

# Report

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Report to:	<b>Employee Issues Forum</b>
Date of Meeting:	<b>24 August 2010</b>
Report by:	<b>Executive Director (Corporate Resources)</b>

Subject:	<b>Council-wide Workforce Monitoring – April to June 2010</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period April to June 2010.

## 2. Recommendation(s)

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

(1) that the following employment information for the period April to June 2010 relating to the Council be noted:-

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

## 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 April 2010 to June 2010.

## 4. Attendance Statistics

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

- ◆ The Council's absence rate for June 2010 is 3.3%, a decrease of 0.6% when compared with last month. When compared to June 2009 this figure has decreased by 0.4%.
- ◆ When compared to June 2009, the APT&C figure has decreased by 0.4%, the teachers' figure has decreased by 0.6% and the manual worker figure has reduced by 0.2%.

- ◆ Based on annual trends and the absence rate for June 2010, the overall absence rate for the Council for the financial year 2010/2011 is 3.9%. This equates to 8.8 days being lost per employee.

In comparison to June 2009:-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 281 days; this decrease is reflected across most Resources with the most significant decrease in Education Resources by 395 days.
- ◆ Total days lost due to psychological conditions have increased by 95 days; with the most significant increase in Education Resources by 143 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 233 days; this decrease is reflected across most Resources with the most significant decrease in Education Resources by 204 days.
- ◆ Total days lost due to respiratory conditions have decreased by 262 days; this decrease is reflected across most Resources with the most significant decrease in Education Resources by 171 days.

## **5. Occupational Health**

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

- ◆ In comparison to the same period last year there has been a decrease of 20 employees being referred for a medical examination. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ A total of 443 employees attended physiotherapy treatment, showing an increase of 27 when compared to the same period last year. Of the 443 employees referred, 80% remained at work whilst undertaking treatment.
- ◆ During this period there were 147 employees referred to the Employee Support Officer, showing an increase of 24 when compared to the same period last year. Of those referrals made this period, 84% related to personal reasons.
- ◆ 169 employees were referred to the Employee Counselling Service this period, a decrease of 12 when compared with the same period last year. Of the 169 referrals made this period, 158 were from management and 11 were from employees. Personal reasons accounted for 75% of the referrals made and 17% were for work related reasons.

## **6. Accidents/Incidents**

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

- ◆ The number of accidents/incidents recorded was 129, this is a decrease of 20 from the same period last year (149).
- ◆ There were 4 major accidents/incidents recorded, an increase of 2 when compared to the same period last year.
- ◆ Minor accidents/incidents have decreased overall by 22 when compared to the same period last year (130).

- ◆ There were 17 accidents resulting in absences lasting over 3 days during the period, this figure remains unchanged when compared with the same period last year.

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

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

- ◆ In total, 105 disciplinary hearings were held across Resources within the Council, an increase of 5 when compared to the same period last year.
- ◆ Action was taken in 89 of these cases, and there were 2 appeals raised against the outcomes.
- ◆ Our target is to convene disciplinary hearings within 6 weeks, 84% of hearings met this target.
- ◆ During the period 2 appeals were heard by the Appeals Panel, both were not upheld.
- ◆ During the period 2 appeals were withdrawn.
- ◆ At the end of June 2010, 1 appeal was pending.
- ◆ During the period 5 grievances and 2 Dignity at Work cases were raised.
- ◆ During the period 7 referrals for mediation were submitted.

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

8.1 Labour turnover

Information on the number of leavers and exit interviews for the period April to June 2010 is contained in Appendix 15. Exit interviews are conducted with leavers who leave voluntarily.

Using information compiled from Resources and Staffing Watch information as at 13 March 2010 the Labour Turnover figure for April, May and June 2010 is as follows:

71 leavers/15471 employees in post = Labour Turnover of 0.5%

Based on annual trends and figures for April to June 2010, the annual average labour turnover figure for the financial year 2010/2011 for the Council is 1.8%.

8.2 Analysis of Leavers and Exit Interviews

- ◆ There were a total of 71 employees leaving the Council that were eligible for exit interview compared with 85 in the same period last year.
- ◆ Exit interviews were held with 55% of leavers compared to 67% last year.

