



Report

Report to: **Executive Committee**
 Date of Meeting: **15 August 2018**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Employee Workforce Monitoring Information
 April 2017 to March 2018 Yearly Summary**

1 Purpose of Report

1.1 The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period April 2017 to March 2018

2 Recommendation(s)

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

(1) that the following employment information for April 2017 to March 2018 relating to the Council be noted:-

- ◆ attendance statistics;
- ◆ occupational health;
- ◆ accidents/incidents;
- ◆ discipline, grievance and dignity at work;
- ◆ employee development;
- ◆ labour turnover/analysis of leavers and exit interviews;
- ◆ recruitment monitoring;
- ◆ staffing watch as at 10 March 2018.

3 Background

3.1 As part of the Council's performance management arrangements, the following monitoring information is submitted to the Executive Committee. This report for the Council provides information on the position for Employee Workforce Monitoring for the period April 2017 to March 2018.

4 Attendance Statistics

4.1 Information on absence statistics for April 2017 to March 2018 for the Council and each Resource is provided in Appendices 1 to 8. Points to note are:-

- ◆ The Council's average absence rate for April 2017 to March 2018 is 4.2%, a decrease of 0.2% when compared to the same period last year
- ◆ The APT&C average absence rate for April 2017 to March 2018 is 4.4%, this figure remains unchanged when compared to the same period last year
- ◆ The teaching staff average absence rate for April 2017 to March 2018 is 2.5%, a decrease of 0.2% when compared with the same period last year

- ◆ The manual workers' average absence rate for April 2017 to March 2018 is 5.6%, a decrease of 0.1% when compared with the same period last year

In comparison to March 2017 (Appendix 8):-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence
- ◆ Total days lost due to musculoskeletal conditions have decreased by 1429 days
- ◆ Total days lost due to psychological conditions have decreased by 3473 days
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have increased by 636 days
- ◆ Total days lost due to respiratory conditions have increased by 1760 days

5 Occupational Health

5.1 Information on Occupational Health for the period April 2017 to March 2018 is provided in Appendix 9:-

- ◆ Over the year musculoskeletal and psychological conditions were the main reasons for medical referrals; this remains unchanged from the previous year
- ◆ During the year there were a total of 1570 employees referred for a medical examination and when compared to the previous year this represents a decrease of 39 employees being referred
- ◆ During the period, a total of 2144 employees attended physiotherapy treatment, which is a decrease of 23 when compared to the previous year
- ◆ Of the 2144 employees referred, 70% remained at work whilst undertaking treatment
- ◆ Over the year 1023 employees were referred to the Employee Support Officer, a decrease of 175 when compared to the previous year. Of those referrals made during the period, 88% related to personal issues
- ◆ During the year there were 516 referrals for counselling, 471 were from management and 45 from employees. This represents an overall decrease of 107 referrals when compared with the same period last year
- ◆ Over the year a total of 220 employees were referred for Cognitive Behavioural Therapy, an increase of 1 when compared to the same period last year

6 Accidents/Incidents

6.1 The accident/incident report for the period April 2017 to March 2018 is contained in Appendix 10:-

- ◆ The number of accidents/incidents recorded for the year was 981, an increase of 92 from April 2016 to March 2017
- ◆ During the year specified injuries/incidents have increased by 6 when compared to April 2016 to March 2017.
- ◆ Overall minor accidents/incidents have increased by 76 when compared with April 2016 to March 2017
- ◆ During the year the number of over 3 day injuries have increased by 3 when compared with April 2016 to March 2017
- ◆ During the year the number of accidents resulting in an absence lasting over 7 days has increased by 7 when compared with April 2016 to March 2017

7 Discipline, Grievance, Dignity at Work

7.1 Information on Disciplinary, Grievance Hearings and Dignity at Work for the period April 2017 to March 2018 is contained in Appendices 11 and 12:-

- ◆ During the period, a total of 222 disciplinary hearings were held across Resources within the Council which represents a decrease of 45 when compared to April 2016 to March 2017. Action was taken in 196 of these cases and there were 13 Resource appeals raised against the outcomes
- ◆ Our target is to convene disciplinary hearings within 6 weeks. During the period 73% of hearings met this target which is an increase of 9% when compared to the same period last year
- ◆ During the year 12 appeals were submitted to the Appeals Panel, of which 3 were upheld, 3 were upheld in part, 2 were not upheld, 3 were withdrawn and 1 appeal is currently pending
- ◆ Overall 22 grievances were raised during the year, a decrease of 6 when compared with the previous year
- ◆ There were 24 dignity at work incidents raised this year, an increase of 13 when compared with the previous year
- ◆ During the period 7 referrals for mediation were submitted, a decrease of 6 when compared with the previous year

8 Employee Development

8.1 Information on Employee Development for the period April 2017 to March 2018 is contained in Appendices 13 and 13a:-

- ◆ The Council is committed to ensuring that every employee has the opportunity to undertake learning and development which relates to their job
- ◆ During this period there were 26,675 attendances at training events
- ◆ As our Learn on Line continues to develop, employees have successfully completed 47,098 e-learning packages covering a wide variety of subjects

9 Labour Turnover/Analysis of Leavers and Exit Interviews

9.1 Labour Turnover

Information on the number of leavers and exit interviews for the period April 2017 to March 2018 is contained in Appendix 14. Exit interviews are conducted with leavers who leave voluntarily.

