

Report

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Report to:	Corporate Resources Committee
Date of Meeting:	15 February 2012
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Council-wide Workforce Monitoring – October and November 2011
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for October and November 2011

2. Recommendation(s)

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

(1) that the following employment information for October and November 2011 relating to the Council be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work hearings
- ◆ labour turnover/analysis of leavers and exit interviews
- ◆ recruitment monitoring

3. Background

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

- ◆ The Council's absence rate for November 2011 is 4.3%, an increase of 0.4% when compared with last month and when compared to November 2010 this figure has increased by 0.1%.
- ◆ When compared to November 2010, the APT&C figure remains unchanged, the teachers' figure has increased by 0.3% and the manual worker figure remains unchanged.
- ◆ Based on annual trends and the absence rate for November 2011, the overall absence rate for the Council for the financial year 2011/2012 is 3.7%. This equates to 8.5 days being lost per employee.

In comparison to November 2010:-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 176 days; this decrease is reflected across most Resources.
- ◆ Total days lost due to psychological conditions have increased by 249 days; this increase is reflected across most Resources.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have increased by 71 days; this increase is reflected across most Resources.
- ◆ Total days lost due to respiratory conditions have decreased by 151 days; this decrease is reflected across most Resources.

5. Occupational Health

5.1 Information on Occupational Health for the period October and November 2011 is provided in Appendix 11.

- ◆ In comparison to the same period last year there has been a decrease of 1 employee being referred for a medical examination. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ A total of 242 employees attended physiotherapy treatment, showing a decrease of 1 when compared to the same period last year. Of the 242 employees referred, 78% remained at work whilst undertaking treatment.
- ◆ During this period there were 111 employees referred to the Employee Support Officer, showing an increase of 16 when compared to the same period last year. Of those referrals made this period, 79% related to personal reasons.
- ◆ 87 employees were referred to the Employee Counselling Service this period, a decrease of 22 when compared with the same period last year. Of the 87 referrals made this period, 82 were from management and 5 were from employees.
- ◆ Personal reasons accounted for 77% of the referrals made and 17% were for work related reasons.

6. Accidents/Incidents

6.1 The monthly accident/incident report for October and November 2011 is contained in Appendix 12.

- ◆ The number of accidents/incidents recorded was 93, this is a decrease of 21 from the same period last year (114).
- ◆ There were 2 major accidents/incidents recorded, this figure remains unchanged when compared to the same period last year.
- ◆ Minor accidents/incidents have decreased overall by 11 when compared to the same period last year (97).
- ◆ There were 5 accidents resulting in absences lasting over 3 days during the period, a decrease 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 October and November 2011 is contained in Appendices 13 and 14.

- ◆ In total, 60 disciplinary hearings were held across Resources within the Council, an increase of 9 when compared to the same period last year.
- ◆ Action was taken in 54 of these cases, and there were no appeals raised against the outcomes.
- ◆ Our target is to convene disciplinary hearings within 6 weeks, 88% of hearings met this target.
- ◆ During the period, 3 appeals were heard by the Appeals Panel, all of which were not upheld.
- ◆ During the period, 3 appeals were withdrawn.
- ◆ At the end of November 2011, 6 appeals were pending.
- ◆ During the period there was 1 grievance case raised.
- ◆ During the period there were no Dignity at Work cases raised.

8 Labour Turnover/Analysis of Leavers and Exit Interviews

8.1 Labour turnover

Information on the number of leavers and exit interviews for the period October and November 2011 is contained in Appendix 15. Exit interviews are conducted with leavers who leave voluntarily.

Using information compiled from Resources and Staffing Watch information, as at 10 September 2011, the Labour Turnover figure for November 2011 is as follows:-

55 leavers/14,684 employees in post = Labour Turnover of 0.4%

Based on annual trends and figures for November 2011, the annual average labour turnover figure for the financial year 2011/2012 for the Council is 1.9%.