## **9 Recruitment Monitoring**

9.1 Information on Recruitment Monitoring for April 2010 to June 2010 is contained within Appendix 16.

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

- ◆ Overall, 3372 applications were received and 3349 individuals completed Equal Opportunities Monitoring Forms.
- ◆ Of those applicants who declared themselves as disabled (65), 24 were shortlisted for interview and 6 were appointed.

- ◆ Of those applicants of a black/ethnic minority background (51), 8 were shortlisted for interview and 4 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.

- 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)**

19 July 2010

### **Link(s) to Connect Priorities**

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

### **Previous References**

- ◆ Employee Issues Forum 25 May 2010

### **List of Background Papers**

- ◆ monitoring information provided by Resources

### **Contact for Further Information**

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

Eileen McPake, Personnel Officer

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Absence Trends - 2008/2009, 2009/2010 & 2010/2011  
Council Wide

APT&C			Teachers			Manual Workers			Council Wide						
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011
	%	%	%		%	%	%		%	%	%		%	%	%
April	4.3	3.6	3.4	April	3.4	3.2	3.1	April	4.9	4.0	4.5	April	4.3	3.6	3.7
May	4.1	3.7	3.5	May	2.8	3.7	3.6	May	4.8	4.7	4.7	May	4.0	4.0	3.9
June	3.9	3.5	3.1	June	2.8	3.2	2.6	June	4.6	4.5	4.3	June	3.8	3.7	3.3
July	3.2	2.9		July	1.5	1.2		July	3.6	3.9		July	2.9	2.8	
August	3.2	3.2		August	1.6	1.6		August	3.8	4.4		August	3.0	3.2	
September	3.8	4.0		September	2.8	2.8		September	4.7	5.0		September	3.8	4.0	
October	3.8	3.9		October	2.8	3.4		October	4.8	4.8		October	3.8	4.0	
November	4.6	4.3		November	4.0	4.7		November	5.2	5.8		November	4.6	4.8	
December	4.8	3.9		December	4.5	3.6		December	5.2	5.3		December	4.8	4.2	
January	4.5	3.9		January	4.1	4.2		January	4.6	5.2		January	4.4	4.3	
February	4.1	4.0		February	4.9	4.6		February	4.9	5.5		February	4.5	4.6	
March	4.2	4.0		March	4.7	4.5		March	4.6	5.3		March	4.4	4.5	
Annual Average	4.0	3.7	3.7	Annual Average	3.3	3.4	3.3	Annual Average	4.6	4.9	4.9	Annual Average	4.0	4.0	3.9
Average Apr-Jun	4.1	3.6	3.3	Average Apr-Jun	3.0	3.4	3.1	Average Apr-Jun	4.8	4.4	4.5	Average Apr-Jun	4.0	3.8	3.6
No of Employees at 30 June 2010			7654	No of Employees at 30 June 2010			3544	No of Employees at 30 June 2010			4804	No of Employees at 30 June 2010			16002

- (1) Unpaid special leave is included in all absence rates.
- (2) For the Council as a whole the rate of unpaid special leave was so small it was negligible.
- (3) Projected average number of days lost, based on employees headcount annually is 8.8 days.

**ABSENCE TRENDS - 2008/2009, 2009/2010 & 2010/2011  
Community Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011				
April	5.9	2.5	2.8	April	4.5	4.1	4.5	April	4.7	3.9	4.3	April	4.3	3.6	3.7				
May	3.8	2.5	2.8	May	4.9	4.8	4.8	May	4.7	4.5	4.5	May	4.0	4.0	3.9				
June	3.4	2.6	2.4	June	4.4	4.5	4.2	June	4.3	4.2	4.0	June	3.8	3.7	3.3				
July	3.2	2.6		July	2.8	3.5		July	2.8	3.3		July	2.9	2.8					
August	4.0	3.2		August	3.1	4.0		August	3.3	3.9		August	3.0	3.2					
September	3.8	3.6		September	4.4	4.9		September	4.3	4.8		September	3.8	4.0					
October	4.0	4.3		October	4.7	4.8		October	4.6	4.7		October	3.8	4.0					
November	4.5	4.6		November	5.2	5.8		November	5.1	5.6		November	4.6	4.8					
December	4.5	4.5		December	5.3	5.3		December	5.2	5.2		December	4.8	4.2					
January	4.0	4.5		January	4.6	5.2		January	4.5	5.1		January	4.4	4.3					
February	3.7	4.0		February	4.8	5.6		February	4.6	5.4		February	4.5	4.6					
March	3.4	4.1		March	4.7	5.5		March	4.5	5.3		March	4.4	4.5					
Annual Average	4.0	3.6	3.6	Annual Average	4.5	4.8	4.8	Annual Average	4.4	4.7	4.7	Annual Average	4.0	4.0	3.9				
Average Apr-Jun	4.4	2.5	2.7	Average Apr-Jun	4.6	4.5	4.5	Average Apr-Jun	4.6	4.2	4.3	Average Apr-Jun	4.0	3.8	3.6				
<b>No of Employees at 30 June 2010</b>				<b>500</b>	<b>No of Employees at 30 June 2010</b>				<b>3002</b>	<b>No of Employees at 30 June 2010</b>				<b>3502</b>	<b>No of Employees at 30 June 2010</b>				<b>16002</b>

