

# Report

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Report to:	<b>Employee Issues Forum</b>
Date of Meeting:	<b>20 March 2018</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Council-wide Workforce Monitoring – November 2017 to January 2018</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 November 2017 to January 2018

## 2. Recommendation(s)

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

(1) that the following employment information for the period November 2017 to January 2018 relating to the Council be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and dignity at work cases
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ staffing watch as at 9 December 2017

## 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 November 2017 to January 2018.

## 4. Attendance Statistics

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

The Council's absence rate for January 2018, shown in Appendix 1, is 5.0%, this figure has decreased by 0.1% when compared to the previous month and an increase of 0.5% when compared to January 2017.

When compared to January 2017, the APT&C absence rate has increased by 0.3%, teachers' absence rate has increased by 0.2% and the manual workers' figure has increased by 1.1%.

The average absence rate for the Council for the financial year 2017/18 is 4.2%.

For the financial year 2017/18 the average days lost per employee equates to 9.9 days.

In comparison to January 2017 (Appendix 8):-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have increased by 292 days.
- ◆ Total days lost due to psychological conditions have increased by 191 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have increased by 142 days.
- ◆ Total days lost due to respiratory conditions have increased by 1490 days.

## **5. Occupational Health**

5.1 Information on Occupational Health for the period November 2017 to January 2018 is provided in Appendix 9.

- ◆ during the period there were 398 employees referred for a medical examination, a decrease of 6 when compared to the same period last year. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ a total of 536 employees attended physiotherapy treatment, showing an increase of 22 when compared to the same period last year. Of the 536 employees referred, 71% remained at work whilst undertaking treatment.
- ◆ during this period there were 299 employees referred to the Employee Support Officer showing an increase of 23 when compared with the same period last year. Of those referrals made this period, 91% related to personal reasons.
- ◆ One hundred and thirty-four employees were referred to 'TimeforTalking' counselling service this period, showing a decrease of 14 when compared with the same period last year. Of the 134 referrals made this period, 119 were from management and 15 were from employees. Personal reasons accounted for 60% of the referrals made, 25% were for work related reasons and 15% were for other reasons.
- ◆ Sixty-four employees were referred for Cognitive Behavioural Therapy this period, an increase of 6 when compared to the same period last year.

## **6. Accidents/Incidents**

6.1 The accident/incident report for November 2017 to January 2018 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 280, this figure has increased by 44 from the same period last year.
- ◆ there were 2 specified injury accidents/incidents recorded, this figure has remains unchanged from the same period last year.
- ◆ there were 259 minor accidents/incidents, this figure has increased by 39 from the same period last year.
- ◆ there were 6 accidents resulting in an absence lasting over 3 days during the period, this figure has increased by 3 from the same period last year.

- ◆ there were 13 accidents resulting in absences lasting over 7 days during the period, this figure has increased by 2 from the same period last year.

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

7.1 information on Disciplinary, Grievance Hearings, Dignity at Work and Mediation Referrals for November 2017 to January 2018 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 57 disciplinary hearings were held across Resources within the Council, an increase of 8 when compared to the same period last year
- ◆ action was taken in 48 of these cases. Two appeals were raised against the outcomes
- ◆ our target is to convene disciplinary hearings within 6 weeks, 70% of hearings met this target
- ◆ during the period, 1 appeal was upheld in part and 2 were withdrawn by the Appeals Panel
- ◆ at the end of January 2018, 1 Appeals Panel was pending
- ◆ during the period, 5 grievance cases were raised, 2 were resolved at stage 1 and 3 still in process
- ◆ during the period, 5 dignity at work cases were raised, 2 were resolved at formal stage and 3 still in process
- ◆ during the period, 1 referral for mediation was submitted

## **8 Analysis of Leavers and Exit Interviews**

8.1 Information on the number of leavers and exit interviews for the period November 2017 to January 2018 is contained in Appendix 13. Exit interviews are conducted with employees who leave voluntarily.

### **Labour turnover**

Using information compiled from resources and staffing watch information as at 9 December 2017, the Council's turnover figure for November 2017 to January 2018 is as follows:

170 leavers eligible for exit interviews/14304 employees in post = Labour Turnover of 1.2%.

Based on the figure from at January 2018, the annual labour turnover figure for the financial year 2017/2018 for the Council is 4.8%.

8.2 Analysis of Leavers and Exit Interviews

- ◆ there were a total of 170 employees leaving the Council that were eligible for an exit interview, an increase of 69 when compared with the same period last year
- ◆ exit interviews were held with 13% of leavers, compared with 4% from the same period last year.