8.2 Analysis of Leavers and Exit Interviews

- ◆ There were a total of 55 employees leaving the Council that were eligible for exit interview compared with 38 in the same period last year.
- ◆ Exit interviews were held with 60% of leavers compared to 37% last year.

9 Recruitment Monitoring

9.1 Information on Recruitment Monitoring for October and November 2011 is contained within Appendix 16.

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

- ◆ Overall, 1,577 applications were received and 1,577 individuals completed Equal Opportunities Monitoring Forms.
- ◆ Of those applicants who declared themselves as disabled (46), 15 were shortlisted for interview and 6 were appointed.
- ◆ Of those applicants of a black/ethnic minority background (25), 8 were shortlisted for interview and 2 were appointed.

10 Employee Implications

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

11 Financial Implications

11.1 All financial implications are accommodated within existing budgets.

12 Other Implications

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

13 Equality Impact Assessment and Consultation Arrangements

13.1 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.

13.2 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)

17 January 2012

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

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

Previous References

- ◆ Corporate Resources Committee - 23 November 2011

List of Background Papers

- ◆ monitoring information provided by Resources

Contact for Further Information

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

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

APT&C				Teachers				Manual Workers				Council Wide							
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012				
	%	%	%		%	%	%		%	%	%		%	%	%				
April	3.6	3.4	3.4	April	3.2	3.1	2.9	April	4.0	4.5	4.1	April	3.6	3.7	3.5				
May	3.7	3.5	3.1	May	3.7	3.6	3.2	May	4.7	4.7	4.0	May	4.0	3.9	3.4				
June	3.5	3.1	3.0	June	3.2	2.6	2.3	June	4.5	4.3	4.3	June	3.7	3.3	3.1				
July	2.9	2.8	2.7	July	1.2	1.3	1.0	July	3.9	3.5	3.7	July	2.8	2.7	2.6				
August	3.2	3.5	2.9	August	1.6	1.7	1.2	August	4.4	3.9	4.2	August	3.2	3.2	2.9				
September	4.0	3.9	3.8	September	2.8	2.7	2.8	September	5.0	4.3	4.8	September	4.0	3.7	3.8				
October	3.9	4.0	4.2	October	3.4	2.5	2.8	October	4.8	4.3	4.4	October	4.0	3.7	3.9				
November	4.3	4.2	4.2	November	4.7	3.5	3.8	November	5.8	4.7	4.7	November	4.8	4.2	4.3				
December	3.9	4.1		December	3.6	3.0		December	5.3	5.4		December	4.2	4.2					
January	3.9	4.1		January	4.2	4.4		January	5.2	5.1		January	4.3	4.5					
February	4.0	4.0		February	4.6	4.1		February	5.5	4.9		February	4.6	4.3					
March	4.0	4.1		March	4.5	4.0		March	5.3	5.0		March	4.5	4.3					
Annual Average	3.7	3.7	3.6	Annual Average	3.4	3.0	3.0	Annual Average	4.9	4.6	4.6	Annual Average	4.0	3.8	3.7				
Average Apr-Nov	3.6	3.6	3.4	Average Apr-Nov	3.0	2.6	2.5	Average Apr-Nov	4.6	4.3	4.3	Average Apr-Nov	3.8	3.6	3.4				
No of Employees at 30 Nov 2011				6952	No of Employees at 30 Nov 2011				3443	No of Employees at 30 Nov 2011				4446	No of Employees at 30 Nov 2011				14841

- (1) Unpaid special leave is included in all absence rates.
- (2) For the Council as a whole the rate of unpaid special leave was 0.4%
- (3) Projected average number of days lost, based on employees headcount annually is 8.5 days.