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

Average number of days lost per employee annually is 11.2 days.

**ABSENCE TRENDS - 2008/2009, 2009/2010 & 2010/2011**  
**Corporate Resources**

Resource Total (APT&C)				Council Wide			
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011
<b>April</b>	1.5	2.7	2.0	<b>April</b>	4.3	3.6	3.7
<b>May</b>	1.8	3.4	2.0	<b>May</b>	4.0	4.0	3.9
<b>June</b>	2.8	3.5	2.0	<b>June</b>	3.8	3.7	3.3
<b>July</b>	2.2	3.6		<b>July</b>	2.9	2.8	
<b>August</b>	2.1	3.6		<b>August</b>	3.0	3.2	
<b>September</b>	1.5	3.5		<b>September</b>	3.8	4.0	
<b>October</b>	1.6	4.1		<b>October</b>	3.8	4.0	
<b>November</b>	2.8	4.2		<b>November</b>	4.6	4.8	
<b>December</b>	3.9	3.7		<b>December</b>	4.8	4.2	
<b>January</b>	3.8	3.7		<b>January</b>	4.4	4.3	
<b>February</b>	2.5	3.3		<b>February</b>	4.5	4.6	
<b>March</b>	3.6	2.3		<b>March</b>	4.4	4.5	
<b>Annual Average</b>	<b>2.5</b>	<b>3.5</b>	<b>3.2</b>	<b>Annual Average</b>	<b>4.0</b>	<b>4.0</b>	<b>3.9</b>
<b>Average Apr-Jun</b>	<b>2.0</b>	<b>3.2</b>	<b>2.0</b>	<b>Average Apr-Jun</b>	<b>4.0</b>	<b>3.8</b>	<b>3.6</b>
<b>No of Employees at 30 June 2010</b>			<b>325</b>	<b>No of Employees at 30 June 2010</b>			<b>16002</b>

For Corporate Resources the absence rate for unpaid special leave was 1.1%.  
Average number of days lost per employee annually is 4.8 days.

**ABSENCE TRENDS - ABSENCE TRENDS - 2008/2009, 2009/2010 & 2010/2011**  
**Education Resources**

APT&C			Teachers			Resource Total			Council Wide						
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011
April	4.3	4.4	4.1	April	3.4	3.2	3.1	April	3.7	3.7	3.5	April	4.3	3.6	3.7
May	4.4	4.9	4.3	May	2.8	3.7	3.6	May	3.4	4.2	3.9	May	4.0	4.0	3.9
June	4.0	4.6	3.4	June	2.8	3.2	2.6	June	3.3	3.8	2.9	June	3.8	3.7	3.3
July	2.6	2.6		July	1.5	1.2		July	1.9	1.7		July	2.9	2.8	
August	2.8	3.0		August	1.6	1.6		August	2.1	2.2		August	3.0	3.2	
September	4.0	4.7		September	2.8	2.8		September	3.3	3.6		September	3.8	4.0	
October	3.8	4.3		October	2.8	3.4		October	3.2	3.7		October	3.8	4.0	
November	5.9	4.9		November	4.0	4.7		November	4.7	4.8		November	4.6	4.8	
December	6.1	4.1		December	4.5	3.6		December	5.1	3.8		December	4.8	4.2	
January	5.8	4.3		January	4.1	4.2		January	4.8	4.2		January	4.4	4.3	
February	5.2	4.6		February	4.9	4.6		February	5.0	4.6		February	4.5	4.6	
March	5.5	4.6		March	4.7	4.5		March	5.0	4.5		March	4.4	4.5	
Annual Average	4.5	4.3	4.1	Annual Average	3.3	3.4	3.3	Annual Average	3.8	3.7	3.6	Annual Average	4.0	4.0	3.9
Average Apr-Jun	4.2	4.6	3.9	Average Apr-Jun	3.0	3.4	3.1	Average Apr-Jun	3.5	3.9	3.4	Average Apr-Jun	4.0	3.8	3.6
No of Employees at 30 June 2010		2500	No of Employees at 30 June 2010		3544	No of Employees at 30 June 2010		6044	No of Employees at 30 June 2010		16002				