## **9 Recruitment Monitoring**

9.1 Information on Recruitment Monitoring for November 2017 to January 2018 is contained within Appendix 14.

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

- ◆ overall, 2046 applications and 1969 completed Equal Opportunities Monitoring Forms were received

- ◆ of those applicants who declared themselves as disabled (77), 41 were shortlisted for interview and 10 were appointed
- ◆ of those applicants of a black/ethnic minority background (62), 24 were shortlisted for interview and 3 were appointed.

## **10 Staffing Watch**

- 10.1 There has been a decrease of 83 in the number of employees in post from 9 September 2017 to 9 December 2017.

## **11 Employee Implications**

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

## **12 Financial Implications**

- 12.1 All financial implications are accommodated within existing budgets.

## **13 Other Implications**

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

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

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

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

**Paul Manning**

**Executive Director (Finance and Corporate Resources)**

26 February 2018

### **Link(s) to Council Values/Ambitions/Objectives**

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

### **Previous References**

- ◆ Employee Issues Forum – 31 October 2017

### **List of Background Papers**

- ◆ monitoring information provided by Resources

**Contact for Further Information**

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

Ext: 4239 (Tel: 01698 454239)

E-mail: [Janet.McLuckie@southlanarkshire.gcsx.gov.uk](mailto:Janet.McLuckie@southlanarkshire.gcsx.gov.uk)

ABSENCE TRENDS - 2015/2016, 2016/2017 & 2017/2018  
Council Wide

APT&C			Teachers			Manual Workers			Council Wide						
2015 / 2016	2016 / 2017	2017 / 2018	2015 / 2016	2016 / 2017	2017 / 2018	2015 / 2016	2016 / 2017	2017 / 2018	2015 / 2016	2016 / 2017	2017 / 2018				
%	%	%	%	%	%	%	%	%	%	%	%				
April	4.2	4.0	4.1	April	2.6	2.9	2.1	April	4.3	6.1	5.2	April	3.8	4.3	3.9
May	4.0	4.2	4.4	May	2.9	3.1	2.7	May	4.4	5.8	5.1	May	3.9	4.4	4.2
June	3.6	4.1	4.1	June	2.2	2.4	2.2	June	4.5	5.6	4.9	June	3.5	4.1	3.9
July	3.2	3.5	3.3	July	1.2	1.2	0.8	July	3.9	4.7	4.5	July	2.9	3.3	3.0
August	3.5	3.7	3.7	August	1.5	1.4	1.0	August	4.3	5.2	4.5	August	3.3	3.6	3.2
September	3.6	4.1	4.4	September	2.6	2.4	2.2	September	5.1	5.4	5.0	September	3.8	4.1	4.0
October	4.1	4.5	4.3	October	2.8	2.9	2.4	October	5.0	5.6	5.4	October	4.1	4.4	4.1
November	4.5	5.0	4.7	November	3.8	3.1	3.5	November	5.9	6.4	6.1	November	4.7	4.9	4.8
December	4.2	5.1	4.9	December	4.2	3.2	3.8	December	6.1	6.3	6.7	December	4.7	4.9	5.1
January	4.1	4.7	5.0	January	4.0	2.8	3.0	January	6.0	5.5	6.6	January	4.6	4.5	5.0
February	4.5	5.1		February	4.2	3.7		February	6.5	5.8		February	5.0	5.0	
March	4.7	5.0		March	4.3	3.4		March	6.8	5.4		March	5.2	4.7	
Annual Average	4.0	4.4	4.4	Annual Average	3.0	2.7	2.6	Annual Average	5.2	5.7	5.4	Annual Average	4.1	4.4	4.2
Average Apr-Jan	3.9	4.3	4.3	Average Apr-Jan	2.8	2.5	2.4	Average Apr-Jan	5.0	5.7	5.4	Average Apr-Jan	3.9	4.3	4.1
No of Employees at 31 January 2018			6910	No of Employees at 31 January 2018			3740	No of Employees at 31 January 2018			4274	No of Employees at 31 January 2018			14924

For the financial year 2017/18, the projected average days lost per employee equates to 9.9 days.