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

APT&C				Manual Workers				Resource Total				Council Wide							
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012				
April	2.5	2.8	4.0	April	4.1	4.5	4.2	April	3.9	4.3	4.2	April	3.6	3.7	3.5				
May	2.5	2.8	3.4	May	4.8	4.8	4.1	May	4.5	4.5	4.0	May	4.0	3.9	3.4				
June	2.6	2.4	2.7	June	4.5	4.2	4.1	June	4.2	4.0	4.0	June	3.7	3.3	3.1				
July	2.6	2.3	2.1	July	3.5	3.2	3.4	July	3.3	3.1	3.2	July	2.8	2.7	2.6				
August	3.2	2.8	2.5	August	4.0	3.9	3.8	August	3.9	3.7	3.7	August	3.2	3.2	2.9				
September	3.6	2.6	2.9	September	4.9	4.4	4.8	September	4.8	4.2	4.6	September	4.0	3.7	3.8				
October	4.3	2.2	4.1	October	4.8	4.3	4.7	October	4.7	4.0	4.6	October	4.0	3.7	3.9				
November	4.6	2.2	3.6	November	5.8	5.2	4.9	November	5.6	4.9	4.8	November	4.8	4.2	4.3				
December	4.5	3.4		December	5.3	5.8		December	5.2	5.5		December	4.2	4.2					
January	4.5	3.9		January	5.2	5.6		January	5.1	5.4		January	4.3	4.5					
February	4.0	3.8		February	5.6	5.3		February	5.4	5.1		February	4.6	4.3					
March	4.1	2.7		March	5.5	5.4		March	5.3	5.1		March	4.5	4.3					
Annual Average	3.6	2.8	3.3	Annual Average	4.8	4.7	4.7	Annual Average	4.7	4.5	4.5	Annual Average	4.0	3.8	3.7				
Average Apr-Nov	3.2	2.5	3.2	Average Apr-Nov	4.6	4.3	4.3	Average Apr-Nov	4.4	4.1	4.1	Average Apr-Nov	3.8	3.6	3.4				
No of Employees at 30 Nov 2011				315	No of Employees at 30 Nov 2011				2580	No of Employees at 30 Nov 2011				2895	No of Employees at 30 Nov 2011				14841

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

Average number of days lost per employee annually is 10.8 days.

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

Resource Total (APT&C)				Council Wide			
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012
April	2.7	2.0	2.7	April	3.6	3.7	3.5
May	3.4	2.0	2.1	May	4.0	3.9	3.4
June	3.5	2.0	2.1	June	3.7	3.3	3.1
July	3.6	3.0	1.6	July	2.8	2.7	2.6
August	3.6	2.9	1.7	August	3.2	3.2	2.9
September	3.5	2.1	2.3	September	4.0	3.7	3.8
October	4.1	2.6	2.7	October	4.0	3.7	3.9
November	4.2	3.4	2.5	November	4.8	4.2	4.3
December	3.7	3.2		December	4.2	4.2	
January	3.7	2.4		January	4.3	4.5	
February	3.3	2.4		February	4.6	4.3	
March	2.3	2.7		March	4.5	4.3	
Annual Average	3.5	2.6	2.4	Annual Average	4.0	3.8	3.7
Average Apr-Nov	3.6	2.5	2.2	Average Apr-Nov	3.8	3.6	3.4
No of Employees at 30 Nov 2011			312	No of Employees at 30 Nov 2011			14841

For Corporate Resources the absence rate for unpaid special leave was 0.6%.
Average number of days lost per employee annually is 5.4 days.

