16594		28239		51296			

From : 1 March 2023 - 31 March 2023

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	1445	26	1116	12	132	18	551	30	783	18	4027	19
Psychological	1320	24	3405	37	312	43	489	27	1617	36	7143	33
Stomach, Bowel, Blood, Metabolic Disorders	410	8	891	10	40	5	208	11	258	6	1807	8
Respiratory	914	17	1512	17	92	13	235	13	691	16	3444	16
Other Classification	1375	25	2207	24	158	22	330	18	1099	25	5169	24
Total Days Lost By Resource	5464	100	9131	100	734	100	1813	100	4448	100	21590	100
Total Work Days Available	74511		160501		19349		30800		54099			

*WDL = Work Days Lost

Occupational Health Reports

From: 1 January - 31 March 2024 comparison with 1 January - 31 March 2023

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
Total (Jan - Mar 2024)	149	72	81	11	63	136	512
Total (Jan - Mar 2023)	100	35	51	22	49	112	369

No of Employees Referred For Physiotherapy			No of Employees Referred To Employee Support Officer			No of Employees Referred For Cognitive Behavioural Therapy		
Resource	Jan - Mar 2023	Jan - Mar 2024	Resource	Jan - Mar 2023	Jan - Mar 2024	Resource	Jan - Mar 2023	Jan - Mar 2024
Community and Enterprise	129	142	Community and Enterprise	87	121	Community and Enterprise	0	0
Education (Teachers)	91	79	Education	234	238	Education	4	4
Education (Others)	114	118	Finance and Corporate	21	24	Finance and Corporate	0	0
Finance and Corporate	34	27	Housing and Technical	28	41	Housing and Technical	0	0
Housing and Technical	54	72	Social Work	121	127	Social Work	1	2
Social Work	132	130	Total	491	551	Not Disclosed	4	5
Total	554	568				Total	9	11

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 (Jan - Mar 2024)	66	0	0	0	55	0	38	0	74	0	233	0
Total (Jan - Mar 2023)	29	0	0	0	128	0	10	0	14	0	181	0
Total											Total Referrals (Jan - Mar 2024)	233
											Total Referrals (Jan - Mar 2023)	181

M = MANAGEMENT REFERRAL S = SELF REFERRAL

**Analysis of Accidents/ Incidents
Comparison
Cause of Accidents/ Incidents to employees**

From: 1 January - 31 March 2024 comparison with 1 January - 31 March 2023

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024
Specified Injury	1	1	0	0	0	0	0	0	1	0	2	1
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	1	1	0	0	0	0	0	0	1	0	2	1
Over 7-day	7	7	1	2	0	0	0	0	1	0	8	9
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**	7	7	1	2	0	0	0	0	1	0	9	9
Over 3-day	0	1	1	0	0	0	0	0	1	1	2	2
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**	0	1	1	0	0	0	0	0	1	1	2	2
Minor	25	18	32	39	1	1	8	4	25	22	91	84
Near Miss	7	7	3	5	0	0	2	0	0	1	12	13
Violent Incident: Physical	4	14	376	437	0	0	0	0	23	24	403	475
Violent Incident: Verbal	1	3	25	52	0	0	1	0	11	6	38	61
Total Minor***	37	42	436	533	1	1	11	4	59	53	544	633
Total Accidents/Incidents	45	51	438	535	1	1	11	4	62	54	557	645

*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 specified 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 January - 31 March 2024 comparison with 1 January - 31 March 2023

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	23	N/A	23	0	1	N/A	1	0	22	N/A	22	14	5	4	83%
Education	5	6	2	13	2	2	1	5	3	4	1	8	9	3	1	92%
Housing and Technical	1	1	N/A	2	0	0	N/A	0	1	1	N/A	2	1	1	0	100%
Social Work	0	8	N/A	8	0	0	N/A	0	0	8	N/A	8	5	2	1	88%
Total (Jan - Mar 2024)	6	38	2	46	2	3	1	6	4	35	1	40	29	11	6	87%
Total (Jan - Mar 2023)	9	54	3	66	1	5	1	7	8	49	2	59	21	32	13	80%