**ABSENCE TRENDS - 2015/2016, 2016/2017 & 2017/2018**  
**Community and Enterprise Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018				
April	1.7	4.0	3.9	April	4.2	5.8	5.2	April	3.8	5.3	4.8	April	3.8	4.3	3.9				
May	2.6	4.2	4.4	May	4.4	5.6	5.7	May	4.1	5.2	5.4	May	3.9	4.4	4.2				
June	2.3	3.4	4.2	June	4.5	5.5	5.1	June	4.1	4.9	4.9	June	3.5	4.1	3.9				
July	2.4	2.5	3.4	July	3.9	4.4	4.2	July	3.6	3.9	4.0	July	2.9	3.3	3.0				
August	3.3	2.9	3.6	August	4.5	5.0	4.5	August	4.2	4.4	4.3	August	3.3	3.6	3.2				
September	2.3	4.4	3.4	September	5.2	5.6	5.0	September	4.7	5.3	4.8	September	3.8	4.1	4.0				
October	5.4	4.8	3.8	October	5.3	5.8	5.6	October	5.3	5.5	5.3	October	4.1	4.4	4.1				
November	3.5	5.5	4.5	November	6.1	6.7	6.2	November	5.6	6.4	5.9	November	4.7	4.9	4.8				
December	2.5	5.3	3.6	December	6.5	6.2	6.4	December	5.7	6.0	5.9	December	4.7	4.9	5.1				
January	3.2	4.4	3.0	January	6.3	5.7	6.3	January	5.7	5.4	5.7	January	4.6	4.5	5.0				
February	3.0	4.5		February	6.5	6.4		February	6.0	5.9		February	5.0	5.0					
March	4.1	4.2		March	6.5	5.9		March	5.9	5.4		March	5.2	4.7					
Annual Average	3.0	4.2	3.9	Annual Average	5.3	5.7	5.5	Annual Average	4.9	5.3	5.2	Annual Average	4.1	4.4	4.2				
Average Apr-Jan	2.9	4.1	3.8	Average Apr-Jan	5.1	5.6	5.4	Average Apr-Jan	4.7	5.2	5.1	Average Apr-Jan	3.9	4.3	4.1				
No of Employees at 31 January 2018				561	No of Employees at 31 January 2018				2668	No of Employees at 31 January 2018				3229	No of Employees at 31 January 2018				14924

For the financial year 2017/18, the projected average days lost per employee equates to 13.0 days.

**ABSENCE TRENDS - 2015/2016, 2016/2017 & 2017/2018**  
Education Resources

APT&C				Teachers				Resource Total				Council Wide							
	2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018				
April	4.2	3.4	4.0	April	2.6	2.9	2.1	April	3.2	3.1	2.9	April	3.8	4.3	3.9				
May	4.3	3.8	4.7	May	2.9	3.1	2.7	May	3.5	3.4	3.5	May	3.9	4.4	4.2				
June	3.6	3.8	3.6	June	2.2	2.4	2.2	June	2.8	3.0	2.8	June	3.5	4.1	3.9				
July	2.6	2.9	2.1	July	1.2	1.2	0.8	July	1.8	1.9	1.3	July	2.9	3.3	3.0				
August	3.1	3.0	2.7	August	1.5	1.4	1.0	August	2.2	2.0	1.7	August	3.3	3.6	3.2				
September	4.6	3.7	4.3	September	2.6	2.4	2.2	September	3.4	2.9	3.0	September	3.8	4.1	4.0				
October	4.5	4.2	4.6	October	2.8	2.9	2.4	October	3.5	3.4	3.3	October	4.1	4.4	4.1				
November	5.4	5.4	5.0	November	3.8	3.1	3.5	November	4.5	4.0	4.1	November	4.7	4.9	4.8				
December	5.0	5.4	5.3	December	4.2	3.2	3.8	December	4.5	4.1	4.4	December	4.7	4.9	5.1				
January	4.6	4.7	5.2	January	4.0	2.8	3.0	January	4.3	3.6	3.9	January	4.6	4.5	5.0				
February	4.7	5.5		February	4.2	3.7		February	4.4	4.4		February	5.0	5.0					
March	4.9	5.6		March	4.3	3.4		March	4.5	4.3		March	5.2	4.7					
Annual Average	4.3	4.3	4.4	Annual Average	3.0	2.7	2.6	Annual Average	3.6	3.3	3.3	Annual Average	4.1	4.4	4.2				
Average Apr-Jan	4.2	4.0	4.2	Average Apr-Jan	2.8	2.5	2.4	Average Apr-Jan	3.4	3.1	3.1	Average Apr-Jan	3.9	4.3	4.1				
<b>No of Employees at 31 January 2018</b>				<b>2580</b>	<b>No of Employees at 31 January 2018</b>				<b>3740</b>	<b>No of Employees at 31 January 2018</b>				<b>6320</b>	<b>No of Employees at 31 January 2018</b>				<b>14924</b>

For the financial year 2017/18, the projected average days lost per employee equates to 7.4 days.