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

APT&C			Teachers				Resource Total				Council Wide				
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012
April	4.4	4.1	3.7	April	3.2	3.1	2.9	April	3.7	3.5	3.2	April	3.6	3.7	3.5
May	4.9	4.3	3.8	May	3.7	3.6	3.2	May	4.2	3.9	3.4	May	4.0	3.9	3.4
June	4.6	3.4	3.3	June	3.2	2.6	2.3	June	3.8	2.9	2.7	June	3.7	3.3	3.1
July	2.6	2.8	2.5	July	1.2	1.3	1.0	July	1.7	1.9	1.6	July	2.8	2.7	2.6
August	3.0	3.3	2.7	August	1.6	1.7	1.2	August	2.2	2.4	1.8	August	3.2	3.2	2.9
September	4.7	4.7	4.6	September	2.8	2.7	2.8	September	3.6	3.5	3.5	September	4.0	3.7	3.8
October	4.3	4.8	5.0	October	3.4	2.5	2.8	October	3.7	3.4	3.7	October	4.0	3.7	3.9
November	4.9	5.2	5.0	November	4.7	3.5	3.8	November	4.8	4.2	4.3	November	4.8	4.2	4.3
December	4.1	4.0		December	3.6	3.0		December	3.8	3.4		December	4.2	4.2	
January	4.3	5.0		January	4.2	4.4		January	4.2	4.6		January	4.3	4.5	
February	4.6	5.0		February	4.6	4.1		February	4.6	4.4		February	4.6	4.3	
March	4.6	5.1		March	4.5	4.0		March	4.5	4.4		March	4.5	4.3	
Annual Average	4.3	4.3	4.1	Annual Average	3.4	3.0	3.0	Annual Average	3.7	3.5	3.4	Annual Average	4.0	3.8	3.7
Average Apr-Nov	4.2	4.1	3.8	Average Apr-Nov	3.0	2.6	2.5	Average Apr-Nov	3.5	3.2	3.0	Average Apr-Nov	3.8	3.6	3.4
No of Employees at 30 Nov 2011		2248	No of Employees at 30 Nov 2011		3443	No of Employees at 30 Nov 2011		5691	No of Employees at 30 Nov 2011		14841				

For Education Resources the absence rate for unpaid special leave is 0.8%
Average number of days lost per employee annually is 7.3 days.

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

APT&C				Manual Workers				Resource Total				Council Wide							
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012				
April	1.7	1.7	1.6	April	4.0	5.5	3.4	April	2.4	3.0	2.2	April	3.6	3.7	3.5				
May	2.4	2.0	1.0	May	5.5	3.4	4.6	May	3.4	2.5	2.3	May	4.0	3.9	3.4				
June	2.1	2.7	0.9	June	5.7	4.3	5.2	June	3.3	3.2	2.4	June	3.7	3.3	3.1				
July	2.1	1.7	1.1	July	5.5	4.7	3.7	July	3.2	2.7	2.0	July	2.8	2.7	2.6				
August	2.2	2.7	1.9	August	7.3	4.4	6.5	August	3.9	3.2	3.5	August	3.2	3.2	2.9				
September	2.8	2.8	2.5	September	8.0	4.1	5.9	September	4.5	3.2	3.8	September	4.0	3.7	3.8				
October	3.0	2.3	2.7	October	6.2	5.4	2.4	October	4.0	3.4	2.6	October	4.0	3.7	3.9				
November	2.6	3.5	2.6	November	7.1	4.3	3.9	November	4.1	3.8	3.1	November	4.8	4.2	4.3				
December	2.3	3.5		December	6.5	4.0		December	3.7	3.7		December	4.2	4.2					
January	3.2	3.3		January	5.2	4.3		January	3.9	3.7		January	4.3	4.5					
February	3.0	1.3		February	4.0	4.9		February	3.3	2.5		February	4.6	4.3					
March	1.8	2.0		March	5.2	5.0		March	2.9	3.0		March	4.5	4.3					
Annual Average	2.4	2.5	2.0	Annual Average	5.9	4.5	4.5	Annual Average	3.6	3.2	2.9	Annual Average	4.0	3.8	3.7				
Average Apr-Nov	2.4	2.4	1.8	Average Apr-Nov	6.2	4.5	4.5	Average Apr-Nov	3.6	3.1	2.7	Average Apr-Nov	3.8	3.6	3.4				
No of Employees at 30 Nov 2011				369	No of Employees at 30 Nov 2011				224	No of Employees at 30 Nov 2011				593	No of Employees at 30 Nov 2011				14841

For Enterprise Resources the absence rate for unpaid special leave was nil
Average number of days lost per employee annually is 6.9 days.

