

# Report

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Report to:	<b>Employee Issues Forum</b>
Date of Meeting:	<b>30 August 2011</b>
Report by:	<b>Executive Director (Corporate Resources)</b>

Subject:	<b>Council-wide Workforce Monitoring – April to June 2011</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 the period April to June 2011

## 2. Recommendation(s)

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

- (1) that the following employment information for April to June 2011 relating to the Council be noted:-
- ◆ attendance statistics
  - ◆ occupational health
  - ◆ accident/incident statistics
  - ◆ discipline, grievance and Dignity at Work hearings
  - ◆ labour turnover/analysis of leavers and exit interviews
  - ◆ recruitment monitoring
  - ◆ Staffing Watch as at 11 June 2011

## 3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Employee Issues Forum. This report for the Council provides information on the position for the period April to June 2011.

## 4. Attendance Statistics

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

- ◆ The Council's absence rate for June 2011 is 3.1%, this figure has decreased by 0.3% when compared with last month and when compared to June 2010 has decreased by 0.2%.
- ◆ When compared to June 2010, the APT&C figure has decreased by 0.1%, the teachers' figure has decreased by 0.3% and the manual worker figure remains unchanged when compared with last year.

- ◆ Based on annual trends and the absence rate for June 2011, the overall absence rate for the Council for the financial year 2011/2012 is 3.7%. This equates to 8.4 days being lost per employee.

In comparison to June 2010:-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 640 days; this decrease is reflected across most Resources, with the most significant decrease in Housing and Technical Resources.
- ◆ Total days lost due to psychological conditions have decreased by 477 days; this decrease is reflected across most Resources, with the most significant decrease in Community Resources.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 159 days; this decrease is reflected across most Resources.
- ◆ Total days lost due to respiratory conditions have increased by 13 days.

## **5. Occupational Health**

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

- ◆ In comparison to the same period last year there has been an increase of 28 employees being referred for a medical examination. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ A total of 364 employees attended physiotherapy treatment, showing a decrease of 79 when compared to the same period last year. Of the 364 employees referred, 78% remained at work whilst undertaking treatment.
- ◆ During this period there were 128 employees referred to the Employee Support Officer, showing a decrease of 19 when compared to the same period last year. Of those referrals made this period, 74% related to personal reasons.
- ◆ 120 employees were referred to the Employee Counselling Service this period, a decrease of 49 when compared with the same period last year. Of the 120 referrals made this period, 111 were from management and 9 were from employees. Personal reasons accounted for 64% of the referrals made and 27% were for work related reasons.

## **6. Accidents/Incidents**

6.1 The quarterly accident/incident report for April to June 2011 is contained in Appendix 12.

- ◆ The number of accidents/incidents recorded was 144, this is an increase of 15 from the same period last year (129).
- ◆ There were 2 major accidents/incidents recorded, a decrease of 2 when compared to the same period last year.
- ◆ Minor accidents/incidents have increased overall by 14 when compared to the same period last year (108).
- ◆ There were 20 accidents resulting in absences lasting over 3 days during the period, an increase of 3 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 April to June 2011 is contained in Appendices 13 and 14.

- ◆ In total, 114 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 103 of these cases, and there was 1 appeal raised against the outcomes.
- ◆ Our target is to convene disciplinary hearings within 6 weeks, 93% of hearings met this target.
- ◆ During the period no appeals were heard by the Appeals Panel.
- ◆ At the end of June 2011, 5 appeals were pending.
- ◆ During the period 8 grievances and 2 Dignity at Work cases were 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 April to June 2011 is contained in Appendix 15. Exit interviews are conducted with leavers who leave voluntarily.

Using information compiled from Resources and Staffing Watch information as at 11 June 2011, the Labour Turnover figure for April to June 2011 is as follows:-

45 leavers/14995 employees in post = Labour Turnover of 0.3%

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

8.2 Analysis of Leavers and Exit Interviews

- ◆ There were a total of 45 employees leaving the Council that were eligible for exit interview compared with 71 in the same period last year.
- ◆ Exit interviews were held with 51% of leavers compared to 55% last year.