**ABSENCE TRENDS - 2015/2016, 2016/2017 & 2017/2018**  
**Finance and Corporate Resources**

APT&C			Manual Workers			Resource Total			Council Wide						
	2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018
April	3.1	2.6	2.8	April				April	3.1	2.6	2.8	April	3.8	4.3	3.9
May	2.9	2.2	3.2	May			0.0	May	2.9	2.2	3.2	May	3.9	4.4	4.2
June	3.7	2.2	3.3	June			0.0	June	3.7	2.2	3.3	June	3.5	4.1	3.9
July	3.5	2.0	3.1	July			0.0	July	3.5	2.0	3.0	July	2.9	3.3	3.0
August	3.0	2.2	3.5	August			0.0	August	3.0	2.2	3.4	August	3.3	3.6	3.2
September	1.7	2.4	4.1	September			0.0	September	1.7	2.4	4.1	September	3.8	4.1	4.0
October	2.3	2.6	4.4	October			0.0	October	2.3	2.6	4.3	October	4.1	4.4	4.1
November	2.3	3.1	4.2	November			0.0	November	2.3	3.1	4.1	November	4.7	4.9	4.8
December	2.5	2.6	3.5	December			0.0	December	2.5	2.6	3.4	December	4.7	4.9	5.1
January	2.7	2.6	4.1	January			7.0	January	2.7	2.6	4.2	January	4.6	4.5	5.0
February	3.9	3.8		February				February	3.9	3.8		February	5.0	5.0	
March	2.7	3.7		March				March	2.7	3.7		March	5.2	4.7	
Annual Average	2.9	2.7	3.6	Annual Average			0.8	Annual Average	2.9	2.7	3.6	Annual Average	4.1	4.4	4.2
Average Apr-Jan	2.8	2.5	3.6	Average Apr-Jan			0.8	Average Apr-Jan	2.8	2.5	3.6	Average Apr-Jan	3.9	4.3	4.1
No of Employees at 31 January 2018			1027	No of Employees at 31 January 2018			12	No of Employees at 31 January 2018			1039	No of Employees at 31 January 2018			14924

For the financial year 2017/18, the projected average days lost per employee equates to 8.5 days.  
 Figures for manual workers only applicable from May 2017/2018

**ABSENCE TRENDS - 2015/2016, 2016/2017 & 2017/2018**  
**Housing & Technical Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018				
April	4.5	4.6	4.3	April	5.0	6.3	4.5	April	4.7	5.1	4.4	April	3.8	4.3	3.9				
May	3.6	4.3	4.2	May	4.7	5.0	3.9	May	3.9	4.5	4.1	May	3.9	4.4	4.2				
June	3.8	4.3	3.9	June	4.6	5.5	4.4	June	4.0	4.7	4.1	June	3.5	4.1	3.9				
July	3.5	4.1	4.3	July	4.1	4.5	4.9	July	3.7	4.2	4.5	July	2.9	3.3	3.0				
August	3.7	4.9	4.7	August	4.3	5.7	4.0	August	3.9	5.1	4.4	August	3.3	3.6	3.2				
September	3.5	5.1	4.3	September	3.8	4.6	4.5	September	3.6	5.0	4.4	September	3.8	4.1	4.0				
October	4.2	5.5	3.8	October	4.1	5.0	4.4	October	4.2	5.3	4.0	October	4.1	4.4	4.1				
November	4.4	4.9	4.9	November	4.5	6.7	6.4	November	4.5	5.5	5.5	November	4.7	4.9	4.8				
December	4.0	5.0	5.0	December	4.9	6.7	9.0	December	4.3	5.6	6.6	December	4.7	4.9	5.1				
January	3.9	5.0	5.4	January	4.9	4.3	7.3	January	4.2	4.8	6.2	January	4.6	4.5	5.0				
February	4.2	4.9		February	6.5	4.7		February	4.9	4.8		February	5.0	5.0					
March	4.9	4.7		March	7.3	4.6		March	5.7	4.6		March	5.2	4.7					
Annual Average	4.0	4.8	4.5	Annual Average	4.9	5.3	5.2	Annual Average	4.3	4.9	4.8	Annual Average	4.1	4.4	4.2				
Average Apr-Jan	3.9	4.8	4.5	Average Apr-Jan	4.5	5.4	5.3	Average Apr-Jan	4.1	5.0	4.8	Average Apr-Jan	3.9	4.3	4.1				
<b>No of Employees at 31 January 2018</b>				<b>902</b>	<b>No of Employees at 31 January 2018</b>				<b>562</b>	<b>No of Employees at 31 January 2018</b>				<b>1464</b>	<b>No of Employees at 31 January 2018</b>				<b>14924</b>

For the financial year 2017/18, the projected average days lost per employee equates to 11.9 days.

