

# Report

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Report to:	<b>Employee Issues Forum</b>
Date of Meeting:	<b>25 May 2010</b>
Report by:	<b>Executive Director (Corporate Resources)</b>

Subject:	<b>Council-wide Workforce Monitoring - January to March 2010</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for January to March 2010

## 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 2010 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 13 March 2010

## 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 2010.

## 4. Attendance Statistics

4.1. Information on absence statistics as analysed for the most recent month of March 2010, for the Council and each Resource is provided in Appendices 1 to 10. Points to note are:-

- ◆ The Council's absence rate for March 2010 is 4.5%, a decrease of 0.1% when compared with last month. When compared to March 2009 this figure has increased by 0.1%.
- ◆ When compared to March 2009, the APT&C figure has decreased by 0.2%, the teachers' figure has decreased by 0.2%, the manual worker figure has increased by 0.7%.

- ◆ Based on the absence rate for March 2010, the overall absence rate for the Council for the financial year 2009/2010 is 4%. This equates to 9.8 days being lost per employee.

In comparison to March 2009:-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have increased by 1,414 days; this increase is reflected across the majority of Resources with the most significant increase in Community Resources by 605 days.
- ◆ Total days lost due to psychological conditions have increased by 528 days; with the most significant increase in Community Resources by 236 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 62 days; this decrease is reflected across the majority of Resources with the most significant decrease in Education Resources by 221 days.
- ◆ Total days lost due to respiratory conditions have decreased by 287 days; this decrease is reflected across the majority of Resources with the most significant decrease in Education Resources by 142 days.

## **5. Occupational Health**

5.1 Information on Occupational Health for the period January to March 2010 is provided in Appendix 11.

- ◆ In comparison to the same period last year there has been a decrease of 31 employees being referred for a medical examination. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ A total of 454 employees attended physiotherapy treatment, showing an increase of 6 when compared to the same period last year. Of the 454 employees referred, 80% remained at work whilst undertaking treatment.
- ◆ During this period there were 178 employees referred to the Employee Support Officer, showing an increase of 28 when compared to the same period last year. Of those referrals made this period, 75% related to personal reasons.
- ◆ 134 employees were referred to the Employee Counselling Service this period, a decrease of 53 when compared with the same period last year.
- ◆ Of the 134 referrals made this period, 120 were from management and 14 were from employees. Personal reasons accounted for 64% of the referrals made and 28% were for work related reasons.

## **6. Accidents/Incidents**

6.1 The monthly accident/incident report for the period January to March 2010 is contained in Appendix 12.

- ◆ The number of accidents/incidents recorded was 236 this is an increase of 77 from the same period last year.
- ◆ Major accidents/incidents have increased overall by 1 compared to the same period last year.
- ◆ Minor accidents/incidents have increased overall by 66 when compared to the same period last year.

- ◆ There were 23 accidents resulting in absences lasting over 3 days during the period, an increase of 10 when compared with the same period last year.

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

7.1 Information on Disciplinary, Grievance Hearings and Dignity at Work for the period January to March 2010 is contained in Appendices 13 and 14.

- ◆ In total, 81 disciplinary hearings were held across Resources within the Council, a decrease of 16 when compared to the same period last year.
- ◆ Action was taken in 74 of these cases, and there were no appeals raised against the outcomes.
- ◆ Our target is to convene disciplinary hearings within 6 weeks, 77% of hearings met this target.
- ◆ During the period 1 appeal was heard by the Appeals Panel, which was not upheld.
- ◆ During the period 1 appeal was withdrawn.
- ◆ At the end of March 2010, 3 appeals were pending.
- ◆ During the period 9 grievances and 7 Dignity at Work cases were raised.
- ◆ During the period 6 mediation referrals were submitted.

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

8.1 Labour turnover

Information on the number of leavers and exit interviews for the period January to March 2010 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 13 March 2010 the Labour Turnover figure for the period January to March 2010 is as follows:-

64 leavers/15471 employees in post = Labour Turnover of 0.4%

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

8.2 Analysis of Leavers and Exit Interviews

- ◆ There were a total of 64 employees leaving the Council that were eligible for exit interview compared with 101 in the same period last year.
- ◆ Exit interviews were held with 58% of leavers compared to 73% last year.

## **9 Recruitment Monitoring**

9.1 Information on Recruitment Monitoring for January to March 2010 is contained within Appendix 16.

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

- ◆ Overall, 1053 applications were received and 1049 individuals completed Equal Opportunities Monitoring Forms.
- ◆ Of those applicants who declared themselves as disabled (31), 10 were shortlisted for interview and 1 was appointed.