## **9 Recruitment Monitoring**

9.1 Information on Recruitment Monitoring for April to June 2011 is contained within Appendix 16.

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

- ◆ Overall, 2236 applications were received and 2236 individuals completed Equal Opportunities Monitoring Forms.
- ◆ Of those applicants who declared themselves as disabled (18), 6 were shortlisted for interview and 2 were appointed.
- ◆ Of those applicants of a black/ethnic minority background (42), 20 were shortlisted for interview and 2 were appointed.

## **10 Staffing Watch**

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

## **11 Employee Implications**

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

## **12 Financial Implications**

12.1 All financial implications are accommodated within existing budgets.

## **13 Other Implications**

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

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

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

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

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

11 August 2011

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

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

### **Previous References**

- ◆ Employee Issues Forum - 31 May 2011

### **List of Background Papers**

- ◆ monitoring information provided by Resources

### **Contact for Further Information**

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

Eileen McPake, Personnel Officer

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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		July	1.2	1.3		July	3.9	3.5		July	2.8	2.7	
August	3.2	3.5		August	1.6	1.7		August	4.4	3.9		August	3.2	3.2	
September	4.0	3.9		September	2.8	2.7		September	5.0	4.3		September	4.0	3.7	
October	3.9	4.0		October	3.4	2.5		October	4.8	4.3		October	4.0	3.7	
November	4.3	4.2		November	4.7	3.5		November	5.8	4.7		November	4.8	4.2	
December	3.9	4.1		December	3.6	3.0		December	5.3	5.4		December	4.2	4.2	
January	3.9	4.1		January	4.2	4.4		January	5.2	5.1		January	4.3	4.5	
February	4.0	4.0		February	4.6	4.1		February	5.5	4.9		February	4.6	4.3	
March	4.0	4.1		March	4.5	4.0		March	5.3	5.0		March	4.5	4.3	
Annual Average	3.7	3.7	3.7	Annual Average	3.4	3.0	3.0	Annual Average	4.9	4.6	4.5	Annual Average	4.0	3.8	3.7
Average Apr-Jun	3.6	3.3	3.2	Average Apr-Jun	3.4	3.1	2.8	Average Apr-Jun	4.4	4.5	4.1	Average Apr-Jun	3.8	3.6	3.3
No of Employees at 30 June 2011			7021	No of Employees at 30 June 2011			3423	No of Employees at 30 June 2011			4551	No of Employees at 30 June 2011			14995

- (1) Unpaid special leave is included in all absence rates.
- (2) For the Council as a whole the rate of unpaid special leave was 0.2%
- (3) Projected average number of days lost, based on employees headcount annually is 8.4 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		July	3.5	3.2		July	3.3	3.1		July	2.8	2.7					
August	3.2	2.8		August	4.0	3.9		August	3.9	3.7		August	3.2	3.2					
September	3.6	2.6		September	4.9	4.4		September	4.8	4.2		September	4.0	3.7					
October	4.3	2.2		October	4.8	4.3		October	4.7	4.0		October	4.0	3.7					
November	4.6	2.2		November	5.8	5.2		November	5.6	4.9		November	4.8	4.2					
December	4.5	3.4		December	5.3	5.8		December	5.2	5.5		December	4.2	4.2					
January	4.5	3.9		January	5.2	5.6		January	5.1	5.4		January	4.3	4.5					
February	4.0	3.8		February	5.6	5.3		February	5.4	5.1		February	4.6	4.3					
March	4.1	2.7		March	5.5	5.4		March	5.3	5.1		March	4.5	4.3					
Annual Average	3.6	2.8	3.0	Annual Average	4.8	4.7	4.6	Annual Average	4.7	4.5	4.4	Annual Average	4.0	3.8	3.7				
Average Apr-Jun	2.5	2.7	3.4	Average Apr-Jun	4.5	4.5	4.1	Average Apr-Jun	4.2	4.3	4.1	Average Apr-Jun	3.8	3.6	3.3				
<b>No of Employees at 30 June 2011</b>				<b>306</b>	<b>No of Employees at 30 June 2011</b>				<b>2738</b>	<b>No of Employees at 30 June 2011</b>				<b>3044</b>	<b>No of Employees at 30 June 2011</b>				<b>14995</b>

