

Report

2

Report to:	Employee Issues Forum
Date of Meeting:	15 December 2009
Report by:	Executive Director (Corporate Resources)

Subject:	Council-wide Workforce Monitoring - July to September 2009
----------	---

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period July to September 2009

2. Recommendation(s)

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

(1) that the following employment information for the period July to September 2009 relating to the Council be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accidents/incidents
- ◆ discipline, grievance and Dignity at Work hearings
- ◆ labour turnover/analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ Staffing Watch as at 12 September 2009

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 July to September 2009.

4. Attendance Statistics

4.1. Information on absence statistics as analysed for the most recent month of September 2009, for the Council and each Resource is provided in Appendices 1 – 10. Points to note are:-

- ◆ The Council's absence rate for September 2009 is 4%, an increase of 0.8% when compared to last month. When compared to September 2008 this figure has increased by 0.2%.
- ◆ When compared to September 2008, the APT&C figure has increased by 0.2%, the teachers' figure remains unchanged and the manual worker figure has increased by 0.3%.

- ◆ Based on annual trends and the absence rate for September 2009, the absence rate for the Council for the financial year 2009/2010 is 4%. This equates to 8.8 days being lost per employee.

In comparison to September 2008:-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 226 days; the most significant decrease was in Housing and Technical Resources by 332 days.
- ◆ Total days lost due to psychological conditions have increased by 250 days, this increase is reflected across the majority of Resources.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 545 days; this decrease is reflected across the majority of Resources with the most significant decrease in Education Resources by 335 days.
- ◆ Total days lost due to respiratory conditions have increased by 931 days; this increase is reflected across the majority of Resources.

5. Occupational Health

5.1. Information on Occupational Health for the period July to September 2009 is provided in Appendix 11.

- ◆ In comparison to the same period last year there has been a decrease of 30 employees being referred for a medical examination. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ A total of 418 employees attended physiotherapy treatment, showing an increase of 85 when compared to the same period last year. Of the 418 employees referred, 79% remained at work whilst undertaking treatment.
- ◆ During this period there were 131 employees referred to the Employee Support Officer, showing an increase of 5 when compared to the same period last year. Of those referrals made this period 79% related to personal reasons.
- ◆ 129 employees were referred to the Employee Counselling Service this period, a decrease of 4 when compared with the same period last year.
- ◆ Of the 129 referrals made this period, 117 were from management and 12 were from employees. Personal reasons accounted for 74% of the referrals made and 15% were for work related reasons.

6. Accidents/Incidents

6.1. The monthly accident/incident report for the period July to September 2009 is contained in Appendix 12.

- ◆ The number of accidents/incidents recorded was 149 this is a decrease of 38 from the same period last year.
- ◆ Major accidents/incidents have increased overall by 1 compared to the same period last year.
- ◆ Minor accidents/incidents have decreased overall by 30 when compared to the same period last year.
- ◆ Over 3 day absences have decreased overall by 9 when compared to 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 July to September 2009 is contained in Appendices 13 and 14. In terms of the Race Relations (Amendment) Act, information on ethnic origin is now being recorded against all Discipline, Grievance and Dignity at Work cases.

- ◆ In total, 63 disciplinary hearings were held across Resources within the Council, a decrease of 16 when compared to the same period last year.
- ◆ Action was taken in 57 of these cases, and there was 1 appeal raised against the outcomes.
- ◆ Our target is to convene disciplinary hearings within 6 weeks, 81% of hearings met this target.
- ◆ During the period 4 appeals were heard by the Appeals Panel, of which 3 were upheld in part and 1 was not upheld.
- ◆ During the period 2 appeals were withdrawn.
- ◆ At the end of September 2009, 2 appeals were pending.
- ◆ During the period 5 grievances and 5 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 July to September 2009 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 12 September 2009 the Labour Turnover figure for the period July to September 2009 is as follows:-

131 leavers / 15,922 employees in post = Labour Turnover of 0.8%

Based on figures for April to September 2009, the annual turnover figure for the financial year 2009/2010 for the Council is 2.6%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ There were a total of 131 employees leaving the Council that were eligible for exit interview compared with 154 in the same period last year.
- ◆ Exit interviews were held with 43% of leavers compared to 77% last year.