Resource	No of Appeals				Outcome of Appeals												Appeals Pending	
	APT&C	Manual/ Craft	Teachers	Total	Upheld				Upheld in Part				Not Upheld					
					APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total		
Total (Jan - Mar 2024)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total (Jan - Mar 2023)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*Resources nil responses are not included in figures

Appeal's Panel

From: 1 January - 31 March 2024

Appeal's Panel	Upheld	Upheld in Part	Not Upheld	Total	Withdrawn	Appeals pending to date
Total	0	1	5	6	1	3

Record of Grievances

From: 1 January - 31 March 2024 comparison with 1 January - 31 March 2023

Grievances	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
Total (Jan - Mar 2024)	3	1	0	0	2
Total (Jan - Mar 2023)	0	0	0	0	0

Dignity at Work

From: 1 January - 31 March 2024 comparison with 1 January - 31 March 2023

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 (Jan - Mar 2024)	0	0	0	0	0	0
Total (Jan - Mar 2023)	4	2	2	0	0	0

Referrals for Workplace Mediation

As at March 2024

Workplace Mediation	Jan-24	Feb-24	Mar-24
No of Referrals	1	0	0
*No of Successful Cases	0	0	0
*No of Unsuccessful Cases	0	0	0
No of cases unsuitable for mediation	0	1	0

Workplace Mediation	Jan-23	Feb-23	Mar-23
No of Referrals	0	0	0
*No of Successful Cases	0	0	0
*No of Unsuccessful Cases	0	0	0
No of cases unsuitable for mediation	0	0	0

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

Analysis of leavers and exit interviews							
From 1 January - 31 March 2024							
Reason for leaving	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
Career Advancement	0	11	2	7	4	24	44%
Personal Reasons	1	3	1	0	2	7	13%
Disatisfaction with terms and conditions	3	1	0	1	0	5	9%
Moving outwith area	0	1	1	2	1	5	9%
Poor relationship with managers / colleagues	2	1	1	1	0	5	9%
Child Caring / Caring Responsibilities	0	0	1	0	1	2	4%
Further Education	0	0	0	0	1	1	2%
Travelling difficulties	0	1	0	0	0	1	2%
Other	2	1	0	0	1	4	7%
Number of exit interviews conducted	8	19	6	11	10	54	
Total no. of leavers per Resource eligible for an exit interview	50	60	8	15	39	172	
% of leavers interviewed	16%	32%	75%	73%	26%	31%	
From 1 January - 31 March 2023							
Number of exit interviews conducted	10	28	5	6	14	63	
Total no. of leavers per Resource eligible for an exit interview	37	71	17	13	37	175	
% of leavers interviewed	27%	39%	29%	46%	38%	36%	
* Note these totals include temporary employees							

Appendix 13a

January to March 2024	Number of leavers		Replace Employee		Filling on a temp basis		Plan to transfer this budget to another post		End of fixed term post		Leave vacant pending savings or service review		Plan to remove for savings	
	Total FTE*	Total H/C**	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C
Community & Enterprise	138.41	193.00	83.43	134.00	1.36	2.00	0.00	0.00	51.16	53.00	2.46	4.00	0.00	0.00
Education	98.93	123.00	89.83	112.00	2.00	2.00	0.00	0.00	2.00	2.00	5.10	7.00	0.00	0.00
Finance & Corporate	14.24	22.00	14.24	22.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Housing & Technical	23.66	28.00	23.06	27.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.60	1.00
Social Work	52.05	69.00	46.39	59.00	0.00	0.00	0.00	0.00	0.95	4.00	3.71	5.00	1.00	1.00
Total	327.29	435	256.95	354	3.36	4	0.00	0	54.11	59	11.27	16	1.60	2
Cumulative Grand Total	1270.47	1754	1157.24	1587	10.92	44	0.95	1	67.12	78	29.11	37	5.13	7

Recruitment Monitoring
Analysis of Gender, Disability, Ethnicity and Age

From : 1 January - 31 March 2024

Total Number of applications received:	2653
Total Number of Equal Opportunities Monitoring forms received:	2591
Total Number of posts recruited for:	384
Total Number of appointments:	325