- ◆ Of those applicants of a black/ethnic minority background (40), 8 were shortlisted for interview and 3 were appointed.

## **10 Staffing Watch**

- 10.1 There has been a decrease of 223 employees in post from 12 December 2009 to 13 March 2010. (Appendix 17). This decrease is attributable to general movement .

## **11 Employee Implications**

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

## **12 Financial Implications**

- 12.1 All financial implications are accommodated within existing budgets.

## **13 Other Implications**

- 13.1 None

## **14 Equality Impact Assessment and Consultation Arrangements**

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

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

**Robert McIlwain**  
**Executive Director (Corporate Resources)**

9 May 2010

### **Link(s) to Council Objectives**

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

### **Previous References**

- ◆ Employee Issues Forum 2 March 2010

### **List of Background Papers**

- ◆ Monitoring information provided by Resources

### **Contact for Further Information**

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

Eileen McPake, Personnel Officer

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

APT&C			Teachers			Manual Workers			Council Wide						
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010
	%	%	%		%	%	%		%	%	%		%	%	%
April	3.6	4.3	3.6	April	3.0	3.4	3.2	April	4.3	4.9	4.0	April	3.6	4.3	3.6
May	3.8	4.1	3.7	May	3.6	2.8	3.7	May	4.5	4.8	4.7	May	3.9	4.0	4.0
June	3.7	3.9	3.5	June	3.1	2.8	3.2	June	4.6	4.6	4.5	June	3.8	3.8	3.7
July	3.5	3.2	2.9	July	1.4	1.5	1.2	July	4.1	3.6	3.9	July	3.2	2.9	2.8
August	3.5	3.2	3.2	August	1.7	1.6	1.6	August	4.7	3.8	4.4	August	3.4	3.0	3.2
September	3.8	3.8	4.0	September	3.0	2.8	2.8	September	5.2	4.7	5.0	September	4.0	3.8	4.0
October	3.9	3.8	3.9	October	3.0	2.8	3.4	October	5.1	4.8	4.8	October	4.0	3.8	4.0
November	4.2	4.6	4.3	November	3.7	4.0	4.7	November	5.5	5.2	5.8	November	4.5	4.6	4.8
December	3.9	4.8	3.9	December	3.5	4.5	3.6	December	5.7	5.2	5.3	December	4.3	4.8	4.2
January	4.4	4.5	3.9	January	3.8	4.1	4.2	January	5.8	4.6	5.2	January	4.7	4.4	4.3
February	4.6	4.1	4.0	February	3.8	4.9	4.6	February	5.8	4.9	5.5	February	4.7	4.5	4.6
March	4.4	4.2	4.0	March	4.2	4.7	4.5	March	5.3	4.6	5.3	March	4.6	4.4	4.5
Annual Average	3.9	4.0	3.7	Annual Average	3.2	3.3	3.4	Annual Average	5.1	4.6	4.9	Annual Average	4.1	4.0	4.0

No of Employees at 31 Mar 2010	7692	No of Employees at 31 Mar 2010	3553	No of Employees at 31 Mar 2010	4795	No of Employees at 31 Mar 2010	16040
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- (1) Unpaid special leave is included in all absence rates.
- (2) For the Council as a whole the rate of unpaid special leave was so small it was negligible.
- (3) Projected average number of days lost, based on employees headcount annually is 9.8 days.

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

APT&C			Manual Workers				Resource Total				Council Wide							
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010			
April	5.4	5.9	2.5	April	4.0	4.5	4.1	April	4.2	4.7	3.9	April	3.6	4.3	3.6			
May	4.6	3.8	2.5	May	4.3	4.9	4.8	May	4.3	4.7	4.5	May	3.9	4.0	4.0			
June	2.9	3.4	2.6	June	4.3	4.4	4.5	June	4.1	4.3	4.2	June	3.8	3.8	3.7			
July	4.3	3.2	2.6	July	3.5	2.8	3.5	July	3.6	2.8	3.3	July	3.2	2.9	2.8			
August	3.4	4.0	3.2	August	4.1	3.1	4.0	August	4.0	3.3	3.9	August	3.4	3.0	3.2			
September	4.0	3.8	3.6	September	4.9	4.4	4.9	September	4.8	4.3	4.8	September	4.0	3.8	4.0			
October	4.0	4.0	4.3	October	4.8	4.7	4.8	October	4.7	4.6	4.7	October	4.1	3.8	4.0			
November	3.9	4.5	4.6	November	5.4	5.2	5.8	November	5.2	5.1	5.6	November	4.5	4.6	4.8			
December	4.0	4.5	4.5	December	5.6	5.3	5.3	December	5.3	5.2	5.2	December	4.3	4.8	4.2			
January	3.9	4.0	4.5	January	5.7	4.6	5.2	January	5.4	4.5	5.1	January	4.7	4.4	4.3			
February	5.2	3.7	4.0	February	5.5	4.8	5.6	February	5.5	4.6	5.4	February	4.7	4.5	4.6			
March	5.2	3.4	4.1	March	4.9	4.7	5.5	March	5.0	4.5	5.3	March	4.6	4.4	4.5			
Annual Average	4.2	4.0	3.6	Annual Average	4.8	4.5	4.8	Annual Average	4.7	4.4	4.7	Annual Average	4.1	4.0	4.0			
No of Employees at 31 Mar 2010			491	No of Employees at 31 Mar 2010				3016	No of Employees at 31 Mar 2010				3507	No of Employees at 31 Mar 2010				16040