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

Resource Total (APT&C)				Council Wide			
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012
April	1.8	1.6	1.8	April	3.6	3.7	3.5
May	2.1	1.8	2.5	May	4.0	3.9	3.4
June	2.2	1.8	2.5	June	3.7	3.3	3.1
July	2.1	1.6	1.4	July	2.8	2.7	2.6
August	1.8	1.2	1.6	August	3.2	3.2	2.9
September	1.6	1.6	2.6	September	4.0	3.7	3.8
October	2.2	1.2	3.0	October	4.0	3.7	3.9
November	3.1	2.0	2.2	November	4.8	4.2	4.3
December	2.4	3.0		December	4.2	4.2	
January	1.4	2.1		January	4.3	4.5	
February	2.1	2.7		February	4.6	4.3	
March	1.1	2.8		March	4.5	4.3	
Annual Average	2.0	2.0	2.4	Annual Average	4.0	3.8	3.7
Average Apr-Nov	2.1	1.6	2.2	Average Apr-Nov	3.8	3.6	3.4
No of Employees at 30 Nov 2011				302	No of Employees at 30 Nov 2011		14841

For Finance & IT the absence rate for unpaid special leave is 0.4%.
Average number of days lost per employee annually is 5.4 days.

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

APT&C				Manual Workers				Resource Total				Council Wide							
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012				
April	3.4	3.2	2.9	April	3.7	4.4	3.4	April	3.5	3.6	3.1	April	3.6	3.7	3.5				
May	3.5	3.6	2.7	May	4.5	5.0	3.2	May	3.8	4.0	2.9	May	4.0	3.9	3.4				
June	3.0	3.1	3.1	June	4.9	5.4	1.8	June	3.5	3.8	2.7	June	3.7	3.3	3.1				
July	3.2	3.1	3.4	July	5.4	4.1	3.1	July	3.8	3.4	3.3	July	2.8	2.7	2.6				
August	3.5	4.3	3.5	August	5.4	4.2	4.5	August	4.0	4.3	3.8	August	3.2	3.2	2.9				
September	3.7	3.9	3.5	September	5.0	4.9	3.9	September	4.1	4.2	3.6	September	4.0	3.7	3.8				
October	3.2	4.4	3.4	October	4.4	5.0	4.4	October	3.5	4.6	3.7	October	4.0	3.7	3.9				
November	3.5	4.5	3.7	November	6.2	4.0	4.7	November	4.3	4.4	4.0	November	4.8	4.2	4.3				
December	3.1	4.6		December	4.1	4.7		December	3.4	4.6		December	4.2	4.2					
January	3.4	3.7		January	3.8	3.8		January	3.5	3.7		January	4.3	4.5					
February	4.4	4.0		February	5.7	4.3		February	4.8	4.1		February	4.6	4.3					
March	4.4	3.5		March	5.3	3.7		March	4.6	3.5		March	4.5	4.3					
Annual Average	3.5	3.8	3.5	Annual Average	4.9	4.5	3.8	Annual Average	3.9	4.0	3.6	Annual Average	4.0	3.8	3.7				
Average Apr-Nov	3.4	3.8	3.3	Average Apr-Nov	4.9	4.6	3.6	Average Apr-Nov	3.8	4.0	3.4	Average Apr-Nov	3.8	3.6	3.4				
No of Employees at 30 Nov 2011				1424	No of Employees at 30 Nov 2011				534	No of Employees at 30 Nov 2011				1958	No of Employees at 30 Nov 2011				14841

For Housing & Technical Resources the rate of unpaid special leave was nil.
Average number of days lost per employee annually is 8.4 days.