The Council's labour turnover figure for April 2017 to March 2018 is 4.9% and this figure has increased by 1.9% when compared to the same period last year.

9.2 Analysis of Leavers and Exit Interviews:-

- ◆ During April 2017 to March 2018 there were 693 leavers eligible for an exit interview, an increase of 364 when compared with April 2016 to March 2017
- ◆ Exit interviews for April 2017 to March 2018 were held with 12% of leavers, compared with 13% in the period April 2016 to March 2017

10 Recruitment Monitoring

10.1 Information on Recruitment Monitoring for the period April 2017 to March 2018 is contained within Appendix 15. From an analysis of Equal Opportunities Monitoring Forms, the main points to note are:-

- ◆ 95% of applicants completed an Equal Opportunities Monitoring Form, compared with 94% in the period April 2016 to March 2017
- ◆ Of the 369 applicants who declared themselves as disabled, 176 were shortleeted for interview and 41 were appointed. This compares to 322 applicants the previous year, of which 152 applicants were shortleeted for interview and 30 were appointed
- ◆ Of the 277 applicants from a black/ethnic background, 92 were shortleeted for interview and 32 were appointed. This compares to 224 applicants the previous year, of which 66 were shortleeted for interview and 26 were appointed

11 Staffing Watch

- 11.1 Details of the number of employees in post at 10 March 2018 are contained in Appendix 16. There were 14,279 employees in post as at 10 March 2018 compared to 14,461 as at 11 March 2017, a decrease of 182 employees.

12 Employee Implications

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

13 Financial Implications

- 13.1 All financial implications are accommodated within existing budgets.

14 Other Implications

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

15 Equality Impact Assessment and Consultation Arrangements

- 15.1 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

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 June 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

- ◆ 28 June 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

**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	5.2	February	4.2	3.7	3.0	February	6.5	5.8	6.5	February	5.0	5.0	5.0				
March	4.7	5.0	4.8	March	4.3	3.4	2.9	March	6.8	5.4	6.2	March	5.2	4.7	4.7				
Annual Average	4.0	4.4	4.4	Annual Average	3.0	2.7	2.5	Annual Average	5.2	5.7	5.6	Annual Average	4.1	4.4	4.2				
Average Apr-Mar	4.0	4.4	4.4	Average Apr-Mar	3.0	2.7	2.5	Average Apr-Mar	5.2	5.7	5.6	Average Apr-Mar	4.1	4.4	4.2				
No of Employees at 31 March 2018				6931	No of Employees at 31 March 2018				3718	No of Employees at 31 March 2018				4363	No of Employees at 31 March 2018				15012

For the financial year 2017/18, the average days lost per employee equates to 10.1 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	3.0	February	6.5	6.4	6.8	February	6.0	5.9	6.1	February	5.0	5.0	5.0				
March	4.1	4.2	3.4	March	6.5	5.9	6.1	March	5.9	5.4	5.6	March	5.2	4.7	4.7				
Annual Average	3.0	4.2	3.7	Annual Average	5.3	5.7	5.6	Annual Average	4.9	5.3	5.2	Annual Average	4.1	4.4	4.2				
Average Apr-Mar	3.0	4.2	3.7	Average Apr-Mar	5.3	5.7	5.6	Average Apr-Mar	4.9	5.3	5.2	Average Apr-Mar	4.1	4.4	4.2				
No of Employees at 31 March 2018				561	No of Employees at 31 March 2018				2739	No of Employees at 31 March 2018				3300	No of Employees at 31 March 2018				15012

For the financial year 2017/18, the average days lost per employee equates to 13.2 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	5.5	February	4.2	3.7	3.0	February	4.4	4.4	4.0	February	5.0	5.0	5.0
March	4.9	5.6	4.7	March	4.3	3.4	2.9	March	4.5	4.3	3.7	March	5.2	4.7	4.7
Annual Average	4.3	4.3	4.3	Annual Average	3.0	2.7	2.5	Annual Average	3.6	3.3	3.2	Annual Average	4.1	4.4	4.2
Average Apr-Mar	4.3	4.3	4.3	Average Apr-Mar	3.0	2.7	2.5	Average Apr-Mar	3.6	3.3	3.2	Average Apr-Mar	4.1	4.4	4.2