For Community Resources the absence rate for unpaid special leave was nil.  
Average number of days lost per employee annually is 12.1 days.

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

Resource Total (APT&C)			Council Wide				
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010
April	1.2	1.5	2.7	April	3.6	4.3	3.6
May	1.6	1.8	3.4	May	3.9	4.0	4.0
June	2.4	2.8	3.5	June	3.8	3.8	3.7
July	2.2	2.2	3.6	July	3.2	2.9	2.8
August	1.5	2.1	3.6	August	3.4	3.0	3.2
September	2.3	1.5	3.5	September	4.0	3.8	4.0
October	2.5	1.6	4.1	October	4.1	3.8	4.0
November	2.9	2.8	4.2	November	4.5	4.6	4.8
December	2.1	3.9	3.7	December	4.3	4.8	4.2
January	2.4	3.8	3.7	January	4.7	4.4	4.3
February	2.1	2.5	3.3	February	4.7	4.5	4.6
March	2.7	3.6	2.3	March	4.6	4.4	4.5
Annual Average	2.2	2.5	3.5	Annual Average	4.1	4.0	4.0

  

No of Employees at 31 Mar 2010	317	No of Employees at 31 Mar 2010	16040
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For Corporate Resources the absence rate for unpaid special leave was 0.5%.  
Average number of days lost per employee annually is 8.6 days.

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

APT&C			Teachers				Resource Total				Council Wide							
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010			
April	3.7	4.3	4.4	April	3.0	3.4	3.2	April	3.3	3.7	3.7	April	3.6	4.3	3.6			
May	4.3	4.4	4.9	May	3.6	2.8	3.7	May	3.8	3.4	4.2	May	3.9	4.0	4.0			
June	4.2	4.0	4.6	June	3.1	2.8	3.2	June	3.5	3.3	3.8	June	3.8	3.8	3.7			
July	2.8	2.6	2.6	July	1.4	1.5	1.2	July	1.9	1.9	1.7	July	3.2	2.9	2.8			
August	3.1	2.8	3.0	August	1.7	1.6	1.6	August	2.2	2.1	2.2	August	3.4	3.0	3.2			
September	3.6	4.0	4.7	September	3.0	2.8	2.8	September	3.2	3.3	3.6	September	4.0	3.8	4.0			
October	3.5	3.8	4.3	October	3.0	2.8	3.4	October	3.2	3.2	3.7	October	4.1	3.8	4.0			
November	4.5	5.9	4.9	November	3.7	4.0	4.7	November	4.0	4.7	4.8	November	4.5	4.6	4.8			
December	4.0	6.1	4.1	December	3.5	4.5	3.6	December	3.7	5.1	3.8	December	4.3	4.8	4.2			
January	4.6	5.8	4.3	January	3.8	4.1	4.2	January	4.1	4.8	4.2	January	4.7	4.4	4.3			
February	4.9	5.2	4.6	February	3.8	4.9	4.6	February	4.2	5.0	4.6	February	4.7	4.5	4.6			
March	4.5	5.5	4.6	March	4.2	4.7	4.5	March	4.3	5.0	4.5	March	4.6	4.4	4.5			
Annual Average	4.0	4.5	4.3	Annual Average	3.2	3.3	3.4	Annual Average	3.5	3.8	3.7	Annual Average	4.1	4.0	4.0			
No of Employees at 31 Mar 2010			2534	No of Employees at 31 Mar 2010				3553	No of Employees at 31 Mar 2010				6087	No of Employees at 31 Mar 2010				16040

For Education Resources the absence rate for unpaid special leave was 0.6%  
Average number of days lost per employee annually is 9.2 days.