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

APT&C				Manual Workers				Resource Total				Council Wide							
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012				
April	3.8	3.8	4.1	April	4.0	4.4	4.5	April	3.8	4.0	4.2	April	3.6	3.7	3.5				
May	3.1	3.7	3.1	May	4.0	4.3	4.3	May	3.4	3.9	3.5	May	4.0	3.9	3.4				
June	3.2	3.3	3.3	June	4.0	3.8	4.6	June	3.4	3.5	3.7	June	3.7	3.3	3.1				
July	3.4	3.3	3.3	July	3.8	3.8	5.0	July	3.5	3.5	3.9	July	2.8	2.7	2.6				
August	3.7	4.0	3.6	August	4.6	3.6	4.4	August	4.0	3.9	3.8	August	3.2	3.2	2.9				
September	4.0	4.1	3.8	September	4.4	3.4	5.1	September	4.1	3.9	4.2	September	4.0	3.7	3.8				
October	4.3	4.0	4.5	October	4.6	3.7	4.0	October	4.4	3.9	4.3	October	4.0	3.7	3.9				
November	4.5	3.9	4.8	November	5.1	3.7	4.2	November	4.7	3.9	4.6	November	4.8	4.2	4.3				
December	4.7	4.5		December	5.6	4.9		December	4.9	4.6		December	4.2	4.2					
January	4.3	4.3		January	6.0	4.6		January	4.8	4.4		January	4.3	4.5					
February	3.7	4.0		February	5.4	4.4		February	4.2	4.1		February	4.6	4.3					
March	4.2	4.5		March	4.8	4.3		March	4.4	4.5		March	4.5	4.3					
Annual Average	3.9	4.0	4.0	Annual Average	4.7	4.1	4.5	Annual Average	4.1	4.0	4.2	Annual Average	4.0	3.8	3.7				
Average Apr-Nov	3.8	3.8	3.8	Average Apr-Nov	4.3	3.8	4.5	Average Apr-Nov	3.9	3.8	4.0	Average Apr-Nov	3.8	3.6	3.4				
No of Employees at 30 Nov 2011				1982	No of Employees at 30 Nov 2011				1108	No of Employees at 30 Nov 2011				3090	No of Employees at 30 Nov 2011				14841

For Social Work Resources the absence rate for unpaid special leave was 0.3%
Average number of days lost per employee annually is 9.0 days.

ABSENCE BY LONG AND SHORT TERM

From: 1 September 2011 - 30 November 2011

Resource	No of employees	September 2011			October 2011			November 2011		
		Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %
Community	2895	1.5	3.1	4.6	1.6	3.0	4.6	1.7	3.1	4.8
Corporate	312	0.7	1.6	2.3	1.2	1.5	2.7	1.3	1.2	2.5
Education	5691	1.7	1.8	3.5	1.4	2.3	3.7	1.9	2.4	4.3
Enterprise	593	1.7	2.1	3.8	1.1	1.5	2.6	1.6	1.5	3.1
Finance & IT	302	1.5	1.1	2.6	1.2	1.8	3.0	1.0	1.2	2.2
Housing & Technical	1958	1.5	2.1	3.6	1.6	2.1	3.7	1.8	2.2	4.0
Social Work	3090	1.8	2.4	4.2	1.6	2.7	4.3	1.6	3.0	4.6
Council Overall for Sep 2011 - Nov 2011	14841	1.6	2.2	3.8	1.5	2.4	3.9	1.8	2.5	4.3

ATTENDANCE MONITORING

ABSENCE CLASSIFICATIONS

From : 1 November - 30 November 2011

REASONS	Community Resources		Corporate Resources		Education Resources		Enterprise Resources		Finance & IT		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
MUSCULOSKELETAL	1034	34	16	10	935	19	63	16	15	11	484	30	577	22	3124	24
PSYCHOLOGICAL	603	20	54	34	1253	25	47	12	54	41	551	34	614	23	3176	24
STOMACH, BOWEL, BLOOD, METABOLIC DISORDERS	288	9	32	20	786	16	83	21	21	16	147	9	427	16	1784	14
RESPIRATORY	250	8	21	13	625	12	53	13	15	11	155	10	317	12	1436	11
OTHERS	880	29	35	22	1406	28	152	38	28	21	286	18	679	26	3466	30
Total Days Lost By Resource	3055	100	158	100	5005	100	398	100	133	100	1623	100	2614	100	12986	100
Total Work Days Available	63690		6316		117552		12685		6127		40677		56852			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 October 2011 - 30 November 2011 comparison with 1 October 2010 - 30 November 2010