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
<b>April</b>	2.7	2.0	2.7	<b>April</b>	3.6	3.7	3.5
<b>May</b>	3.4	2.0	2.1	<b>May</b>	4.0	3.9	3.4
<b>June</b>	3.5	2.0	2.1	<b>June</b>	3.7	3.3	3.1
<b>July</b>	3.6	3.0		<b>July</b>	2.8	2.7	
<b>August</b>	3.6	2.9		<b>August</b>	3.2	3.2	
<b>September</b>	3.5	2.1		<b>September</b>	4.0	3.7	
<b>October</b>	4.1	2.6		<b>October</b>	4.0	3.7	
<b>November</b>	4.2	3.4		<b>November</b>	4.8	4.2	
<b>December</b>	3.7	3.2		<b>December</b>	4.2	4.2	
<b>January</b>	3.7	2.4		<b>January</b>	4.3	4.5	
<b>February</b>	3.3	2.4		<b>February</b>	4.6	4.3	
<b>March</b>	2.3	2.7		<b>March</b>	4.5	4.3	
<b>Annual Average</b>	<b>3.5</b>	<b>2.6</b>	<b>2.6</b>	<b>Annual Average</b>	<b>4.0</b>	<b>3.8</b>	<b>3.7</b>
<b>Average Apr-Jun</b>	<b>3.2</b>	<b>2.0</b>	<b>2.3</b>	<b>Average Apr-Jun</b>	<b>3.8</b>	<b>3.6</b>	<b>3.3</b>
<b>No of Employees at 30 June 2011</b>			<b>320</b>	<b>No of Employees at 30 June 2011</b>			<b>14995</b>

For Corporate Resources the absence rate for unpaid special leave was 1.2%.  
Average number of days lost per employee annually is 5.2 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		July	1.2	1.3		July	1.7	1.9		July	2.8	2.7	
August	3.0	3.3		August	1.6	1.7		August	2.2	2.4		August	3.2	3.2	
September	4.7	4.7		September	2.8	2.7		September	3.6	3.5		September	4.0	3.7	
October	4.3	4.8		October	3.4	2.5		October	3.7	3.4		October	4.0	3.7	
November	4.9	5.2		November	4.7	3.5		November	4.8	4.2		November	4.8	4.2	
December	4.1	4.0		December	3.6	3.0		December	3.8	3.4		December	4.2	4.2	
January	4.3	5.0		January	4.2	4.4		January	4.2	4.6		January	4.3	4.5	
February	4.6	5.0		February	4.6	4.1		February	4.6	4.4		February	4.6	4.3	
March	4.6	5.1		March	4.5	4.0		March	4.5	4.4		March	4.5	4.3	
Annual Average	4.3	4.3	4.2	Annual Average	3.4	3.0	3.0	Annual Average	3.7	3.5	3.5	Annual Average	4.0	3.8	3.7
Average Apr-Jun	4.6	3.9	3.6	Average Apr-Jun	3.4	3.1	2.8	Average Apr-Jun	3.9	3.4	3.1	Average Apr-Jun	3.8	3.6	3.3
No of Employees at 30 June 2011		2231	No of Employees at 30 June 2011		3423	No of Employees at 30 June 2011		5654	No of Employees at 30 June 2011		14995				

For Education Resources the absence rate for unpaid special leave was 0.7%  
Average number of days lost per employee annually is 7.6 days.