9. Recruitment Monitoring

9.1. Information on recruitment monitoring for July to September 2009 is contained within Appendix 16. From an analysis of Equal Opportunities Monitoring Forms, the main points to note are:-

- ◆ Overall, 2,384 applications were received and 2,223 individuals completed Equal Opportunities Monitoring Forms.
- ◆ Of those applicants who declared themselves as disabled (75), 29 were shortlisted for interview and 4 were appointed.
- ◆ Of those applicants of a black/ethnic minority background (34), 16 were shortlisted for interview and 1 was appointed.

10. Staffing Watch (Appendix 17)

10.1. The number of employees in post from 13 June 2009 to 12 September 2009 remains unchanged. (Appendix 17).

11. Employee Implications

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

12. Financial Implications

12.1. All financial implications are accommodated within existing budgets.

13. Other Implications

13.1. None.

14 Equality Impact Assessment and Consultation Arrangements

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

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

Robert McIlwain
Executive Director (Corporate Resources)

11 November 2009

Link(s) to Council Objectives

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

Previous References

- ◆ 30 June 2009

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

Ext: 4534 (Tel: 01698 454534)

E-mail: eileen.mcpake@southlanarkshire.gov.uk

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

APT&C			Teachers			Manual Workers			Council Wide						
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010
	%	%	%		%	%	%		%	%	%		%	%	%
April	3.6	4.3	3.6	April	3.0	3.4	3.2	April	4.3	4.9	4.0	April	3.6	4.3	3.6
May	3.8	4.1	3.7	May	3.6	2.8	3.7	May	4.5	4.8	4.7	May	3.9	4.0	4.0
June	3.7	3.9	3.5	June	3.1	2.8	3.2	June	4.6	4.6	4.5	June	3.8	3.8	3.7
July	3.5	3.2	2.9	July	1.4	1.5	1.2	July	4.1	3.6	3.9	July	3.2	2.9	2.8
August	3.5	3.2	3.2	August	1.7	1.6	1.6	August	4.7	3.8	4.4	August	3.4	3.0	3.2
September	3.8	3.8	4.0	September	3.0	2.8	2.8	September	5.2	4.7	5.0	September	4.0	3.8	4.0
October	3.9	3.8		October	3.0	2.8		October	5.1	4.8		October	4.0	3.8	
November	4.2	4.6		November	3.7	4.0		November	5.5	5.2		November	4.5	4.6	
December	3.9	4.8		December	3.5	4.5		December	5.7	5.2		December	4.3	4.8	
January	4.4	4.5		January	3.8	4.1		January	5.8	4.6		January	4.7	4.4	
February	4.6	4.1		February	3.8	4.9		February	5.8	4.9		February	4.7	4.5	
March	4.4	4.2		March	4.2	4.7		March	5.3	4.6		March	4.6	4.4	
Annual Average	3.9	4.0	3.9	Annual Average	3.2	3.3	3.4	Annual Average	5.1	4.6	4.7	Annual Average	4.1	4.0	4.0
Average Apr-Sep	3.7	3.9	3.5	Average Apr-Sep	2.8	2.6	2.6	Average Apr-Sep	4.4	4.5	4.4	Average Apr-Sep	3.6	3.8	3.6
No of Employees at 30 Sep 2009			7700	No of Employees at 30 Sep 2009			3602	No of Employees at 30 Sep 2009			4612	No of Employees at 30 Sep 2009			15914