**ABSENCE TRENDS - 2015/2016, 2016/2017 & 2017/2018**  
**Social Work Resources**

	APT&C			Manual Workers				Resource Total				Council Wide			
	2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018
April	5.0	4.8	5.0	April	4.2	6.6	5.6	April	4.8	5.4	5.2	April	3.8	4.3	3.9
May	4.8	5.3	4.9	May	4.5	6.9	4.1	May	4.7	5.8	4.6	May	3.9	4.4	4.2
June	3.9	5.2	5.3	June	4.3	6.2	4.6	June	4.0	5.5	5.1	June	3.5	4.1	3.9
July	3.9	5.0	4.8	July	4.0	5.7	4.9	July	4.0	5.3	4.8	July	2.9	3.3	3.0
August	4.0	4.8	4.9	August	4.0	5.4	4.7	August	4.0	5.0	4.8	August	3.3	3.6	3.2
September	3.5	4.3	5.0	September	5.3	5.3	5.2	September	4.0	4.7	5.1	September	3.8	4.1	4.0
October	3.9	4.7	4.2	October	4.8	5.6	5.8	October	4.2	5.0	4.8	October	4.1	4.4	4.1
November	4.4	5.1	4.4	November	6.0	5.4	5.9	November	4.9	5.2	4.9	November	4.7	4.9	4.8
December	4.3	5.6	5.6	December	5.5	6.1	6.1	December	4.7	5.8	5.7	December	4.7	4.9	5.1
January	4.4	5.5	5.5	January	5.7	5.5	7.3	January	4.8	5.5	6.1	January	4.6	4.5	5.0
February	5.2	5.8		February	6.2	4.8		February	5.5	5.4		February	5.0	5.0	
March	5.3	5.6		March	7.2	4.8		March	5.9	5.3		March	5.2	4.7	
Annual Average	4.4	5.1	5.1	Annual Average	5.1	5.7	5.3	Annual Average	4.6	5.3	5.2	Annual Average	4.1	4.4	4.2
Average Apr-Jan	4.2	5.0	5.0	Average Apr-Jan	4.8	5.9	5.4	Average Apr-Jan	4.4	5.3	5.1	Average Apr-Jan	3.9	4.3	4.1
No of Employees at 31 January 2018			1840	No of Employees at 31 January 2018			1032	No of Employees at 31 January 2018			2872	No of Employees at 31 January 2018			14924

For the financial year 2017/18, the projected average days lost per employee equates to 11.2 days.

## ABSENCE BY LONG AND SHORT TERM

From: 1 November 2017 - 31 January 2018

Resource	No of employees	November 2017			December 2017			January 2018		
		Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %
Community and Enterprise	3229	2.3	3.6	5.9	3.8	2.1	5.9	1.6	3.5	5.1
Education	6320	1.7	2.4	4.1	1.6	2.8	4.4	1.7	2.2	3.9
Finance and Corporate	1039	1.6	2.5	4.1	1.6	1.8	3.4	2.3	1.9	4.2
Housing & Technical	1464	2.7	2.8	5.5	2.3	4.3	6.6	2.6	3.6	6.2
Social Work	2872	2.0	2.9	4.9	2.1	3.6	5.7	2.3	3.8	6.1
<b>Council Overall for November 2017 - January 2018</b>	<b>14924</b>	<b>2.0</b>	<b>2.8</b>	<b>4.8</b>	<b>1.9</b>	<b>3.2</b>	<b>5.1</b>	<b>2.0</b>	<b>3.0</b>	<b>5.0</b>

**ATTENDANCE MONITORING  
Absence Classification**

**From : 1 January - 31 January 2018**

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1123	27	1002	19	124	14	621	32	698	21	3568	23
Psychological	937	23	1319	25	284	32	527	27	903	27	3970	26
Stomach, Bowel, Blood, Metabolic Disorders	430	10	469	9	79	9	146	7	441	13	1565	10
Respiratory	729	18	1006	19	227	26	314	16	688	21	2964	19
Other Classification	928	22	1406	27	175	20	345	18	586	18	3440	22
<b>Total Days Lost By Resource</b>	<b>4147</b>	<b>100</b>	<b>5202</b>	<b>100</b>	<b>889</b>	<b>100</b>	<b>1953</b>	<b>100</b>	<b>3316</b>	<b>100</b>	<b>15507</b>	<b>100</b>
<b>Total Work Days Available</b>	72247		133381		21369		31585		54350			