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

APT&C			Manual Workers			Resource Total			Council Wide						
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010
April	3.0	3.2	1.7	April	4.7	4.7	4.0	April	3.5	3.7	2.4	April	3.6	4.3	3.6
May	3.4	3.0	2.4	May	6.9	3.3	5.5	May	4.4	3.1	3.4	May	3.9	4.0	4.0
June	3.7	3.4	2.1	June	6.8	3.2	5.7	June	4.5	3.3	3.3	June	3.8	3.8	3.7
July	3.6	2.9	2.1	July	5.9	2.5	5.5	July	4.3	2.8	3.2	July	3.2	2.9	2.8
August	3.5	2.4	2.2	August	6.7	3.5	7.3	August	4.4	2.7	3.9	August	3.4	3.0	3.2
September	3.8	2.0	2.8	September	4.4	3.7	8.0	September	4.0	2.5	4.5	September	4.0	3.8	4.0
October	5.1	2.1	3.0	October	2.5	3.3	6.2	October	4.4	2.4	4.0	October	4.1	3.8	4.0
November	4.0	3.1	2.6	November	4.2	5.1	7.1	November	4.0	3.7	4.1	November	4.5	4.6	4.8
December	3.6	3.5	2.3	December	3.2	4.1	6.5	December	3.5	3.7	3.7	December	4.3	4.8	4.2
January	3.4	3.2	3.2	January	3.1	3.5	5.2	January	3.3	3.3	3.9	January	4.7	4.4	4.3
February	2.7	2.8	3.0	February	4.3	4.3	4.0	February	3.2	3.3	3.3	February	4.7	4.5	4.6
March	3.9	2.6	1.8	March	5.6	3.7	5.2	March	4.4	3.0	2.9	March	4.6	4.4	4.5
Annual Average	3.6	2.9	2.4	Annual Average	4.9	3.7	5.9	Annual Average	4.0	3.1	3.6	Annual Average	4.1	4.0	4.0
No of Employees at 31 Mar 2010			459	No of Employees at 31 Mar 2010			224	No of Employees at 31 Mar 2010			683	No of Employees at 31 Mar 2010			16040

For Enterprise Resources the absence rate for unpaid special leave was nil  
Average number of days lost per employee annually is 9.0 days.

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

Resource Total (APT&C)				Council Wide			
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010
April	2.4	3.3	1.8	April	3.6	4.3	3.6
May	2.3	2.3	2.1	May	3.9	4.0	4.0
June	2.2	1.6	2.2	June	3.8	3.8	3.7
July	2.8	1.9	2.1	July	3.2	2.9	2.8
August	2.5	2.0	1.8	August	3.4	3.0	3.2
September	2.6	1.6	1.6	September	4.0	3.8	4.0
October	2.3	1.8	2.2	October	4.1	3.8	4.0
November	2.9	2.6	3.1	November	4.5	4.6	4.8
December	3.1	3.0	2.4	December	4.3	4.8	4.2
January	4.1	2.7	1.4	January	4.7	4.4	4.3
February	3.6	2.7	2.1	February	4.7	4.5	4.6
March	3.5	1.7	1.1	March	4.6	4.4	4.5
Annual Average	2.9	2.3	2.0	Annual Average	4.1	4.0	4.0

  

<b>No of Employees at 31 Mar 2010</b>	<b>330</b>	<b>No of Employees at 31 Mar 2010</b>	<b>16040</b>
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For Finance & Information Technology the absence rate for unpaid special leave was so small it was negligible  
Average number of days lost per employee annually is 5.0 days.

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

APT&C				Manual Workers				Resource Total				Council Wide							
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010				
April	3.1	4.3	3.4	April	4	6.7	3.7	April	3.4	5.0	3.5	April	3.6	4.3	3.6				
May	3.3	4.4	3.5	May	3.5	5.8	4.5	May	3.3	4.8	3.8	May	3.9	4.0	4.0				
June	3.4	4.5	3.0	June	4.4	7.1	4.9	June	3.7	5.2	3.5	June	3.8	3.8	3.7				
July	3.9	4.5	3.2	July	4.8	7.3	5.4	July	4.1	5.3	3.8	July	3.2	2.9	2.8				
August	3.6	4.0	3.5	August	5.1	6.6	5.4	August	4.1	4.8	4.0	August	3.4	3.0	3.2				
September	4.0	4.3	3.7	September	5.0	5.9	5.0	September	4.3	4.7	4.1	September	4.0	3.8	4.0				
October	4.1	4.7	3.2	October	5.2	5.1	4.4	October	4.5	4.8	3.5	October	4.1	3.8	4.0				
November	4.5	4.7	3.5	November	5.6	5.7	6.2	November	4.7	5.0	4.3	November	4.5	4.6	4.8				
December	4.1	4.9	3.1	December	6.1	4.7	4.1	December	4.7	4.8	3.4	December	4.3	4.8	4.2				
January	4.4	4.2	3.4	January	5.7	4.1	3.8	January	4.8	4.2	3.5	January	4.7	4.4	4.3				
February	4.7	4.1	4.4	February	7.5	4.5	5.7	February	5.5	4.2	4.8	February	4.7	4.5	4.6				
March	4.1	3.5	4.4	March	7.3	3.7	5.3	March	4.9	3.6	4.6	March	4.6	4.4	4.5				
Annual Average	3.9	4.3	3.5	Annual Average	5.4	5.6	4.9	Annual Average	4.3	4.7	3.9	Annual Average	4.1	4.0	4.0				
No of Employees at 31 Mar 2010				1556	No of Employees at 31 Mar 2010				550	No of Employees at 31 Mar 2010				2106	No of Employees at 31 Mar 2010				16040