- (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 - 2007/2008, 2008/2009 & 2009/2010
Community Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010				
April	5.4	5.9	2.5	April	4.0	4.5	4.1	April	4.2	4.7	3.9	April	3.6	4.3	3.6				
May	4.6	3.8	2.5	May	4.3	4.9	4.8	May	4.3	4.7	4.5	May	3.9	4.0	4.0				
June	2.9	3.4	2.6	June	4.3	4.4	4.5	June	4.1	4.3	4.2	June	3.8	3.8	3.7				
July	4.3	3.2	2.6	July	3.5	2.8	3.5	July	3.6	2.8	3.3	July	3.2	2.9	2.8				
August	3.4	4.0	3.2	August	4.1	3.1	4.0	August	4.0	3.3	3.9	August	3.4	3.0	3.2				
September	4.0	3.8	3.6	September	4.9	4.4	4.9	September	4.8	4.3	4.8	September	4.0	3.8	4.0				
October	4.0	4.0		October	4.8	4.7		October	4.7	4.6		October	4.1	3.8					
November	3.9	4.5		November	5.4	5.2		November	5.2	5.1		November	4.5	4.6					
December	4.0	4.5		December	5.6	5.3		December	5.3	5.2		December	4.3	4.8					
January	3.9	4.0		January	5.7	4.6		January	5.4	4.5		January	4.7	4.4					
February	5.2	3.7		February	5.5	4.8		February	5.5	4.6		February	4.7	4.5					
March	5.2	3.4		March	4.9	4.7		March	5.0	4.5		March	4.6	4.4					
Annual Average	4.2	4.0	3.4	Annual Average	4.8	4.5	4.6	Annual Average	4.7	4.4	4.4	Annual Average	4.1	4.0	4.0				
Average Apr-Sep	4.3	4.1	2.8	Average Apr-Sep	4.0	4.2	4.3	Average Apr-Sep	4.1	4.1	4.1	Average Apr-Sep	3.6	3.8	3.6				
No of Employees at 30 Sep 2009				504	No of Employees at 30 Sep 2009				2846	No of Employees at 30 Sep 2009				3350	No of Employees at 30 Sep 2009				15914

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

Average number of days lost per employee annually is 10.6 days.

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

Resource Total (APT&C)			Council Wide				
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010
April	1.2	1.5	2.7	April	3.6	4.3	3.6
May	1.6	1.8	3.4	May	3.9	4.0	4.0
June	2.4	2.8	3.5	June	3.8	3.8	3.7
July	2.2	2.2	3.6	July	3.2	2.9	2.8
August	1.5	2.1	3.6	August	3.4	3.0	3.2
September	2.3	1.5	3.5	September	4.0	3.8	4.0
October	2.5	1.6		October	4.1	3.8	
November	2.9	2.8		November	4.5	4.6	
December	2.1	3.9		December	4.3	4.8	
January	2.4	3.8		January	4.7	4.4	
February	2.1	2.5		February	4.7	4.5	
March	2.7	3.6		March	4.6	4.4	
Annual Average	2.2	2.5	3.2	Annual Average	4.1	4.0	4.0
Average Apr-Sep	1.9	2.1	3.4	Average Apr-Sep	3.6	3.8	3.6
No of Employees at 30 Sep 2009			311	No of Employees at 30 Sep 2009			15914