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

APT&C				Manual Workers				Resource Total				Council Wide							
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012				
April	1.7	1.7	1.6	April	4.0	5.5	3.4	April	2.4	3.0	2.2	April	3.6	3.7	3.5				
May	2.4	2.0	1.0	May	5.5	3.4	4.6	May	3.4	2.5	2.3	May	4.0	3.9	3.4				
June	2.1	2.7	0.9	June	5.7	4.3	5.2	June	3.3	3.2	2.4	June	3.7	3.3	3.1				
July	2.1	1.7		July	5.5	4.7		July	3.2	2.7		July	2.8	2.7					
August	2.2	2.7		August	7.3	4.4		August	3.9	3.2		August	3.2	3.2					
September	2.8	2.8		September	8.0	4.1		September	4.5	3.2		September	4.0	3.7					
October	3.0	2.3		October	6.2	5.4		October	4.0	3.4		October	4.0	3.7					
November	2.6	3.5		November	7.1	4.3		November	4.1	3.8		November	4.8	4.2					
December	2.3	3.5		December	6.5	4.0		December	3.7	3.7		December	4.2	4.2					
January	3.2	3.3		January	5.2	4.3		January	3.9	3.7		January	4.3	4.5					
February	3.0	1.3		February	4.0	4.9		February	3.3	2.5		February	4.6	4.3					
March	1.8	2.0		March	5.2	5.0		March	2.9	3.0		March	4.5	4.3					
Annual Average	2.4	2.5	2.2	Annual Average	5.9	4.5	4.5	Annual Average	3.6	3.2	3.0	Annual Average	4.0	3.8	3.7				
Average Apr-Jun	2.1	1.9	1.3	Average Apr-Jun	4.8	4.5	4.0	Average Apr-Jun	2.9	2.8	2.3	Average Apr-Jun	3.8	3.8	3.5				
No of Employees at 30 June 2011				414	No of Employees at 30 June 2011				214	No of Employees at 30 June 2011				628	No of Employees at 30 June 2011				14995

For Enterprise Resources the absence rate for unpaid special leave was nil  
Average number of days lost per employee annually is 6 days.

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

Resource Total (APT&C)				Council Wide			
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012
<b>April</b>	1.8	1.6	1.8	<b>April</b>	3.6	3.7	3.5
<b>May</b>	2.1	1.8	2.5	<b>May</b>	4.0	3.9	3.4
<b>June</b>	2.2	1.8	2.5	<b>June</b>	3.7	3.3	3.1
<b>July</b>	2.1	1.6		<b>July</b>	2.8	2.7	
<b>August</b>	1.8	1.2		<b>August</b>	3.2	3.2	
<b>September</b>	1.6	1.6		<b>September</b>	4.0	3.7	
<b>October</b>	2.2	1.2		<b>October</b>	4.0	3.7	
<b>November</b>	3.1	2.0		<b>November</b>	4.8	4.2	
<b>December</b>	2.4	3.0		<b>December</b>	4.2	4.2	
<b>January</b>	1.4	2.1		<b>January</b>	4.3	4.5	
<b>February</b>	2.1	2.7		<b>February</b>	4.6	4.3	
<b>March</b>	1.1	2.8		<b>March</b>	4.5	4.3	
<b>Annual Average</b>	<b>2.0</b>	<b>2.0</b>	<b>2.1</b>	<b>Annual Average</b>	<b>4.0</b>	<b>3.8</b>	<b>3.7</b>
<b>Average Apr-Jun</b>	<b>2.0</b>	<b>1.7</b>	<b>2.3</b>	<b>Average Apr-Jun</b>	<b>3.8</b>	<b>3.6</b>	<b>3.3</b>

  

<b>No of Employees at 30 June 2011</b>	<b>304</b>	<b>No of Employees at 30 June 2011</b>	<b>14995</b>
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For Finance, Information Technology and Procurement the absence rate for unpaid special leave was nil  
Average number of days lost per employee annually is 5.6 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		July	5.4	4.1		July	3.8	3.4		July	2.8	2.7					
August	3.5	4.3		August	5.4	4.2		August	4.0	4.3		August	3.2	3.2					
September	3.7	3.9		September	5.0	4.9		September	4.1	4.2		September	4.0	3.7					
October	3.2	4.4		October	4.4	5.0		October	3.5	4.6		October	4.0	3.7					
November	3.5	4.5		November	6.2	4.0		November	4.3	4.4		November	4.8	4.2					
December	3.1	4.6		December	4.1	4.7		December	3.4	4.6		December	4.2	4.2					
January	3.4	3.7		January	3.8	3.8		January	3.5	3.7		January	4.3	4.5					
February	4.4	4.0		February	5.7	4.3		February	4.8	4.1		February	4.6	4.3					
March	4.4	3.5		March	5.3	3.7		March	4.6	3.5		March	4.5	4.3					
Annual Average	3.5	3.8	3.7	Annual Average	4.9	4.5	3.9	Annual Average	3.9	4.0	3.8	Annual Average	4.0	3.8	3.7				
Average Apr-Jun	3.3	3.3	2.9	Average Apr-Jun	4.4	4.9	2.8	Average Apr-Jun	3.6	3.8	2.9	Average Apr-Jun	3.8	3.6	3.3				
No of Employees at 30 June 2011				1404	No of Employees at 30 June 2011				534	No of Employees at 30 June 2011				1938	No of Employees at 30 June 2011				14995