For Education Resources the absence rate for unpaid special leave was 0.6%  
Average number of days lost per employee annually is 8.4 days.



**ABSENCE TRENDS - 2008/2009, 2009/2010 & 2010/2011**  
Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011				
April	3.2	1.7	1.7	April	4.7	4.0	5.5	April	3.7	2.4	3.0	April	4.3	3.6	3.7				
May	3.0	2.4	2.0	May	3.3	5.5	3.4	May	3.1	3.4	2.5	May	4.0	4.0	3.9				
June	3.4	2.1	2.7	June	3.2	5.7	4.3	June	3.3	3.3	3.2	June	3.8	3.7	3.3				
July	2.9	2.1		July	2.5	5.5		July	2.8	3.2		July	2.9	2.8					
August	2.4	2.2		August	3.5	7.3		August	2.7	3.9		August	3.0	3.2					
September	2.0	2.8		September	3.7	8.0		September	2.5	4.5		September	3.8	4.0					
October	2.1	3.0		October	3.3	6.2		October	2.4	4.0		October	3.8	4.0					
November	3.1	2.6		November	5.1	7.1		November	3.7	4.1		November	4.6	4.8					
December	3.5	2.3		December	4.1	6.5		December	3.7	3.7		December	4.8	4.2					
January	3.2	3.2		January	3.5	5.2		January	3.3	3.9		January	4.4	4.3					
February	2.8	3.0		February	4.3	4.0		February	3.3	3.3		February	4.5	4.6					
March	2.6	1.8		March	3.7	5.2		March	3.0	2.9		March	4.4	4.5					
Annual Average	2.9	2.4	2.5	Annual Average	3.7	5.9	5.7	Annual Average	3.1	3.6	3.5	Annual Average	4.0	4.0	3.9				
Average Apr-Jun	3.2	2.1	2.1	Average Apr-Jun	3.7	5.1	4.4	Average Apr-Jun	3.4	3.0	2.9	Average Apr-Jun	4.0	3.8	3.6				
No of Employees at 30 June 2010				448	No of Employees at 30 June 2010				221	No of Employees at 30 June 2010				669	No of Employees at 30 June 2010				16002

For Enterprise Resources the absence rate for unpaid special leave was nil  
Average number of days lost per employee annually is 7.2 days.

**ABSENCE TRENDS - ABSENCE TRENDS - 2008/2009, 2009/2010 & 2010/2011**  
**Finance, Procurement & IT Resources**

Resource Total (APT&C)			Council Wide				
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011
<b>April</b>	3.3	1.8	1.6	<b>April</b>	4.3	3.6	3.7
<b>May</b>	2.3	2.1	1.8	<b>May</b>	4.0	4.0	3.9
<b>June</b>	1.6	2.2	1.8	<b>June</b>	3.8	3.7	3.3
<b>July</b>	1.9	2.1		<b>July</b>	2.9	2.8	
<b>August</b>	2.0	1.8		<b>August</b>	3.0	3.2	
<b>September</b>	1.6	1.6		<b>September</b>	3.8	4.0	
<b>October</b>	1.8	2.2		<b>October</b>	3.8	4.0	
<b>November</b>	2.6	3.1		<b>November</b>	4.6	4.8	
<b>December</b>	3.0	2.4		<b>December</b>	4.8	4.2	
<b>January</b>	2.7	1.4		<b>January</b>	4.4	4.3	
<b>February</b>	2.7	2.1		<b>February</b>	4.5	4.6	
<b>March</b>	1.7	1.1		<b>March</b>	4.4	4.5	
<b>Annual Average</b>	<b>2.3</b>	<b>2.0</b>	<b>1.9</b>	<b>Annual Average</b>	<b>4.0</b>	<b>4.0</b>	<b>3.9</b>
<b>Average Apr-Jun</b>	<b>2.4</b>	<b>2.0</b>	<b>1.7</b>	<b>Average Apr-Jun</b>	<b>4.0</b>	<b>3.8</b>	<b>3.6</b>