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

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

APT&C			Teachers			Resource Total			Council Wide						
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010
April	3.7	4.3	4.4	April	3.0	3.4	3.2	April	3.3	3.7	3.7	April	3.6	4.3	3.6
May	4.3	4.4	4.9	May	3.6	2.8	3.7	May	3.8	3.4	4.2	May	3.9	4.0	4.0
June	4.2	4.0	4.6	June	3.1	2.8	3.2	June	3.5	3.3	3.8	June	3.8	3.8	3.7
July	2.8	2.6	2.6	July	1.4	1.5	1.2	July	1.9	1.9	1.7	July	3.2	2.9	2.8
August	3.1	2.8	3.0	August	1.7	1.6	1.6	August	2.2	2.1	2.2	August	3.4	3.0	3.2
September	3.6	4.0	4.7	September	3.0	2.8	2.8	September	3.2	3.3	3.6	September	4.0	3.8	4.0
October	3.5	3.8		October	3.0	2.8		October	3.2	3.2		October	4.1	3.8	
November	4.5	5.9		November	3.7	4.0		November	4.0	4.7		November	4.5	4.6	
December	4.0	6.1		December	3.5	4.5		December	3.7	5.1		December	4.3	4.8	
January	4.6	5.8		January	3.8	4.1		January	4.1	4.8		January	4.7	4.4	
February	4.9	5.2		February	3.8	4.9		February	4.2	5.0		February	4.7	4.5	
March	4.5	5.5		March	4.2	4.7		March	4.3	5.0		March	4.6	4.4	
Annual Average	4.0	4.5	4.7	Annual Average	3.2	3.3	3.4	Annual Average	3.5	3.8	3.9	Annual Average	4.1	4.0	4.0
Average Apr-Sep	3.8	3.8	4.0	Average Apr-Sep	2.8	2.6	2.6	Average Apr-Sep	3.1	3.1	3.2	Average Apr-Sep	3.6	3.8	3.6
No of Employees at 30 Sep 2009			2529	No of Employees at 30 Sep 2009			3602	No of Employees at 30 Sep 2009			6131	No of Employees at 30 Sep 2009			15914

For Education Resources the absence rate for unpaid special leave was so small it was negligible
Average number of days lost per employee annually is 8 days.

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

APT&C				Manual Workers				Resource Total				Council Wide							
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010				
April	3.0	3.2	1.7	April	4.7	4.7	4.0	April	3.5	3.7	2.4	April	3.6	4.3	3.6				
May	3.4	3.0	2.4	May	6.9	3.3	5.5	May	4.4	3.1	3.4	May	3.9	4.0	4.0				
June	3.7	3.4	2.1	June	6.8	3.2	5.7	June	4.5	3.3	3.3	June	3.8	3.8	3.7				
July	3.6	2.9	2.1	July	5.9	2.5	5.5	July	4.3	2.8	3.2	July	3.2	2.9	2.8				
August	3.5	2.4	2.2	August	6.7	3.5	7.3	August	4.4	2.7	3.9	August	3.4	3.0	3.2				
September	3.8	2.0	2.8	September	4.4	3.7	8.0	September	4.0	2.5	4.5	September	4.0	3.8	4.0				
October	5.1	2.1		October	2.5	3.3		October	4.4	2.4		October	4.1	3.8					
November	4.0	3.1		November	4.2	5.1		November	4.0	3.7		November	4.5	4.6					
December	3.6	3.5		December	3.2	4.1		December	3.5	3.7		December	4.3	4.8					
January	3.4	3.2		January	3.1	3.5		January	3.3	3.3		January	4.7	4.4					
February	2.7	2.8		February	4.3	4.3		February	3.2	3.3		February	4.7	4.5					
March	3.9	2.6		March	5.6	3.7		March	4.4	3.0		March	4.6	4.4					
Annual Average	3.6	2.9	2.6	Annual Average	4.9	3.7	5.0	Annual Average	4.0	3.1	3.3	Annual Average	4.1	4.0	4.0				
Average Apr-Sep	3.4	3.1	2.2	Average Apr-Sep	6.1	3.4	6.0	Average Apr-Sep	4.2	3.2	3.5	Average Apr-Sep	3.6	3.8	3.6				
No of Employees at 30 Sep 2009				464	No of Employees at 30 Sep 2009				219	No of Employees at 30 Sep 2009				683	No of Employees at 30 Sep 2009				15914

For Enterprise Resources the absence rate for unpaid special leave was nil
Average number of days lost per employee annually is 8.8 days.

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

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

No of Employees at 30 Sep 2009		306	No of Employees at 30 Sep 2009	15914
--------------------------------	--	-----	--------------------------------	-------

For Finance & Information Technology the absence rate for unpaid special leave was nil
Average number of days lost per employee annually is 4.8 days.