MEDICAL REFERRALS	Community	Corporate	Education		Enterprise	Finance & IT	Housing & Technical	Social Work	Totals
			Teachers	Others					
TOTAL (Oct-Nov 2011)	37	4	19	16	6	0	35	58	175
TOTAL (Oct-Nov 2010)	45	7	12	16	2	2	51	41	176

RESOURCE	NO OF EMPLOYEES REFERRED FOR PHYSIOTHERAPY	
	Oct-Nov 2010	Oct-Nov 2011
COMMUNITY	36	65
CORPORATE	9	4
EDUCATION (TEACHERS)	31	20
EDUCATION (OTHERS)	26	33
ENTERPRISE	19	12
FINANCE & IT	4	1
HOUSING & TECH	36	39
SOCIAL WORK	82	68
TOTAL	243	242

RESOURCE	NO OF EMPLOYEES REFERRED TO EMPLOYEE SUPPORT OFFICER	
	Oct-Nov 2010	Oct-Nov 2011
COMMUNITY	26	23
CORPORATE	1	1
EDUCATION	23	27
ENTERPRISE	1	4
FINANCE & IT	2	2
HOUSING & TECHNICAL	16	29
SOCIAL WORK	26	25
TOTAL	95	111

ANALYSIS OF COUNSELLING REFERRALS BY CAUSE

	REASON													
	WORK STRESS		STRESS		ADDICTION		PERSONAL		ANXIETY/ DEPRESSION		GRIEF		TOTAL	
	M	S	M	S	M	S	M	S	M	S	M	S	M	S
TOTAL (Oct-Nov 2011)	14	1	0	0	2	1	65	2	0	0	1	1	82	5
TOTAL (Oct-Nov 2010)	20	2	0	0	8	1	63	12	0	0	0	3	91	18
TOTAL												Total Referrals (Oct-Nov 2011)	87	
											Total Referrals (Oct-Nov 2010)	109		

M = MANAGEMENT REFERRAL S = SELF REFERRAL

*Resources nil responses are not included in figures

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

FROM: 1 October 2011 - 30 November 2011 comparison with 1 October 2010 - 30 November 2010

	Community		Education		Enterprise		Finance & IT		Housing & Tech		Social Work		TOTAL	
	2011	2010	2011	2010	2011	2010	2011	2010	2011	2010	2011	2010	2011	2010
Major	0	0	1	0	0	1	0	0	0	1	1	0	2	2
Violent Incident: Physical****	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Major*	0	0	1	0	0	1	0	0	0	1	1	0	2	2
Over 3-day	2	5	0	0	1	3	0	0	2	5	0	2	5	15
Violent Incident: Physical****	0	0	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	0	0
Total Over 3-day**	2	5	0	0	1	3	0	0	2	5	0	2	5	15
Minor	12	9	5	4	6	3	0	2	10	12	2	5	35	35
Near Miss	1	1	1	0	0	0	0	0	2	1	0	0	4	2
Violent Incident: Physical****	0	0	18	32	4	2	0	0	1	0	10	9	33	43
Violent Incident: Verbal*****	1	2	2	7	1	1	0	0	4	6	6	1	14	17
Total Minor***	14	12	26	43	11	6	0	2	17	19	18	15	86	97
Total Accidents/Incidents	16	17	27	43	12	10	0	2	19	25	19	17	93	114

Definitions

*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 an 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.

RECORD OF DISCIPLINARY HEARINGS

FROM: 1 October 2011 - 30 November 2011 comparison with 1 October 2010 - 30 November 2010

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	3	33	N/A	36	0	2	N/A	2	3	31	N/A	34	35	0	1	97%	0
CORPORATE	3	0	N/A	3	1	0	N/A	1	2	0	N/A	2	3	0	0	100%	0
EDUCATION/ENTERPRISE/FINANCE & IT/ HOUSING & TECHNICAL/ SOCIAL WORK	9	12	0	21	1	2	0	3	8	10	0	18	12	3	6	71%	0
TOTAL (Oct-Nov 2011)	15	45	0	60	2	4	0	6	13	41	0	54	50	3	7	88%	0
TOTAL (Oct-Nov 2010)	17	34	0	51	2	2	0	4	15	32	0	47	46	5	0	100%	0