For Housing & Technical Resources the rate of unpaid special leave was nil.  
Average number of days lost per employee annually is 7.2 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		July	3.8	3.8		July	3.5	3.5		July	2.8	2.7	
August	3.7	4.0		August	4.6	3.6		August	4.0	3.9		August	3.2	3.2	
September	4.0	4.1		September	4.4	3.4		September	4.1	3.9		September	4.0	3.7	
October	4.3	4.0		October	4.6	3.7		October	4.4	3.9		October	4.0	3.7	
November	4.5	3.9		November	5.1	3.7		November	4.7	3.9		November	4.8	4.2	
December	4.7	4.5		December	5.6	4.9		December	4.9	4.6		December	4.2	4.2	
January	4.3	4.3		January	6.0	4.6		January	4.8	4.4		January	4.3	4.5	
February	3.7	4.0		February	5.4	4.4		February	4.2	4.1		February	4.6	4.3	
March	4.2	4.5		March	4.8	4.3		March	4.4	4.5		March	4.5	4.3	
Annual Average	3.9	4.0	3.9	Annual Average	4.7	4.1	4.2	Annual Average	4.1	4.0	4.0	Annual Average	4.0	3.8	3.7
Average Apr-Jun	3.4	3.6	3.5	Average Apr-Jun	4.0	4.2	4.5	Average Apr-Jun	3.5	3.8	3.8	Average Apr-Jun	3.8	3.6	3.3
No of Employees at 30 June 2011			2042	No of Employees at 30 June 2011			1065	No of Employees at 30 June 2011			3107	No of Employees at 30 June 2011			14995

For Social Work Resources the absence rate for unpaid special is 0.3%  
Average number of days lost per employee annually is 8.8 days.

## ABSENCE BY LONG AND SHORT TERM

From: 1 April 2011 - 30 June 2011

Resource	No of employees	April 2011			May 2011			June 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	3044	1.1	3.1	<b>4.2</b>	1.1	2.9	<b>4.0</b>	1.4	2.6	<b>4.0</b>
Corporate	320	1.1	1.6	<b>2.7</b>	0.9	1.2	<b>2.1</b>	1.2	0.9	<b>2.1</b>
Education	5654	0.6	2.6	<b>3.2</b>	1.2	2.2	<b>3.4</b>	1.0	1.7	<b>2.7</b>
Enterprise	628	1.2	1.0	<b>2.2</b>	1.1	1.2	<b>2.3</b>	1.9	0.5	<b>2.4</b>
Finance, Procurement, Audit & IT	304	0.7	1.1	<b>1.8</b>	1.2	1.3	<b>2.5</b>	1.1	1.4	<b>2.5</b>
Housing & Technical	1938	1.4	1.7	<b>3.1</b>	1.3	1.6	<b>2.9</b>	1.5	1.2	<b>2.7</b>
Social Work	3107	1.7	2.5	<b>4.2</b>	1.6	1.9	<b>3.5</b>	1.6	2.1	<b>3.7</b>
<b>Council Overall for Apr 2011 - Jun 2011</b>	<b>14995</b>	<b>1.0</b>	<b>2.5</b>	<b>3.5</b>	<b>1.3</b>	<b>2.1</b>	<b>3.4</b>	<b>1.3</b>	<b>1.8</b>	<b>3.1</b>