  

<b>No of Employees at 30 June 2010</b>	<b>332</b>	<b>No of Employees at 30 June 2010</b>	<b>16002</b>
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For Finance & Information Technology the absence rate for unpaid special leave was so small it was negligible  
Average number of days lost per employee annually is 4.4 days.

**ABSENCE TRENDS - 2008/2009, 2009/2010 & 2010/2011  
Housing & Technical Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011				
April	4.3	3.4	3.2	April	6.7	3.7	4.4	April	5.0	3.5	3.6	April	4.3	3.6	3.7				
May	4.4	3.5	3.6	May	5.8	4.5	5.0	May	4.8	3.8	4.0	May	4.0	4.0	3.9				
June	4.5	3.0	3.1	June	7.1	4.9	5.4	June	5.2	3.5	3.8	June	3.8	3.7	3.3				
July	4.5	3.2		July	7.3	5.4		July	5.3	3.8		July	2.9	2.8					
August	4.0	3.5		August	6.6	5.4		August	4.8	4.0		August	3.0	3.2					
September	4.3	3.7		September	5.9	5.0		September	4.7	4.1		September	3.8	4.0					
October	4.7	3.2		October	5.1	4.4		October	4.8	3.5		October	3.8	4.0					
November	4.7	3.5		November	5.7	6.2		November	5.0	4.3		November	4.6	4.8					
December	4.9	3.1		December	4.7	4.1		December	4.8	3.4		December	4.8	4.2					
January	4.2	3.4		January	4.1	3.8		January	4.2	3.5		January	4.4	4.3					
February	4.1	4.4		February	4.5	5.7		February	4.2	4.8		February	4.5	4.6					
March	3.5	4.4		March	3.7	5.3		March	3.6	4.6		March	4.4	4.5					
Annual Average	4.3	3.5	3.5	Annual Average	5.6	4.9	5.0	Annual Average	4.7	3.9	4.0	Annual Average	4.0	4.0	3.9				
Average Apr-Jun	4.4	3.3	3.3	Average Apr-Jun	6.5	4.4	4.9	Average Apr-Jun	5.0	3.6	3.8	Average Apr-Jun	4.0	3.8	3.6				
<b>No of Employees at 30 June 2010</b>				<b>1538</b>	<b>No of Employees at 30 June 2010</b>				<b>552</b>	<b>No of Employees at 30 June 2010</b>				<b>2090</b>	<b>No of Employees at 30 June 2010</b>				<b>16002</b>

For Housing & Technical Resources the rate of unpaid special leave was nil.  
Average number of days lost per employee annually is 9.2 days.

**ABSENCE TRENDS - 2008/2009, 2009/2010 & 2010/2011  
Social Work Resources**

APT&C				Manual Workers				Resource Total				Council Wide			
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011
April	4.8	3.8	3.8	April	5.3	4.0	4.4	April	4.9	3.8	4.0	April	4.3	3.6	3.7
May	4.3	3.1	3.7	May	4.0	4.0	4.3	May	4.2	3.4	3.9	May	4.0	4.0	3.9
June	4.0	3.2	3.3	June	3.9	4.0	3.8	June	4.0	3.4	3.5	June	3.8	3.7	3.3
July	3.5	3.4		July	4.4	3.8		July	3.7	3.5		July	2.9	2.8	
August	3.4	3.7		August	4.5	4.6		August	3.7	4.0		August	3.0	3.2	
September	4.2	4.0		September	4.9	4.4		September	4.4	4.1		September	3.8	4.0	
October	4.0	4.3		October	5.1	4.6		October	4.4	4.4		October	3.8	4.0	
November	4.0	4.5		November	4.9	5.1		November	4.3	4.7		November	4.6	4.8	
December	4.0	4.7		December	5.3	5.6		December	4.4	4.9		December	4.8	4.2	
January	3.8	4.3		January	5.0	6.0		January	4.2	4.8		January	4.4	4.3	
February	3.6	3.7		February	5.8	5.4		February	4.2	4.2		February	4.5	4.6	
March	4.1	4.2		March	5.0	4.8		March	4.3	4.4		March	4.4	4.5	
Annual Average	4.0	3.9	4.0	Annual Average	4.8	4.7	4.7	Annual Average	4.2	4.1	4.2	Annual Average	4.0	4.0	3.9
Average Apr-Jun	4.4	3.4	3.6	Average Apr-Jun	4.4	4.0	4.2	Average Apr-Jun	4.4	3.5	3.8	Average Apr-Jun	4.0	3.8	3.6