RESOURCE	No of Appeals				Outcome of Appeals											Appeals Pending	No of Non-white employees who appealed	
	APT&C	Manual/ Craft	Teachers	Total	Upheld				Upheld in Part				Not Upheld					
					APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Total			
TOTAL (Oct-Nov 2011)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL (Oct-Nov 2010)	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

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

CORPORATE RESOURCES APPEAL PANEL

FROM: 1 October 2011 - 30 November 2011

RESOURCE	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
TOTAL	0	0	3	3	6	6

RECORD OF GRIEVANCES

FROM: 1 October 2011 - 30 November 2011 comparison with 1 October 2010 - 30 November 2010

GRIEVANCES	No of Non-White employees who submitted a grievance	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (Nov 2011)	0	1	0	0	0	1
TOTAL (Nov 2010)	0	3	0	0	0	3

DIGNITY AT WORK

FROM: 1 October 2011 - 30 November 2011 comparison with 1 October 2010 - 30 November 2010

DIGNITY AT WORK	No of Non-White employees who submitted a complaint	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
TOTAL (Nov 2011)	0	0	0	0	0	0	0
TOTAL (Nov 2010)	0	1	0	0	0	0	1

*Resources nil responses are not included in figures

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

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS (October-November 2011)

REASONS FOR LEAVING	COMMUNITY	CORPORATE	EDUCATION	ENTERPRISE	FINANCE & IT	HOUSING & TECHNICAL	SOCIAL WORK	TOTAL	%
CAREER ADVANCEMENT	1	0	1	0	2	5	1	10	30
MOVING OUTWITH AREA	0	0	0	1	0	0	4	5	15
PERSONAL REASONS	0	0	0	0	0	1	1	2	6
TRAVELLING DIFFICULTIES	0	2	0	0	0	0	0	2	6
DISSATISFACTION WITH TERMS AND CONDITIONS	0	0	0	0	0	0	1	1	3
OTHER	1	0	11	0	0	0	0	12	36
NUMBER OF EXIT INTERVIEWS CONDUCTED	3	2	12	1	2	6	7	33	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	18	2	15	2	2	8	8	55	
% OF LEAVERS INTERVIEWED	17	100	80	50	100	75	88	60	

EXIT INTERVIEWS (October-November 2010)

NUMBER OF EXIT INTERVIEWS CONDUCTED (LAST YEAR)	2	0	2	0	1	1	8	14	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	16	0	3	0	1	6	12	38	
% OF LEAVERS INTERVIEWED (LAST YEAR)	13	0	67	0	100	17	67	37	

* Note these totals include temporary employees

RECRUITMENT MONITORING
Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 October 2011 - 30 November 2011

Total Number of applications received:	1577
Total Number of Equal Opportunities Monitoring forms received:	1577 (100%)
Total Number of posts recruited for:	450
Total Number of appointments:	450

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1577	489	450
Total No of Male Applicants	605	172	149
Total No of Female Applicants	905	268	247
Total No of Disabled Applicants	46	15	6
Total No of applicants aged under 50	1203	308	267
Total No of applicants aged over 50	371	178	180
Total No of White applicants	1460	423	381
Total No of Black/Ethnic minority applicants*	25	8	2

FROM : 1 October 2010 - 30 November 2010

Total Number of applications received:	962
Total Number of Equal Opportunities Monitoring forms received:	962 (100%)
Total Number of posts recruited for:	251
Total Number of appointments:	249

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	962	454	214
Total No of Male Applicants	429	187	76
Total No of Female Applicants	490	301	166
Total No of Disabled Applicants	30	17	7
Total No of applicants aged under 50	778	415	207
Total No of applicants aged over 50	121	65	28
Total No of White applicants	890	472	232
Total No of Black/Ethnic minority applicants*	27	14	9

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