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

APT&C				Manual Workers				Resource Total				Council Wide							
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010				
April	3.1	4.3	3.4	April	4	6.7	3.7	April	3.4	5.0	3.5	April	3.6	4.3	3.6				
May	3.3	4.4	3.5	May	3.5	5.8	4.5	May	3.3	4.8	3.8	May	3.9	4.0	4.0				
June	3.4	4.5	3.0	June	4.4	7.1	4.9	June	3.7	5.2	3.5	June	3.8	3.8	3.7				
July	3.9	4.5	3.2	July	4.8	7.3	5.4	July	4.1	5.3	3.8	July	3.2	2.9	2.8				
August	3.6	4.0	3.5	August	5.1	6.6	5.4	August	4.1	4.8	4.0	August	3.4	3.0	3.2				
September	4.0	4.3	3.7	September	5.0	5.9	5.0	September	4.3	4.7	4.1	September	4.0	3.8	4.0				
October	4.1	4.7		October	5.2	5.1		October	4.5	4.8		October	4.1	3.8					
November	4.5	4.7		November	5.6	5.7		November	4.7	5.0		November	4.5	4.6					
December	4.1	4.9		December	6.1	4.7		December	4.7	4.8		December	4.3	4.8					
January	4.4	4.2		January	5.7	4.1		January	4.8	4.2		January	4.7	4.4					
February	4.7	4.1		February	7.5	4.5		February	5.5	4.2		February	4.7	4.5					
March	4.1	3.5		March	7.3	3.7		March	4.9	3.6		March	4.6	4.4					
Annual Average	3.9	4.3	3.9	Annual Average	5.4	5.6	4.7	Annual Average	4.3	4.7	4.1	Annual Average	4.1	4.0	4.0				
Average Apr-Sep	3.4	4.4	3.4	Average Apr-Sep	4.2	6.7	4.8	Average Apr-Sep	3.6	5.1	3.8	Average Apr-Sep	3.6	3.8	3.6				
No of Employees at 30 Sep 2009				1564	No of Employees at 30 Sep 2009				555	No of Employees at 30 Sep 2009				2119	No of Employees at 30 Sep 2009				15914

For Housing & Technical Resources the rate of unpaid special leave was nil.
Average number of days lost per employee annually is 9.4 days.

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

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

No of Employees at 30 Sep 2009	2022	No of Employees at 30 Sep 2009	992	No of Employees at 30 Sep 2009	3014	No of Employees at 30 Sep 2009	15914
--------------------------------	------	--------------------------------	-----	--------------------------------	------	--------------------------------	-------

For Social Work Resources the absence rate for unpaid special was so small it was negligible.
 Average number of days lost per employee annually is 8.4 days.

ABSENCE BY LONG AND SHORT TERM

From : 1 July 2009 - 30 September 2009

Resource	No of employees	July 2009			August 2009			September 2009		
		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	3350	1.0	2.3	3.3	1.7	2.2	3.9	1.7	3.1	4.8
Corporate	311	1.9	1.7	3.6	1.7	1.9	3.6	1.5	2.0	3.5
Education	6131	0.2	1.5	1.7	1.1	1.1	2.2	1.9	1.7	3.6
Enterprise	683	1.6	1.6	3.2	1.6	2.3	3.9	2.3	2.2	4.5
Finance & IT	306	0.7	1.4	2.1	0.9	0.9	1.8	1.1	0.5	1.6
Housing & Technical	2119	1.5	2.3	3.8	2.3	1.7	4.0	1.8	2.3	4.1
Social Work	3014	1.6	1.9	3.5	1.9	2.1	4.0	1.8	2.3	4.1
Council Overall for Jul 09 - Sep 09	15914	0.9	1.9	2.8	1.5	1.7	3.2	1.8	2.2	4.0