  

No of Employees at 30 June 2010	2011	No of Employees at 30 June 2010	1029	No of Employees at 30 June 2010	3040	No of Employees at 30 June 2010	16002
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For Social Work Resources the absence rate for unpaid special was 0.3  
Average number of days lost per employee annually is 8.4 days.

## ABSENCE BY LONG AND SHORT TERM

From: 1 April 2010 - 30 June 2010

Resource	No of employees	April 2010			May 2010			June 2010		
		Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %
Community	3502	1.3	3.0	<b>4.3</b>	1.3	3.2	<b>4.5</b>	1.2	2.8	<b>4.0</b>
Corporate	325	1.3	0.7	<b>2.0</b>	1.1	0.9	<b>2.0</b>	1.4	0.6	<b>2.0</b>
Education	6044	0.9	2.6	<b>3.5</b>	1.2	2.7	<b>3.9</b>	0.9	2.0	<b>2.9</b>
Enterprise	669	1.3	1.7	<b>3.0</b>	1.1	1.4	<b>2.5</b>	1.5	1.7	<b>3.2</b>
Finance, Procurement & IT	332	1.3	0.3	<b>1.6</b>	1.1	0.7	<b>1.8</b>	1.1	0.7	<b>1.8</b>
Housing & Technical	2090	1.6	2.0	<b>3.6</b>	1.8	2.2	<b>4.0</b>	1.5	2.3	<b>3.8</b>
Social Work	3040	1.2	2.8	<b>4.0</b>	1.5	2.4	<b>3.9</b>	1.4	2.1	<b>3.5</b>
<b>Council Overall for Apr 10 - Jun 10</b>	<b>16002</b>	<b>1.2</b>	<b>2.5</b>	<b>3.7</b>	<b>1.4</b>	<b>2.5</b>	<b>3.9</b>	<b>1.2</b>	<b>2.1</b>	<b>3.3</b>

## ATTENDANCE MONITORING

## ABSENCE CLASSIFICATIONS

From : 1 June - 30 June 2010

REASONS	Community Resources		Corporate Resources		Education Resources		Enterprise Resources		Finance, Procurement and IT Resources		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
MUSCULOSKELETAL	1094	36	16	12	736	20	159	34	15	12	712	44	583	29	3315	30
PSYCHOLOGICAL	779	25	20	15	1209	33	63	13	37	30	353	22	413	21	2874	26
STOMACH, BOWEL,BLOOD, METABOLIC DISORDERS	273	9	40	30	479	13	47	10	28	23	185	11	302	15	1354	12
RESPIRATORY	204	7	22	17	284	8	44	9	0	0	106	7	92	5	752	7
OTHERS	705	23	35	26	956	26	155	33	44	35	266	16	590	30	2751	25
<b>Total Days Lost By Resource</b>	3055	100	133	100	3664	100	468	100	124	100	1622	100	1980	100	11046	100
<b>Total Work Days Available</b>	77044		6641		126296		14510		6893		43244		56654			

\*WDL = Work Days Lost

## OCCUPATIONAL HEALTH REPORTS

FROM: 1 April 2010 - 30 June 2010 comparison with 1 April 2009 - 30 June 2009

MEDICAL REFERRALS	Community	Corporate	Education		Enterprise	Finance & IT	Housing & Technical	Social Work	Totals
			Teachers	Others					
TOTAL (Apr-Jun 2010)	57	3	24	7	7	6	50	51	205
TOTAL (Apr-Jun 2009)	68	10	15	23	0	4	56	49	225