For Housing & Technical Resources the rate of unpaid special leave was nil.  
Average number of days lost per employee annually is 9.6 days.

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

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

No of Employees at 31 Mar 2010	2005	No of Employees at 31 Mar 2010	1005	No of Employees at 31 Mar 2010	3010	No of Employees at 31 Mar 2010	16040
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For Social Work Resources the absence rate for unpaid special was so small it was negligible.  
Average number of days lost per employee annually is 9.3 days.

## ABSENCE BY LONG AND SHORT TERM

From : 1 January 2010 - 31 March 2010

Resource	No of employees	January 2010			February 2010			March 2010		
		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	3507	1.9	3.2	<b>5.1</b>	1.8	3.6	<b>5.4</b>	2.0	3.3	<b>5.3</b>
Corporate	317	2.1	1.6	<b>3.7</b>	1.8	1.5	<b>3.3</b>	1.2	1.1	<b>2.3</b>
Education	6087	2.2	2.0	<b>4.2</b>	2.0	2.6	<b>4.6</b>	1.6	2.9	<b>4.5</b>
Enterprise	683	1.6	2.3	<b>3.9</b>	1.5	1.8	<b>3.3</b>	1.2	1.7	<b>2.9</b>
Finance, Procurement & IT	330	1.2	0.2	<b>1.4</b>	2.1	0.0	<b>2.1</b>	1.0	0.1	<b>1.1</b>
Housing & Technical	2106	1.9	1.6	<b>3.5</b>	2.5	2.3	<b>4.8</b>	1.9	2.7	<b>4.6</b>
Social Work	3010	2.2	2.6	<b>4.8</b>	1.8	2.4	<b>4.2</b>	1.8	2.6	<b>4.4</b>
<b>Council Overall for Jan 10 - Mar 10</b>	<b>16040</b>	<b>2.0</b>	<b>2.3</b>	<b>4.3</b>	<b>2.0</b>	<b>2.6</b>	<b>4.6</b>	<b>1.8</b>	<b>2.7</b>	<b>4.5</b>

## ATTENDANCE MONITORING

## ABSENCE CLASSIFICATIONS

From : 1 March - 31 March 2010

REASONS	Community Resources		Corporate Resources		Education Resources		Enterprise Resources		Finance, Procurement and IT Resources		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
MUSCULOSKELETAL	1704	40	40	26	1469	25	183	41	25	31	667	32	780	31	4868	31
PSYCHOLOGICAL	1025	24	11	7	1366	23	103	23	0	0	536	25	466	18	3507	22
STOMACH, BOWEL, BLOOD, METABOLIC DISORDERS	338	8	44	28	931	16	29	6	26	32	302	14	420	16	2090	13
RESPIRATORY	311	7	27	17	573	10	49	11	21	26	164	8	276	11	1421	9
OTHERS	893	21	33	21	1655	28	87	19	9	11	441	21	614	24	3732	24
<b>Total Days Lost By Resource</b>	4271	100	155	100	5994	100	451	100	81	100	2110	100	2556	100	15618	100
<b>Total Work Days Available</b>	80661		6752		132929		15297		7175		45745		58076			

\*WDL = Work Days Lost

## OCCUPATIONAL HEALTH REPORTS

FROM: 1 January 2010 - 31 March 2010 comparison with 1 January 2009 - 31 March 2009

MEDICAL REFERRALS	Community	Corporate	Education		Enterprise	Finance & IT	Housing & Technical	Social Work	Totals
			Teachers	Others					
TOTAL (Jan-Mar 2010)	68	13	23	19	2	5	53	38	221
TOTAL (Jan-Mar 2009)	110	8	15	36	0	5	39	39	252