## ATTENDANCE MONITORING

## ABSENCE CLASSIFICATIONS

From : 1 June - 30 June 2011

REASONS	Community Resources		Corporate Resources		Education Resources		Enterprise Resources		Finance, Procurement, Audit & 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	882	33	10	7	575	18	125	39	75	48	336	31	672	31	2675	28
PSYCHOLOGICAL	521	20	80	58	961	30	74	23	9	6	241	22	511	24	2397	22
STOMACH, BOWEL, BLOOD, METABOLIC DISORDERS	397	15	19	14	351	11	35	11	17	11	126	12	250	12	1195	12
RESPIRATORY	158	6	12	9	290	9	24	7	3	2	104	10	174	8	765	8
OTHERS	695	26	17	12	987	31	66	20	52	33	281	26	547	25	2645	27
<b>Total Days Lost By Resource</b>	2653	100	138	100	3167	100	324	100	156	100	1088	100	2154	100	9680	100
<b>Total Work Days Available</b>	66968		6504		116866		13405		6311		40376		57739			

\*WDL = Work Days Lost

## OCCUPATIONAL HEALTH REPORTS

FROM: 1 April 2011 - 30 June 2011 comparison with 1 April 2010 - 30 June 2010

MEDICAL REFERRALS	Community	Corporate	Education		Enterprise	Finance & IT	Housing & Technical	Social Work	Totals
			Teachers	Others					
TOTAL (Apr-Jun 2011)	55	5	37	16	5	4	48	63	233
TOTAL (Apr-Jun 2010)	57	3	24	7	7	6	50	51	205

RESOURCE	NO OF EMPLOYEES REFERRED FOR PHYSIOTHERAPY	
	Apr-Jun 2010	Apr-Jun 2011
COMMUNITY	85	65
CORPORATE	8	4
EDUCATION (TEACHERS)	49	37
EDUCATION (OTHERS)	54	41
ENTERPRISE	38	25
FINANCE & IT	9	8
HOUSING & TECH	79	64
SOCIAL WORK	121	120
TOTAL	443	364

RESOURCE	NO OF EMPLOYEES REFERRED TO EMPLOYEE SUPPORT OFFICER	
	Apr-Jun 2010	Apr-Jun 2011
COMMUNITY	45	42
CORPORATE	1	5
EDUCATION	24	11
ENTERPRISE	6	10
FINANCE & IT	2	1
HOUSING & TECHNICAL	30	18
SOCIAL WORK	39	41
TOTAL	147	128

## 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 (Apr-Jun 2011)	31	2	0	0	5	1	71	6	0	0	4	0	111	9	
TOTAL (Apr-Jun 2010)	25	4	0	0	2	0	120	7	0	0	11	0	158	11	
TOTAL												Total Referrals (Apr-Jun 2011)		120	
													Total Referrals (Apr-Jun 2010)		169

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 April 2011 - 30 June 2011 comparison with 1 April 2010 - 30 June 2010

	Community		Corporate		Education		Enterprise		Finance & IT		Housing & Tech		Social Work		TOTAL	
	Apr-Jun 2011	Apr-Jun 2010	Apr-Jun 2011	Apr-Jun 2010	Apr-Jun 2011	Apr-Jun 2010	Apr-Jun 2011	Apr-Jun 2010	Apr-Jun 2011	Apr-Jun 2010	Apr-Jun 2011	Apr-Jun 2010	Apr-Jun 2011	Apr-Jun 2010	Apr-Jun 2011	Apr-Jun 2010
Major Injuries	0	0	0	0	2	0	0	3	0	0	0	0	0	1	2	4
Violent Incident: Physical****	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Major*</b>	0	0	0	0	2	0	0	3	0	0	0	0	1	2	4	
Over 3-day Absences	6	10	0	0	0	1	1	1	0	0	9	4	4	0	20	16
Violent Incident: Physical****	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal*****	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
<b>Total Over 3-day**</b>	6	11	0	0	0	1	1	1	0	0	9	4	4	0	20	17
Minor	16	16	1	0	4	7	5	1	0	3	17	12	2	2	45	41
Near Miss	1	0	0	0	0	0	1	0	0	0	0	0	0	0	2	0
Violent Incident: Physical****	0	1	0	0	37	14	0	3	0	0	0	1	11	14	48	33
Violent Incident: Verbal*****	1	3	0	0	6	7	6	3	0	1	5	6	9	14	27	34
<b>Total Minor***</b>	18	20	1	0	47	28	12	7	0	4	22	19	22	30	122	108
<b>Total Accidents/Incidents</b>	<b>24</b>	<b>31</b>	<b>1</b>	<b>0</b>	<b>49</b>	<b>29</b>	<b>13</b>	<b>11</b>	<b>0</b>	<b>4</b>	<b>31</b>	<b>23</b>	<b>26</b>	<b>31</b>	<b>144</b>	<b>129</b>