RESOURCE	NO OF EMPLOYEES REFERRED FOR PHYSIOTHERAPY	
	Apr-Jun 2009	Apr-Jun 2010
COMMUNITY	89	85
CORPORATE	10	8
EDUCATION (TEACHERS)	55	49
EDUCATION (OTHERS)	63	54
ENTERPRISE	35	38
FINANCE & IT	7	9
HOUSING & TECH	68	79
SOCIAL WORK	89	121
TOTAL	416	443

RESOURCE	NO OF EMPLOYEES REFERRED TO EMPLOYEE SUPPORT OFFICER	
	Apr-Jun 2009	Apr-Jun 2010
COMMUNITY	44	45
CORPORATE	2	1
EDUCATION	24	24
ENTERPRISE	8	6
FINANCE & IT	2	2
HOUSING & TECHNICAL	23	30
SOCIAL WORK	20	39
TOTAL	123	147

## 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 2010)	25	4	0	0	2	0	120	7	0	0	11	0	158	11
TOTAL (Apr-Jun 2009)	28	2	0	0	2	6	112	19	0	1	11	0	153	28
TOTAL											Total Referrals (Apr-Jun 2010)		169	
											Total Referrals (Apr-Jun 2009)		181	

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 2010 - 30 June 2010 comparison with 1 April 2009 - 30 June 2009

	Community		Education		Enterprise		Finance & IT		Housing & Tech		Social Work		TOTAL	
	Apr-Jun 2010	Apr-Jun 2009	Apr-Jun 2010	Apr-Jun 2009	Apr-Jun 2010	Apr-Jun 2009	Apr-Jun 2010	Apr-Jun 2009	Apr-Jun 2010	Apr-Jun 2009	Apr-Jun 2010	Apr-Jun 2009	Apr-Jun 2010	Apr-Jun 2009
Major Injuries	0	0	0	1	3	1	0	0	0	0	1	0	4	2
Violent Incident: Physical****	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Major*</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>2</b>
Over 3-day Absences	10	7	1	0	1	4	0	0	4	6	0	0	16	17
Violent Incident: Physical****	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal*****	1	0	0	0	0	0	0	0	0	0	0	0	1	0
<b>Total Over 3-day**</b>	<b>11</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>17</b>
Minor	16	19	7	5	1	9	3	1	12	8	2	5	41	47
Near Miss	0	0	0	6	0	1	0	0	0	0	0	0	0	7
Violent Incident: Physical****	1	3	14	24	3	0	0	0	1	5	14	15	33	47
Violent Incident: Verbal*****	3	2	7	13	3	1	1	0	6	3	14	10	34	29
<b>Total Minor***</b>	<b>20</b>	<b>24</b>	<b>28</b>	<b>48</b>	<b>7</b>	<b>11</b>	<b>4</b>	<b>1</b>	<b>19</b>	<b>16</b>	<b>30</b>	<b>30</b>	<b>108</b>	<b>130</b>
<b>Total Accidents/Incidents</b>	<b>31</b>	<b>31</b>	<b>29</b>	<b>49</b>	<b>11</b>	<b>16</b>	<b>4</b>	<b>1</b>	<b>23</b>	<b>22</b>	<b>31</b>	<b>30</b>	<b>129</b>	<b>149</b>

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

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

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

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

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

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



## RECORD OF DISCIPLINARY HEARINGS

FROM: 1 April 2010 - 30 June 2010 comparison with 1 April 2009 - 30 June 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	57	N/A	60	0	5	N/A	5	3	52	N/A	55	49	11	0	100%	0
EDUCATION/FINANCE & IT/ HOUSING & TECHNICAL	7	11	2	20	4	1	1	6	3	10	1	14	11	6	3	85%	0
ENTERPRISE	0	13	N/A	13	0	5	N/A	5	0	8	N/A	8	3	3	7	46%	0
SOCIAL WORK	10	2	N/A	12	0	0	N/A	0	10	2	N/A	12	4	1	7	42%	0
<b>TOTAL (Apr-Jun 2010)</b>	<b>20</b>	<b>83</b>	<b>2</b>	<b>105</b>	<b>4</b>	<b>11</b>	<b>1</b>	<b>16</b>	<b>16</b>	<b>72</b>	<b>1</b>	<b>89</b>	<b>67</b>	<b>21</b>	<b>17</b>	<b>84%</b>	<b>0</b>
<b>TOTAL (Apr-Jun 2009)</b>	<b>44</b>	<b>56</b>	<b>0</b>	<b>100</b>	<b>3</b>	<b>6</b>	<b>0</b>	<b>9</b>	<b>41</b>	<b>50</b>	<b>0</b>	<b>91</b>	<b>67</b>	<b>22</b>	<b>11</b>	<b>89%</b>	<b>0</b>