ATTENDANCE MONITORING

ABSENCE CLASSIFICATIONS

From : 1 September 2009 - 30 September 2009

REASONS	Community Resources		Corporate Resources		Education Resources		Enterprise Resources		Finance 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	1155	33	36	16	852	19	303	46	5	5	423	24	442	19	3216	24
PSYCHOLOGICAL	865	25	33	15	823	18	70	11	19	19	525	29	502	22	2837	22
STOMACH, BOWEL, BLOOD, METABOLIC DISORDERS	236	7	24	11	626	14	52	8	8	8	213	12	339	15	1498	11
RESPIRATORY	431	12	49	22	727	16	95	14	12	12	291	16	423	18	2028	15
SWINE INFLUENZA - POSSIBLE	9	0	9	4	49	1	14	2	0	0	16	1	0	0	97	1
SWINE INFLUENZA - SECONDARY (SPECIA LEAVE, PAID)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SWINE INFLUENZA - SECONDARY (SPECIA LEAVE, UNPAID)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SWINE INFLUENZA - CONFIRMED	10	0	0	0	55	1	16	2	5	5	9	1	37	2	132	1
OTHERS	796	23	73	33	1459	32	115	17	58	57	307	17	582	25	3390	26
Total Days Lost By Resource	3502	100	224	100	4591	100	665	100	102	100	1784	100	2325	100	13193	100
Total Work Days Available	73700		6428		127962		14690		6426		44046		56443			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 July 2009 - 30 September 2009 comparison with 1 July 2008 - 30 September 2008

MEDICAL REFERRALS	Community	Corporate	Education		Enterprise	Finance & IT	Housing & Technical	Social Work	Totals
			Teachers	Others					
TOTAL (Jul-Sept 2009)	47	10	12	19	6	5	69	67	235
TOTAL (Jul-Sept 2008)	62	3	16	18	5	5	72	84	265

RESOURCE	NO OF EMPLOYEES REFERRED FOR PHYSIOTHERAPY	
	Jul-Sept 2008	Jul-Sept 2009
	COMMUNITY	57
CORPORATE	7	13
EDUCATION (TEACHERS)	32	28
EDUCATION (OTHERS)	37	44
ENTERPRISE	30	30
FINANCE & IT	7	12
HOUSING & TECH	66	83
SOCIAL WORK	97	138
TOTAL	333	418

RESOURCE	NO OF EMPLOYEES REFERRED TO EMPLOYEE SUPPORT OFFICER	
	Jul-Sept 2008	Jul-Sept 2009
	COMMUNITY	36
CORPORATE	0	6
EDUCATION	15	13
ENTERPRISE	9	8
FINANCE & IT	2	3
HOUSING & TECHNICAL	20	24
SOCIAL WORK	44	30
TOTAL	126	131

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 (Jul-Sept 2009)	17	2	0	0	2	2	87	8	0	0	11	0	117	12
TOTAL (Jul-Sept 2008)	29	7	0	0	5	1	58	13	8	1	9	2	109	24
TOTAL												Total Referrals (Jul-Sept 2009)	129	
												Total Referrals (Jul-Sept 2008)	133	

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 July 2009 - 30 September 2009 comparison with 1 July 2008 - 30 September 2008

	Community		Corporate		Education		Enterprise		Finance & IT		Housing & Tech		Social Work		TOTAL	
	Jul-Sept 2009	Jul-Sept 2008	Jul-Sept 2009	Jul-Sept 2008	Jul-Sept 2009	Jul-Sept 2008	Jul-Sept 2009	Jul-Sept 2008	Jul-Sept 2009	Jul-Sept 2008	Jul-Sept 2009	Jul-Sept 2008	Jul-Sept 2009	Jul-Sept 2008	Jul-Sept 2009	Jul-Sept 2008
Major Injuries	1	0	0	0	0	0	0	0	0	0	0	1	1	0	2	1
Violent Incident: Physical****	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Major*	1	0	0	0	0	0	0	0	0	0	0	1	1	0	2	1
Over 3-day Absences	3	6	0	0	1	2	5	2	0	0	3	8	1	0	13	18
Violent Incident: Physical****	0	0	0	0	0	2	0	0	0	0	0	1	0	0	0	3
Violent Incident: Verbal*****	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Total Over 3-day**	3	6	0	0	1	4	5	2	0	0	3	10	1	0	13	22
Minor	13	26	1	0	3	20	6	3	1	5	12	16	0	3	36	73
Near Miss	0	0	0	0	3	0	1	0	0	0	1	0	0	0	5	0
Violent Incident: Physical****	0	1	0	0	38	41	0	1	0	0	1	1	13	21	52	65
Violent Incident: Verbal*****	0	5	0	0	19	7	0	0	0	0	6	3	16	11	41	26
Total Minor***	13	32	1	0	63	68	7	4	1	5	20	20	29	35	134	164
Total Accidents/Incidents	17	38	1	0	64	72	12	6	1	5	23	31	31	35	149	187