**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 a injury, such as those identified in the OHSMS Work Instruction 3.B.3

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

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

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

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

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





## RECORD OF GRIEVANCES

FROM: 1 April 2011 - 30 June 2011 comparison with 1 April 2010 - 30 June 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 (Apr-Jun 2011)	0	8	1	3	0	4
TOTAL (Apr-Jun 2010)	0	5	0	0	0	5

## DIGNITY AT WORK

FROM: 1 June 2011 - 30 June 2011 comparison with 1 June 2010 - 30 June 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 (Apr-Jun 2011)	0	2	0	0	0	0	2
TOTAL (Apr-Jun 2010)	0	2	0	0	0	0	2

\*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 (Apr-Jun 2011)

REASONS FOR LEAVING	COMMUNITY	CORPORATE	EDUCATION	ENTERPRISE	FINANCE & IT	HOUSING & TECHNICAL	SOCIAL WORK	TOTAL	%
CAREER ADVANCEMENT	1	0	1	0	1	3	1	7	30
MOVING OUTWITH AREA	1	0	0	0	0	0	6	7	30
FURTHER EDUCATION	0	1	1	0	1	0	1	4	17
CHILD CARING / CARING RESPONSIBILITIES	0	0	0	0	0	0	1	1	4
OTHER	0	0	4	0	0	0	0	4	17
<b>NUMBER OF EXIT INTERVIEWS CONDUCTED</b>	<b>2</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>9</b>	<b>23</b>	
<b>TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW</b>	<b>16</b>	<b>1</b>	<b>9</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>13</b>	<b>45</b>	
<b>% OF LEAVERS INTERVIEWED</b>	<b>13</b>	<b>100</b>	<b>67</b>	<b>0</b>	<b>100</b>	<b>75</b>	<b>69</b>	<b>51</b>	

## EXIT INTERVIEWS (Apr-Jun 2010)

<b>NUMBER OF EXIT INTERVIEWS CONDUCTED (LAST YEAR)</b>	<b>1</b>	<b>2</b>	<b>8</b>	<b>2</b>	<b>1</b>	<b>9</b>	<b>16</b>	<b>39</b>	
<b>TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW</b>	<b>21</b>	<b>2</b>	<b>14</b>	<b>2</b>	<b>2</b>	<b>12</b>	<b>18</b>	<b>71</b>	
<b>% OF LEAVERS INTERVIEWED (LAST YEAR)</b>	<b>5</b>	<b>100</b>	<b>57</b>	<b>100</b>	<b>50</b>	<b>75</b>	<b>89</b>	<b>55</b>	

\* Note these totals include temporary employees

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

FROM : 1 April 2011 - 30 June 2011

Total Number of applications received:	<u>2236</u>
Total Number of Equal Opportunities Monitoring forms received:	<u>2236 (100%)</u>
Total Number of posts recruited for:	<u>278</u>
Total Number of appointments:	<u>278</u>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
<b>Total EO Forms Received</b>	<b>2236</b>	<b>855</b>	<b>278</b>
Total No of Male Applicants	1120	223	52
Total No of Female Applicants	1041	573	177
Total No of Disabled Applicants	18	6	2
Total No of applicants aged under 50	1854	594	174
Total No of applicants aged over 50	240	135	49
Total No of White applicants	2099	767	221
Total No of Black/Ethnic minority applicants*	42	20	2