RESOURCE	No of Appeals				Outcome of Appeals											Appeals Pending	No of Non-white employees who appealed		
	APT&C	Manual/ Craft	Teachers	Total	Upheld				Upheld in Part				Not Upheld						
					APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Total				
<b>TOTAL (Apr-Jun 2010)</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>
<b>TOTAL (Apr-Jun 2009)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*Resources nil responses are not included in figures

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

## CORPORATE RESOURCES APPEAL PANEL

FROM: 1 April 2010 - 30 June 2010

RESOURCE	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>1</b>

**RECORD OF GRIEVANCES****FROM: 1 April 2010 - 30 June 2010 comparison with 1 April 2009 - 30 June 2009**

GRIEVANCES	No of Non-White employees who submitted a grievance	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (Apr-Jun 2010)	0	5	0	0	0	5
TOTAL (Apr-Jun 2009)	0	11	0	0	0	11

**DIGNITY AT WORK****FROM: 1 April 2010 - 30 June 2010 comparison with 1 April 2009 - 30 June 2009**

DIGNITY AT WORK	No of Non-White employees who submitted a complaint	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
TOTAL (Apr-Jun 2010)	0	2	0	0	0	0	2
TOTAL (Apr-Jun 2009)	0	3	1	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.

**REFERRALS FOR MEDIATION****FROM: 1 April 2010 - 30 June 2010**

MEIDATION	No of Non-White employees referred for mediation	No of Mediation Referrals	Mediation Not Applicable	Written Agreement Achieved	Still in process
TOTAL (June 2010)	0	7	0	1	6

## ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

## EXIT INTERVIEWS (Apr-Jun 2010)

REASONS FOR LEAVING	COMMUNITY	CORPORATE	EDUCATION	ENTERPRISE	FINANCE & IT	HOUSING & TECHNICAL	SOCIAL WORK	TOTAL	%
CAREER ADVANCEMENT	1	1	3	2	0	9	6	22	56
MOVING OUTWITH AREA	0	0	0	0	0	0	5	5	13
TRAVELLING DIFFICULTIES	0	0	3	0	0	0	1	4	10
PERSONAL REASONS	0	1	0	0	1	0	1	3	8
OTHER	0	0	2	0	0	0	3	5	13
<b>NUMBER OF EXIT INTERVIEWS CONDUCTED</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</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>	

## EXIT INTERVIEWS (Apr-Jun 2009)

<b>NUMBER OF EXIT INTERVIEWS CONDUCTED (LAST YEAR)</b>	<b>19</b>	<b>1</b>	<b>12</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>19</b>	<b>57</b>	
<b>TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW</b>	<b>31</b>	<b>1</b>	<b>17</b>	<b>2</b>	<b>1</b>	<b>10</b>	<b>23</b>	<b>85</b>	
<b>% OF LEAVERS INTERVIEWED (LAST YEAR)</b>	<b>61</b>	<b>100</b>	<b>71</b>	<b>100</b>	<b>100</b>	<b>30</b>	<b>83</b>	<b>67</b>	

\* Note these totals include temporary employees

## RECRUITMENT MONITORING

### Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 April 2010 - 30 June 2010

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

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

FROM : 1 April 2009 - 30 June 2009

Total Number of applications received:	<b>1878</b>
Total Number of Equal Opportunities Monitoring forms received:	<b>1862 (99%)</b>
Total Number of posts recruited for:	<b>89</b>
Total Number of appointments:	<b>89</b>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
<b>Total EO Forms Received</b>	<b>1862</b>	<b>484</b>	<b>87</b>
Total No of Male Applicants	518	139	16
Total No of Female Applicants	1282	309	54
Total No of Disabled Applicants	59	35	2
Total No of applicants aged under 50	323	174	26
Total No of applicants aged over 50	45	25	3
Total No of White applicants	1759	436	69
Total No of Black/Ethnic minority applicants*	30	8	1

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