**From : 1 January - 31 January 2017**

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1169	30	896	20	62	16	417	23	732	24	3276	24
Psychological	731	19	1461	33	84	22	475	27	1028	34	3779	28
Stomach, Bowel, Blood, Metabolic Disorders	548	14	437	10	37	10	183	10	218	7	1423	11
Respiratory	399	10	395	9	74	19	266	15	340	11	1474	11
Other Classification	1021	26	1255	28	131	34	435	24	746	24	3588	26
<b>Total Days Lost By Resource</b>	<b>3868</b>	<b>100</b>	<b>4444</b>	<b>100</b>	<b>388</b>	<b>100</b>	<b>1776</b>	<b>100</b>	<b>3064</b>	<b>100</b>	<b>13540</b>	<b>100</b>
<b>Total Work Days Available</b>	71782		123940		14957		37377		55372			

\*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 November 2017 - 31 January 2018 comparison with 1 November 2016 - 31 January 2017

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Nov 17 - Jan 18)	113	43	49	24	58	111	398
TOTAL (Nov 16 - Jan 17)	125	34	34	19	45	147	404

No of Employees Referred For Physiotherapy		
RESOURCE	Nov 16 - Jan 17	Nov 17 - Jan 18
Community and Enterprise	143	142
Education (Teachers)	66	60
Education (Others)	63	86
Finance and Corporate	22	33
Housing and Technical	78	64
Social Work	142	151
TOTAL	514	536

No of Employees Referred To Employee Support Officer		
RESOURCE	Nov 16 - Jan 17	Nov 17 - Jan 18
Community and Enterprise	62	80
Education	88	102
Finance and Corporate	9	23
Housing and Technical	29	32
Social Work	88	62
TOTAL	276	299

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Nov 16 - Jan 17	Nov 17 - Jan 18
Community and Enterprise	10	9
Education	20	24
Finance and Corporate	3	4
Housing and Technical	7	9
Social Work	18	18
TOTAL	58	64

Analysis of Counselling Referrals by Cause												
	Reason											
	Work Stress		Addiction		Personal		Anxiety/ Depression		Bereavement		Total	
	M	S	M	S	M	S	M	S	M	S	M	S
TOTAL (Nov 17 - Jan 18)	30	4	0	0	74	7	0	1	15	3	119	15
TOTAL (Nov 16 - Jan 17)	34	3	1	0	88	1	1	0	18	2	142	6
											Total Referrals (Nov 17 - Jan 18)	134
											Total Referrals (Nov 16 - Jan 17)	148

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 November 2017 - 31 January 2018 comparison with 1 November 2016 - 31 January 2017

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2017-2018	2016-2017	2017-2018	2016-2017	2017-2018	2016-2017	2017-2018	2016-2017	2017-2018	2016-2017	2017-2018	2016-2017
Specified Injury	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
<b>Total Specified Injury*</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>2</b>
Over 7-day	6	4	1	3	0	0	3	4	3	0	13	11
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Over 7-day**</b>	<b>6</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>13</b>	<b>11</b>
Over 3-day	5	0	0	2	0	0	0	1	1	0	6	3
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Over 3-day**</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>6</b>	<b>3</b>
Minor	22	20	5	8	1	0	4	1	11	2	43	31
Near Miss	2	4	2	0	0	0	0	0	1	2	5	6
Violent Incident: Physical	6	1	160	137	0	0	0	0	17	12	183	150
Violent Incident: Verbal	4	3	14	22	0	1	4	2	6	5	28	33
<b>Total Minor***</b>	<b>34</b>	<b>28</b>	<b>181</b>	<b>167</b>	<b>1</b>	<b>1</b>	<b>8</b>	<b>3</b>	<b>35</b>	<b>21</b>	<b>259</b>	<b>220</b>
<b>Total Accidents/Incidents</b>	<b>46</b>	<b>32</b>	<b>182</b>	<b>173</b>	<b>1</b>	<b>1</b>	<b>11</b>	<b>9</b>	<b>40</b>	<b>21</b>	<b>280</b>	<b>236</b>

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

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

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

## RECORD OF DISCIPLINARY HEARINGS

FROM: 1 November 2017 - 31 January 2018 comparison with 1 November 2016 - 31 January 2017