Note:

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

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

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

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

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

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

RECORD OF DISCIPLINARY HEARINGS

FROM: 1 July 2009 - 30 September 2009 comparison with 1 July 2008 - 30 September 2008

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	0	27	N/A	27	0	3	N/A	3	0	24	N/A	24	26	0	1	96%	0
CORPORATE/EDUCATION	3	0	N/A	3	0	0	N/A	0	3	0	N/A	3	0	2	1	67%	0
ENTERPRISE	3	5	N/A	8	0	0	N/A	0	3	5	N/A	8	3	2	3	63%	0
FINANCE & IT	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	0	0%	0
HOUSING & TECHNICAL	4	10	N/A	14	1	0	N/A	1	3	10	N/A	13	4	7	3	79%	1
SOCIAL WORK	11	0	N/A	11	2	0	N/A	2	9	0	N/A	9	4	3	4	64%	0
TOTAL (Jul-Sept 2009)	21	42	0	63	3	3	0	6	18	39	0	57	37	14	12	81%	1
TOTAL (Jul-Sept 2008)	19	60	0	79	1	1	0	2	18	59	0	77	57	14	8	90%	0

RESOURCE	No of Appeals				Outcome of Appeals											Appeals Pending	No of Non-white employees who appealed	
	APT&C	Manual/ Craft	Teachers	Total	Upheld				Upheld in Part				Not Upheld					
					APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Total			
TOTAL (Jul-Sept 2009)	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1	0	0
TOTAL (Jul-Sept 2008)	3	1	0	4	0	0	0	0	0	0	0	0	0	1	0	1	3	0

*Resources nil responses are not included in figures

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

CORPORATE RESOURCES APPEAL PANEL

FROM: 1 July 2009 - 30 September 2009

RESOURCE	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
TOTAL	0	3	1	2	6	2

RECORD OF GRIEVANCES

FROM: 1 July 2009 - 30 September 2009 comparison with 1 July 2008 - 30 September 2008

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 (Jul-Sept 2009)	0	5	0	1	0	4
TOTAL (Jul-Sept 2008)	0	1	0	0	0	1

*Contractual Issue - no grounds for grievance

DIGNITY AT WORK

FROM: 1 July 2009 - 30 September 2009 comparison with 1 July 2008 - 30 September 2008

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 (Jul-Sept 2009)	0	5	2	1	0	0	2
TOTAL (Jul-Sept 2008)	0	3	0	0	0	0	3

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS (July-September 2009)

REASONS FOR LEAVING	COMMUNITY	CORPORATE	EDUCATION	ENTERPRISE	FINANCE & IT	HOUSING & TECHNICAL	SOCIAL WORK	TOTAL	%
CAREER ADVANCEMENT	7	0	6	2	0	4	6	25	45
FURTHER EDUCATION	5	0	1	1	0	2	2	11	20
MOVING OUTWITH AREA	0	0	2	0	0	1	3	6	11
TRAVELLING DIFFICULTIES	0	0	2	0	0	0	1	3	5
PERSONAL REASONS	1	0	0	0	0	0	1	2	4
OTHER	2	0	5	0	0	2	0	9	16
NUMBER OF EXIT INTERVIEWS CONDUCTED	15	0	16	3	0	9	13	56	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	63	0	33	4	0	13	18	131	
% OF LEAVERS INTERVIEWED	24	0	48	75	0	69	72	43	

EXIT INTERVIEWS (July-September 2008)