FROM : 1 April 2010 - 30 June 2010

Total Number of applications received:	<u>3372</u>
Total Number of Equal Opportunities Monitoring forms received:	<u>3349 (99%)</u>
Total Number of posts recruited for:	<u>434</u>
Total Number of appointments:	<u>433</u>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
<b>Total EO Forms Received</b>	<b>3349</b>	<b>911</b>	<b>430</b>
Total No of Male Applicants	2434	596	254
Total No of Female Applicants	799	262	139
Total No of Disabled Applicants	65	24	6
Total No of applicants aged under 50	2891	738	346
Total No of applicants aged over 50	308	112	49
Total No of White applicants	3177	847	386
Total No of Black/Ethnic minority applicants*	51	8	4

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

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

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	2949	1187	165	230	1367
Corporate Resources	316	69	7	173	67
Education - Others	2181	168	62	410	1541
Education - Teachers	3307	692	35	2005	575
Enterprise Resources	623	439	10	129	45
Finance & IT Resources	308	127	2	129	50
Housing & Technical	1924	1010	17	640	257
Social Work Resources	3065	295	153	1065	1552
<b>Total All Staff</b>	<b>14673</b>	<b>3987</b>	<b>451</b>	<b>4781</b>	<b>5454</b>

Full-Time Equivalent									
Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2129.76	1.00	1285.76	94.23	105.94	16.60	9.00	3.00	614.23	0.00
290.21	2.00	71.13	86.40	85.88	22.60	16.60	3.60	2.00	0.00
1551.50	1.00	1095.94	228.02	98.09	34.86	19.00	7.00	61.79	5.80
3043.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.30	3036.10
599.88	1.00	120.67	219.06	178.35	49.00	17.80	4.00	10.00	0.00
288.96	0.00	30.98	72.13	122.16	41.69	19.00	2.00	1.00	0.00
1818.16	1.00	408.00	902.15	424.15	41.86	18.00	3.00	20.00	0.00
2606.24	1.00	1343.49	557.80	546.47	17.80	23.00	3.00	113.68	0.00
<b>9284.71</b>	<b>(excluding Teachers)</b>								
<b>12328.11</b>	<b>7.00</b>	<b>4355.97</b>	<b>2159.79</b>	<b>1561.04</b>	<b>224.41</b>	<b>122.40</b>	<b>25.60</b>	<b>830.00</b>	<b>3041.90</b>

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

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

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	2868	1053	183	255	1377
Corporate Resources	333	74	6	185	68
Education - Others	2204	172	62	418	1552
Education - Teachers	3310	691	37	2000	582
Enterprise Resources	644	458	9	130	47
Finance & IT Resources	313	132	2	129	50
Housing & Technical	1931	1019	26	633	253
Social Work Resources	3090	300	153	1077	1560
<b>Total All Staff</b>	<b>14693</b>	<b>3899</b>	<b>478</b>	<b>4827</b>	<b>5489</b>

Full-Time Equivalent									
Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2036.95	1.00	812.79	104.15	115.89	19.46	9.00	3.00	971.66	0.00
308.14	2.00	77.31	91.75	86.88	24.60	18.60	4.00	3.00	0.00
1559.06	1.00	1105.37	234.71	95.22	34.86	10.00	7.00	65.10	5.80
3043.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.30	3033.10
620.50	1.00	51.05	90.57	191.35	48.00	19.60	4.00	214.93	0.00
293.78	1.00	31.98	72.01	123.16	43.63	19.00	3.00	0.00	0.00
1823.91	1.00	387.97	902.51	430.46	41.86	20.00	3.00	37.11	0.00
2631.26	1.00	1431.94	596.78	542.35	20.80	23.00	3.00	12.39	0.00
<b>9273.60</b>	<b>(excluding Teachers)</b>								
<b>12317.00</b>	<b>8.00</b>	<b>3898.41</b>	<b>2092.48</b>	<b>1585.31</b>	<b>233.21</b>	<b>119.20</b>	<b>27.00</b>	<b>1314.49</b>	<b>3038.90</b>

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