RESOURCE	NO OF EMPLOYEES REFERRED FOR PHYSIOTHERAPY	
	Jan-Mar 2009	Jan-Mar 2010
	COMMUNITY	103
CORPORATE	6	11
EDUCATION (TEACHERS)	50	59
EDUCATION (OTHERS)	74	71
ENTERPRISE	35	20
FINANCE & IT	4	12
HOUSING & TECH	50	69
SOCIAL WORK	126	120
TOTAL	448	454

RESOURCE	NO OF EMPLOYEES REFERRED TO EMPLOYEE SUPPORT OFFICER	
	Jan-Mar 2009	Jan-Mar 2010
	COMMUNITY	54
CORPORATE	3	0
EDUCATION	42	42
ENTERPRISE	5	6
FINANCE & IT	2	0
HOUSING & TECHNICAL	20	34
SOCIAL WORK	24	37
TOTAL	150	178

## ANALYSIS OF COUNSELLING REFERRALS BY CAUSE

	REASON												TOTAL		
	WORK STRESS		STRESS		ADDICTION		PERSONAL		ANXIETY/ DEPRESSION		GRIEF				
	M	S	M	S	M	S	M	S	M	S	M	S	M	S	
TOTAL (Jan-Mar 2010)	33	5	0	0	6	0	77	9	0	0	4	0	120	14	
TOTAL (Jan-Mar 2009)	30	2	0	0	10	5	112	16	4	0	8	0	164	23	
TOTAL											Total Referrals (Jan-Mar 2010)		134		
													Total Referrals (Jan-Mar 2009)		187

M = MANAGEMENT REFERRAL S = SELF REFERRAL

\*Resources nil responses are not included in figures

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

FROM: 1 January 2010 - 31 March 2010 comparison with 1 January 2009 - 31 March 2009

	Community		Corporate		Education		Enterprise		Finance & IT		Housing & Tech		Social Work		TOTAL	
	Jan-Mar 2010	Jan-Mar 2009	Jan-Mar 2010	Jan-Mar 2009	Jan-Mar 2010	Jan-Mar 2009	Jan-Mar 2010	Jan-Mar 2009								
Major Injuries	0	0	0	0	1	0	1	0	0	0	0	1	0	0	2	1
Violent Incident: Physical****	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Major*</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>
Over 3-day Absences	8	5	0	0	4	2	1	2	0	0	6	4	0	0	19	13
Violent Incident: Physical****	0	0	0	0	0	0	0	0	0	0	0	0	3	0	3	0
Violent Incident: Verbal*****	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
<b>Total Over 3-day**</b>	<b>9</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>23</b>	<b>13</b>
Minor	17	19	2	0	10	18	4	1	1	0	20	15	10	6	64	59
Near Miss	1	0	1	0	1	1	1	0	0	0	1	0	0	0	5	1
Violent Incident: Physical****	0	2	0	0	92	29	1	0	0	0	1	2	12	15	106	48
Violent Incident: Verbal*****	0	5	0	0	15	18	5	2	0	0	4	6	12	6	36	37
<b>Total Minor***</b>	<b>18</b>	<b>26</b>	<b>3</b>	<b>0</b>	<b>118</b>	<b>66</b>	<b>11</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>26</b>	<b>23</b>	<b>34</b>	<b>27</b>	<b>211</b>	<b>145</b>
<b>Total Accidents/Incidents</b>	<b>27</b>	<b>31</b>	<b>3</b>	<b>0</b>	<b>123</b>	<b>68</b>	<b>13</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>32</b>	<b>28</b>	<b>37</b>	<b>27</b>	<b>236</b>	<b>159</b>

-  
 \*A Major injury is defined by HSE as an accident connected with work and your employee, or self employed person working on the premises sustaining a injury, such as those identified in the OHSMS Work Instruction 3.B.3

\*\*An Over 3-day injury is one which is not "Major" but results in the injured person being away from work OR unable to do their full range of their normal duties for more than three days, including any days they would not normally be expected to work such as weekends, rests days or holidays, not counting the day of the injury itself.

\*\*\* A minor injury is an injury not covered by "Over 3-day" or "Major".

\*\*\*\*Physical violent incidents are included in the "Major" figures, where applicable, to provide the "Total Major" figures.

\*\*\*\*Physical violent incidents and \*\*\*\*\* Verbal Violent Incidents are included in the "Over 3-day" figures, where applicable, to provide the "Total Over 3-day" figures.

\*\*\*\*Physical Violent Incidents and \*\*\*\*\* Verbal Violent Incidents are included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.