NUMBER OF EXIT INTERVIEWS CONDUCTED (LAST YEAR)	55	5	18	4	4	8	25	119	
TOTAL NO OF PERMANENT LEAVERS PER RESOURCE (LAST YEAR)	57	9	27	8	5	16	32	154	
% OF LEAVERS INTERVIEWED (LAST YEAR)	96	56	67	50	80	50	78	77	

RECRUITMENT MONITORING

Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 July 2009 - 30 September 2009

Total Number of applications received:	2384
Total Number of Equal Opportunities Monitoring forms received:	2223 (93%)
Total Number of posts recruited for:	189
Total Number of appointments:	218

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	2223	793	205
Total No of Male Applicants	837	218	43
Total No of Female Applicants	1294	561	149
Total No of Disabled Applicants	75	29	4
Total No of applicants aged under 50	1476	531	134
Total No of applicants aged over 50	223	82	24
Total No of White applicants	2088	761	189
Total No of Black/Ethnic minority applicants*	34	16	1

FROM : 1 July 2008 - 30 September 2008

Total Number of applications received:	3144
Total Number of Equal Opportunities Monitoring forms received:	2729 (87%)
Total Number of posts recruited for:	534
Total Number of appointments:	534

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	2729	1364	532
Total No of Male Applicants	465	213	83
Total No of Female Applicants	1572	820	374
Total No of Disabled Applicants	60	28	7
Total No of applicants aged under 50	2404	1214	503
Total No of applicants aged over 50	202	91	27
Total No of White applicants	2523	1275	523
Total No of Black/Ethnic minority applicants*	80	23	7

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

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

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	3472	1418	205	292	1557
Corporate Resources	307	64	6	181	56
Education - Teachers	3618	787	33	2232	566
Education - Others	2470	197	57	543	1673
Enterprise Resources	668	476	5	146	41
Finance & IT Resources	318	135	2	137	44
Housing & Technical	2108	1093	12	735	268
Social Work Resources	2961	310	131	1016	1504

Total All Staff	15922	4480	451	5282	5709
------------------------	--------------	-------------	------------	-------------	-------------

Total	Full-Time Equivalent				
	Salary Band				
	A1	A2	B	C	Other
2542.86	5.0	15.0	165.01	294.69	2063.16
283.90	16.0	12.6	95.6	159.7	*
3355.70	385.90	2969.80	*	*	*
1785.70	10.0	24.0	193.4	1558.27	*
646.60	5.0	33.6	213.0	177.8	217.2
310.80	6.0	22.0	154.7	128.1	*
1990.06	9.0	39.9	367.9	1023.48	549.8
2514.35	5.0	31.5	585.42	1892.43	*

10074.271	(excluding Teachers)				
13429.97	441.90	3148.41	1775.08	5234.47	2830.11

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 13 JUNE 2009**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	3486	1427	192	298	1569
Corporate Resources	298	65	6	178	49
Education - Teachers	3684	800	35	2275	574
Education - Others	2483	200	47	536	1700
Enterprise Resources	680	483	4	152	41
Finance & IT Resources	286	122	1	124	39
Housing & Technical	2091	1069	10	753	259
Social Work Resources	2914	307	125	1000	1482

Total All Staff	15922	4473	420	5316	5713
------------------------	--------------	-------------	------------	-------------	-------------

Total	Full-Time Equivalent				
	Salary Band				
	A1	A2	B	C	Other
2552.43	5.0	15.0	172.13	301.62	2058.68
276.70	16.0	12.6	93.5	154.6	*
3406.91	393.90	3013.01	*	*	*
1798.50	8.0	24.0	194.4	1572.10	*
657.20	6.0	34.6	215.6	185.8	215.2
271.50	5.0	18.0	141.6	106.9	*
1976.39	10.0	41.9	326.6	1038.17	559.8
2468.68	5.0	30.0	581.59	1852.09	*

10001.4	(excluding Teachers)				
13408.31	448.90	3189.12	1725.38	5211.28	2833.63

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

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