Gender / Disability / Age						
	Applied	Interviewed	Appointed	% of Applicants interviewed	% of Applicants appointed	% of Interviewees appointed
Total EO Forms Received	2591	890	281	34%	11%	32%
Total No of Male Applicants	797	254	71	32%	9%	28%
Total No of Female Applicants	1791	612	196	34%	11%	32%
Total No of Disabled Applicants	89	51	10	57%	11%	20%
Total No of applicants aged under 50	1879	622	194	33%	10%	31%
Total No of applicants aged over 50	693	238	72	34%	10%	30%
Total No of White applicants	2162	782	254	36%	12%	32%
Total No of Black/Ethnic minority applicants*	385	77	11	20%	3%	14%
Total No of Veteran applicants	33	15	0	45%	0%	0%

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

From : 1 January - 31 March 2023

Total Number of applications received:	1366
Total Number of Equal Opportunities Monitoring forms received:	1285
Total Number of posts recruited for:	346
Total Number of appointments:	183

Gender / Disability / Age						
	Applied	Interviewed	Appointed	% of Applicants interviewed	% of Applicants appointed	% of Interviewees appointed
Total EO Forms Received	1285	566	173	44%	13%	31%
Total No of Male Applicants	470	192	44	41%	9%	23%
Total No of Female Applicants	779	352	96	45%	12%	27%
Total No of Disabled Applicants	43	27	4	63%	9%	15%
Total No of applicants aged under 50	927	380	107	41%	12%	28%
Total No of applicants aged over 50	323	150	35	46%	11%	23%
Total No of White applicants	1109	498	135	45%	12%	27%
Total No of Black/Ethnic minority applicants*	133	31	2	23%	2%	6%
Total No of Veteran applicants	36	17	1	47%	3%	6%

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 9 MARCH 2024

Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent									
	Total	Male		Female		Salary Band									
		F/T	P/T	F/T	P/T	Total	Chief Officer	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
Community & Enterprise Resources	2993	1112	273	198	1410	2074.37	5.00	1412.35	348.58	244.59	43.55	15.30	0.00	5.00	0.00
Education - Others	3311	128	101	661	2421	2416.53	4.96	1179.23	962.79	146.09	46.00	10.60	0.00	62.06	4.80
Education - Teachers	3880	696	80	2181	923	3492.85	0.00	0.00	0.00	0.00	1.00	0.00	0.00	6.60	3485.25
Finance & Corporate Resources	816	192	15	387	222	743.11	6.00	97.71	353.48	210.14	52.78	23.00	0.00	0.00	0.00
Housing & Technical	1273	787	24	330	132	1213.09	3.00	188.11	630.82	352.56	29.60	9.00	0.00	0.00	0.00
Social Work Resources	2696	202	203	994	1297	2359.33	3.00	327.92	1441.30	496.46	56.30	34.35	0.00	0.00	0.00
Total All Staff	14969	3117	696	4751	6405	8806.43	(excluding Teachers)								
						12299.28	21.96	3205.32	3736.97	1449.84	228.23	93.25	0.00	73.66	3490.05

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 9 DECEMBER 2023

Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent									
	Total	Male		Female		Salary Band									
		F/T	P/T	F/T	P/T	Total	Chief Officer	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
Community & Enterprise Resources	3114	1222	269	202	1421	2188.21	5.00	1514.30	359.98	244.18	44.05	15.70	0.00	5.00	0.00
Education - Others	3309	125	96	668	2420	2415.94	4.00	1184.67	959.54	143.27	46.00	11.00	0.00	62.66	4.80
Education - Teachers	3915	698	81	2217	919	3528.45	0.00	0.00	0.00	0.00	0.00	1.00	0.00	6.60	3520.85
Finance & Corporate Resources	830	192	14	399	225	753.56	8.00	104.29	350.02	216.67	53.28	21.30	0.00	0.00	0.00
Housing & Technical	1278	791	24	330	133	1217.72	3.00	200.18	619.36	355.58	29.60	10.00	0.00	0.00	0.00
Social Work Resources	2727	200	210	1001	1316	2386.18	3.00	333.37	1458.96	525.30	31.80	33.75	0.00	0.00	0.00
Total All Staff	15173	3228	694	4817	6434	8961.61	(excluding Teachers)								
						12490.06	23.00	3336.81	3747.86	1485.00	204.73	92.75	0.00	74.26	3525.65