## RECORD OF DISCIPLINARY HEARINGS

FROM: 1 January 2010 - 31 March 2010 comparison with 1 January 2009 - 31 March 2009

RESOURCE	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 6 Weeks	No of Non-White employees Disciplined
	APT&C	Manual/ Craft	Teachers	Total	No Action				Action Taken				3	4-6	6+		
					APT&C	Manual / Craft	Teachers	Total	APT&C	Manual / Craft	Teachers	Total					
COMMUNITY	5	28	N/A	33	0	3	N/A	3	5	25	N/A	30	27	3	3	91%	0
CORPORATE/EDUCATION/ FINANCE & IT	4	0	1	5	1	0	N/A	1	3	0	1	4	4	1	0	100%	0
ENTERPRISE	5	10	N/A	15	1	1	N/A	2	4	9	N/A	13	12	1	2	87%	0
HOUSING & TECHNICAL	6	8	N/A	14	0	0	N/A	0	6	8	N/A	14	6	3	5	64%	0
SOCIAL WORK	13	1	N/A	14	1	0	N/A	1	12	1	N/A	13	4	1	9	36%	0
<b>TOTAL (Jan-Mar 2010)</b>	<b>33</b>	<b>47</b>	<b>1</b>	<b>81</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>7</b>	<b>30</b>	<b>43</b>	<b>1</b>	<b>74</b>	<b>53</b>	<b>9</b>	<b>19</b>	<b>77%</b>	<b>0</b>
<b>TOTAL (Jan-Mar 2009)</b>	<b>34</b>	<b>61</b>	<b>2</b>	<b>97</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>10</b>	<b>30</b>	<b>55</b>	<b>2</b>	<b>87</b>	<b>66</b>	<b>24</b>	<b>7</b>	<b>93%</b>	<b>0</b>

RESOURCE	No of Appeals				Outcome of Appeals											Appeals Pending	No of Non-white employees who appealed	
	APT&C	Manual/ Craft	Teachers	Total	Upheld				Upheld in Part				Not Upheld					
					APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Total			
<b>TOTAL (Jan-Mar 2010)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL (Jan-Mar 2009)</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*Resources nil responses are not included in figures

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

## CORPORATE RESOURCES APPEAL PANEL

FROM: 1 January 2010 - 31 March 2010

	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
<b>TOTAL</b>	0	0	1	1	2	3

**RECORD OF GRIEVANCES****FROM: 1 January 2010 - 31 March 2010 comparison with 1 January 2009 - 31 March 2009**

GRIEVANCES	No of Non-White employees who submitted a grievance	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (Jan-Mar 2010)	0	9	1	4	0	4
TOTAL (Jan-Mar 2009)	0	15	1	2	0	12

**DIGNITY AT WORK****FROM: 1 January 2010 - 31 March 2010 comparison with 1 January 2009 - 31 March 2009**

DIGNITY AT WORK	No of Non-White employees who submitted a complaint	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
TOTAL (Jan-Mar 2010)	0	7	0	1	0	0	6
TOTAL (Jan-Mar 2009)	0	5	1	0	0	0	4

\*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.

**REFERRALS FOR MEDIATION****FROM: 1 January 2010 - 31 March 2010**

MEIDATION	No of Non-White employees referred for mediation	No of Mediation Referrals	Mediation Not Applicable	Written Agreement Achieved	Still in process
TOTAL (Jan-Mar 2010)	0	6	1	2	3

## ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

## EXIT INTERVIEWS (January-March 2010)

REASONS FOR LEAVING	COMMUNITY	CORPORATE	EDUCATION	ENTERPRISE	FINANCE & IT	HOUSING & TECHNICAL	SOCIAL WORK	TOTAL	%
CAREER ADVANCEMENT	2	0	7	2	1	1	8	21	56
MOVING OUTWITH AREA	0	2	1	0	0	0	2	5	14
CHILD CARING / CARING RESPONSIBILITIES	1	0	0	0	0	0	3	4	11
OTHER	1	0	4	0	0	1	1	7	19
<b>NUMBER OF EXIT INTERVIEWS CONDUCTED</b>	<b>4</b>	<b>2</b>	<b>12</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>14</b>	<b>37</b>	
<b>TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW</b>	<b>18</b>	<b>3</b>	<b>15</b>	<b>2</b>	<b>1</b>	<b>9</b>	<b>16</b>	<b>64</b>	
<b>% OF LEAVERS INTERVIEWED</b>	<b>22</b>	<b>67</b>	<b>80</b>	<b>100</b>	<b>100</b>	<b>22</b>	<b>88</b>	<b>58</b>	