RESOURCE	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 6 Weeks
	APT&C	Manual/Craft	Teachers	Total	No Action				Action Taken				3	4-6	6+	
					APT&C	Manual / Craft	Teachers	Total	APT&C	Manual / Craft	Teachers	Total				
COMMUNITY AND ENTERPRISE	3	27	N/A	30	0	5	N/A	5	3	22	N/A	25	13	7	10	67%
EDUCATION	3	0	7	10	3	0	1	4	0	0	6	6	7	2	1	90%
FINANCE AND CORPORATE	1	0	N/A	1	0	0	N/A	0	1	0	N/A	1	0	0	1	0%
HOUSING & TECHNICAL	2	4	N/A	6	0	0	N/A	0	2	4	N/A	6	4	0	2	67%
SOCIAL WORK	5	5	N/A	10	0	0	N/A	0	5	5	N/A	10	5	2	3	70%
<b>TOTAL (Nov 17 - Jan 18)</b>	<b>14</b>	<b>36</b>	<b>7</b>	<b>57</b>	<b>3</b>	<b>5</b>	<b>1</b>	<b>9</b>	<b>11</b>	<b>31</b>	<b>6</b>	<b>48</b>	<b>29</b>	<b>11</b>	<b>17</b>	<b>70%</b>
<b>TOTAL (Nov 16 - Jan 17)</b>	<b>18</b>	<b>29</b>	<b>2</b>	<b>49</b>	<b>7</b>	<b>3</b>	<b>0</b>	<b>10</b>	<b>11</b>	<b>26</b>	<b>2</b>	<b>39</b>	<b>17</b>	<b>14</b>	<b>18</b>	<b>63%</b>

RESOURCE	No of Appeals				Outcome of Appeals												Appeals Pending
	APT&C	Manual/Craft	Teachers	Total	Upheld				Upheld in Part				Not Upheld				
					APT&C	Manual / Craft	Teachers	Total	APT&C	Manual / Craft	Teachers	Total	APT&C	Manual / Craft	Teachers	Total	
COMMUNITY AND ENTERPRISE	1	1	N/A	2	0	0	N/A	0	0	1	N/A	1	1	0	0	1	0
<b>TOTAL (Nov 17 - Jan 18)</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>TOTAL (Nov 16 - Jan 17)</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>0</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>

\*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.

## APPEAL'S PANEL

FROM: 1 November 2017 - 31 January 2018

APPEAL'S PANEL	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
	0	1	0	2	3	1



**RECORD OF GRIEVANCES****FROM: 1 November 2017 - 31 January 2018 comparison with 1 November 2016 - 31 January 2017**

GRIEVANCES	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
COMMUNITY AND ENTERPRISE	1	0	0	0	1
HOUSING & TECHNICAL	1	1	0	0	0
SOCIAL WORK RESOURCES	3	1	0	0	2
TOTAL (Nov 17 - Jan 18)	5	2	0	0	3
TOTAL (Nov 16 - Jan 17)	4	4	0	0	0

**DIGNITY AT WORK****FROM: 1 November 2017 - 31 January 2018 comparison with 1 November 2016 - 31 January 2017**

DIGNITY AT WORK	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
EDUCATION	1	0	0	0	0	1
HOUSING & TECHNICAL	1	0	1	0	0	0
SOCIAL WORK RESOURCES	3	0	1	0	0	2
TOTAL (Nov 17 - Jan 18)	5	0	2	0	0	3
TOTAL (Nov 16 - Jan 17)	1	0	1	0	0	0

\*Resources nil responses are not included in figures

## REFERRALS FOR WORKPLACE MEDIATION

As at January 2018

WORKPLACE MEDIATION	Nov-17	Dec-17	Jan-18
No of Referrals	1	0	0
*No of Successful Cases	1	0	0
*No of Unsuccessful Cases	0	0	0
No of cases unsuitable for mediation	0	0	0

WORKPLACE MEDIATION	Nov-16	Dec-16	Jan-17
No of Referrals	2	1	0
*No of Successful Cases	0	0	0
*No of Unsuccessful Cases	0	0	2
No of cases unsuitable for mediation	1	0	0

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

## ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

FROM: 1 November 2017 - 31 January 2018

## LABOUR TURNOVER (Nov 17 - Jan 18)

	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total
<b>Total Number of Leavers Per Resource</b>	39	73	13	10	35	<b>170</b>

## EXIT INTERVIEWS (Nov 17 - Jan 18)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
CAREER ADVANCEMENT	0	4	0	0	0	4	18
DISSATISFACTION WITH TERMS AND CONDITIONS	0	1	0	0	1	2	9
MOVING OUTWITH AREA	0	0	0	0	2	2	9
POOR RELATIONSHIPS WITH MANAGERS /	0	1	0	0	0	1	5
OTHER	1	9	0	1	2	13	59
<b>NUMBER OF EXIT INTERVIEWS CONDUCTED</b>	<b>1</b>	<b>15</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>22</b>	
<b>TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW</b>	<b>39</b>	<b>73</b>	<b>13</b>	<b>10</b>	<b>35</b>	<b>170</b>	
<b>% OF LEAVERS INTERVIEWED</b>	<b>3</b>	<b>21</b>	<b>0</b>	<b>10</b>	<b>14</b>	<b>13</b>	