## EXIT INTERVIEWS (January-March 2009)

<b>NUMBER OF EXIT INTERVIEWS CONDUCTED (LAST YEAR)</b>	<b>26</b>	<b>2</b>	<b>23</b>	<b>1</b>	<b>3</b>	<b>4</b>	<b>15</b>	<b>74</b>	
<b>TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW</b>	<b>32</b>	<b>3</b>	<b>37</b>	<b>2</b>	<b>3</b>	<b>7</b>	<b>17</b>	<b>101</b>	
<b>% OF LEAVERS INTERVIEWED (LAST YEAR)</b>	<b>81</b>	<b>67</b>	<b>62</b>	<b>50</b>	<b>100</b>	<b>57</b>	<b>88</b>	<b>73</b>	

\* Note these totals include temporary employees

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

FROM : 1 January 2010 - 31 March 2010

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

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

FROM : 1 January 2009 - 31 March 2009

Total Number of applications received:	<b>1867</b>
Total Number of Equal Opportunities Monitoring forms received:	<b>1814 (97%)</b>
Total Number of posts recruited for:	<b>122</b>
Total Number of appointments:	<b>124</b>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
<b>Total EO Forms Received</b>	<b>1814</b>	<b>438</b>	<b>118</b>
Total No of Male Applicants	561	106	22
Total No of Female Applicants	993	255	63
Total No of Disabled Applicants	34	11	0
Total No of applicants aged under 50	297	107	31
Total No of applicants aged over 50	39	16	8
Total No of White applicants	1229	306	74
Total No of Black/Ethnic minority applicants*	20	7	1

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

**QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 13 March 2010****Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	3206	1186	192	336	1492
Corporate Resources	311	63	4	180	64
Education - Others	2501	211	69	548	1673
Education - Teachers	3432	732	32	2100	568
Enterprise Resources	658	468	7	143	40
Finance & IT Resources	327	137	3	144	43
Housing & Technical	2080	1072	24	717	267
Social Work Resources	2956	305	133	1065	1453
<b>Total All Staff</b>	<b>15471</b>	<b>4174</b>	<b>464</b>	<b>5233</b>	<b>5600</b>

Total	Full-Time Equivalent Salary Band								
	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
	2301.34	1.00	790.89	156.24	113.20	26.46	13.00	3.00	1197.55
286.69	2.00	68.97	89.83	78.69	21.60	18.60	5.00	2.00	0.00
1802.12	1.00	1198.41	300.07	127.39	38.80	23.00	8.00	73.85	31.60
3171.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.50	3161.10
637.26	1.00	51.73	100.61	190.78	51.00	21.60	4.00	216.54	0.00
310.11	1.00	31.79	80.47	130.74	43.11	20.00	3.00	0.00	0.00
1965.66	1.00	357.25	938.29	460.06	42.86	24.00	3.00	139.20	0.00
2526.38	1.00	1348.17	574.80	522.14	22.00	23.00	3.00	32.27	0.00
<b>9829.56</b>	<b>(excluding Teachers)</b>								
<b>13001.16</b>	<b>8.00</b>	<b>3847.21</b>	<b>2240.31</b>	<b>1623.00</b>	<b>245.83</b>	<b>143.20</b>	<b>29.00</b>	<b>1671.91</b>	<b>3192.70</b>

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

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

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	3221	1178	208	298	1537
Corporate Resources	314	53	1	196	64
Education - Teachers	3618	775	47	2182	614
Education - Others	2468	196	55	534	1683
Enterprise Resources	669	476	5	148	40
Finance & IT Resources	322	135	4	141	42
Housing & Technical	2103	1083	12	727	281
Social Work Resources	2979	306	134	1048	1491
<b>Total All Staff</b>	<b>15694</b>	<b>4202</b>	<b>466</b>	<b>5274</b>	<b>5752</b>

Total	Full-Time Equivalent Salary Band				
	A1	A2	B	C	Other
	2313.47	5.0	15.0	164.13	466.62
267.80	16.0	13.6	74.5	163.7	*
3324.91	386.00	2938.91	*	*	*
1784.24	10.0	25.0	187.5	1561.71	*
647.60	5.0	33.6	212.0	180.8	216.2
294.90	6.0	24.0	143.7	121.2	*
1978.88	10.0	38.9	367.9	1018.30	543.8
2539.30	5.0	31.0	590.98	1912.32	*
<b>9826.19</b>	<b>(excluding Teachers)</b>				
<b>13151.10</b>	<b>443.00</b>	<b>3120.02</b>	<b>1740.76</b>	<b>5424.65</b>	<b>2422.67</b>

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

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