## EXIT INTERVIEWS (Nov 16 - Jan 17)

<b>NUMBER OF EXIT INTERVIEWS CONDUCTED</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>4</b>	
<b>TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW</b>	<b>31</b>	<b>32</b>	<b>4</b>	<b>6</b>	<b>28</b>	<b>101</b>	
<b>% OF LEAVERS INTERVIEWED</b>	<b>0</b>	<b>9</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>4</b>	

\* Note these totals include temporary employees

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

FROM : 1 November 2017 - 31 January 2018

Total Number of applications received:	<u>2046</u>
Total Number of Equal Opportunities Monitoring forms received:	<u>1969</u>
Total Number of posts recruited for:	<u>182</u>
Total Number of appointments:	<u>288</u>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1969	839	279
Total No of Male Applicants	509	209	60
Total No of Female Applicants	1450	588	185
Total No of Disabled Applicants	77	41	10
Total No of applicants aged under 50	1655	667	202
Total No of applicants aged over 50	309	128	41
Total No of White applicants	1886	767	241
Total No of Black/Ethnic minority applicants*	62	24	3

FROM : 1 November 2016 - 31 January 2017

Total Number of applications received:	<u>3350</u>
Total Number of Equal Opportunities Monitoring forms received:	<u>3159</u>
Total Number of posts recruited for:	<u>285</u>
Total Number of appointments:	<u>688</u>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	3159	1348	592
Total No of Male Applicants	1027	345	130
Total No of Female Applicants	2123	994	448
Total No of Disabled Applicants	88	43	9
Total No of applicants aged under 50	2678	1139	507
Total No of applicants aged over 50	458	191	68
Total No of White applicants	3056	1310	568
Total No of Black/Ethnic minority applicants*	65	16	7

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

**QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 9 December 2017****Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community & Enterprise Resources	3052	1289	218	219	1326
Education - Others	2445	126	80	369	1870
Education - Teachers	3620	681	59	2230	650
Finance & Corporate Resources	988	219	17	432	320
Housing & Technical	1360	892	8	315	145
Social Work Resources	2784	221	187	904	1472
<b>Total All Staff</b>	<b>14249</b>	<b>3428</b>	<b>569</b>	<b>4469</b>	<b>5783</b>

Total	Full-Time Equivalent								
	Salary Band								
	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2226.23	1.00	1468.92	428.35	245.55	50.61	19.80	4.00	8.00	0.00
1724.67	1.00	1058.46	458.97	86.09	21.00	27.11	4.00	58.44	9.60
3328.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.60	3324.00
863.34	2.00	160.57	380.27	235.09	64.41	14.00	6.00	1.00	0.00
1305.47	1.00	190.52	697.65	364.30	38.00	12.00	2.00	0.00	0.00
2393.99	1.00	1331.78	480.04	534.17	19.00	26.00	2.00	0.00	0.00
<b>8513.70</b>	<b>(excluding Teachers)</b>								
<b>11842.30</b>	<b>6.00</b>	<b>4210.25</b>	<b>2445.28</b>	<b>1465.20</b>	<b>193.02</b>	<b>98.91</b>	<b>18.00</b>	<b>72.04</b>	<b>3333.60</b>

**QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 9 September 2017****Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community & Enterprise Resources	3129	1384	221	221	1303
Education - Others	2404	127	71	358	1848
Education - Teachers	3622	680	58	2235	649
Finance & Corporate Resources	1013	225	17	449	322
Housing & Technical	1353	891	13	306	143
Social Work Resources	2811	223	195	913	1480
<b>Total All Staff</b>	<b>14332</b>	<b>3530</b>	<b>575</b>	<b>4482</b>	<b>5745</b>

Total	Full-Time Equivalent								
	Salary Band								
	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2320.74	1.00	1545.63	437.65	254.05	50.61	19.80	4.00	8.00	0.00
1677.62	1.00	1037.51	448.50	86.07	19.00	14.00	4.00	56.94	10.60
3332.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.60	3328.20
900.10	2.00	162.56	393.09	238.90	68.41	27.11	6.00	2.03	0.00
1299.00	1.00	190.79	689.91	363.30	40.00	12.00	2.00	0.00	0.00
2420.18	1.00	1354.03	477.57	543.58	20.00	22.00	2.00	0.00	0.00
<b>8617.64</b>	<b>(excluding Teachers)</b>								
<b>11950.44</b>	<b>6.00</b>	<b>4290.52</b>	<b>2446.72</b>	<b>1485.90</b>	<b>198.02</b>	<b>94.91</b>	<b>18.00</b>	<b>71.57</b>	<b>3338.80</b>