No of Employees at 31 March 2018	2604	No of Employees at 31 March 2018	3718	No of Employees at 31 March 2018	6322	No of Employees at 31 March 2018	15012
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For the financial year 2017/18, the average days lost per employee equates to 7.7 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	4.2	February			2.5	February	3.9	3.8	4.2	February	5.0	5.0	5.0
March	2.7	3.7	3.8	March			16.9	March	2.7	3.7	4.0	March	5.2	4.7	4.7
Annual Average	2.9	2.7	3.7	Annual Average			2.4	Annual Average	2.9	2.7	3.7	Annual Average	4.1	4.4	4.2
Average Apr-Mar	2.9	2.7	3.7	Average Apr-Mar			2.4	Average Apr-Mar	2.9	2.7	3.7	Average Apr-Mar	4.1	4.4	4.2
No of Employees at 31 March 2018			1025	No of Employees at 31 March 2018			12	No of Employees at 31 March 2018			1037	No of Employees at 31 March 2018			15012

For the financial year 2017/18, the average days lost per employee equates to 8.6 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	5.2	February	6.5	4.7	6.1	February	4.9	4.8	5.6	February	5.0	5.0	5.0				
March	4.9	4.7	5.1	March	7.3	4.6	6.0	March	5.7	4.6	5.4	March	5.2	4.7	4.7				
Annual Average	4.0	4.8	4.6	Annual Average	4.9	5.3	5.5	Annual Average	4.3	4.9	4.9	Annual Average	4.1	4.4	4.2				
Average Apr-Mar	4.0	4.8	4.6	Average Apr-Mar	4.9	5.3	5.5	Average Apr-Mar	4.3	4.9	4.9	Average Apr-Mar	4.1	4.4	4.2				
No of Employees at 31 March 2018				897	No of Employees at 31 March 2018				558	No of Employees at 31 March 2018				1455	No of Employees at 31 March 2018				15012

For the financial year 2017/18, the average days lost per employee equates to 12.1 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	6.1	February	6.2	4.8	5.8	February	5.5	5.4	6.0	February	5.0	5.0	5.0
March	5.3	5.6	5.7	March	7.2	4.8	6.5	March	5.9	5.3	5.9	March	5.2	4.7	4.7
Annual Average	4.4	5.1	5.1	Annual Average	5.1	5.7	5.5	Annual Average	4.6	5.3	5.3	Annual Average	4.1	4.4	4.2
Average Apr-Mar	4.4	5.1	5.1	Average Apr-Mar	5.1	5.7	5.5	Average Apr-Mar	4.6	5.3	5.3	Average Apr-Mar	4.1	4.4	4.2
No of Employees at 31 March 2018			1844	No of Employees at 31 March 2018			1054	No of Employees at 31 March 2018			2898	No of Employees at 31 March 2018			15012

For the financial year 2017/18, the average days lost per employee equates to 11.5 days.

ABSENCE BY LONG AND SHORT TERM

From: 1 April 2017 - 31 March 2018

Resource	April 2017 - March 2018		
	Total Short Term %	Total Long Term %	Resource Total Absence %
Community and Enterprise	1.9	3.3	5.2
Education	1.1	2.1	3.2
Finance and Corporate	1.3	2.4	3.7
Housing & Technical	1.9	3.0	4.9
Social Work	1.8	2.5	4.3
Council Overall for Apr 17 - Mar 18	1.5	2.7	4.2

APPENDIX 8

Absence Monitoring

Absence Classifications

From 1 April 2017 to 31 March 2018

Reason	% of Work Days Lost
Musculoskeletal	27
Psychological	26
Stomach	12
Respiratory	10
Others	25
Total Days Lost	100

From 1 April 2016 to 31 March 2017

Reason	% of Work Days Lost
Musculoskeletal	27
Psychological	27
Stomach	11
Respiratory	9
Others	26
Total Days Lost	100

OCCUPATIONAL HEALTH REPORTS

FROM: 1 April 2017 - 31 March 2018 comparison with 1 April 2016 - 31 March 2017

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Apr-Mar 2017/18)	460	135	175	97	245	458	1570
TOTAL (Apr-Mar 2016/17)	424	144	185	71	195	590	1609

No of Employees Referred For Physiotherapy		
RESOURCE	Apr-Mar 2016/17	Apr-Mar 2017/18
Community and Enterprise	559	551
Education (Teachers)	244	249
Education (Others)	286	319
Finance and Corporate	89	134
Housing and Technical	354	283
Social Work	635	608
TOTAL	2167	2144

No of Employees Referred To Employee Support Officer		
RESOURCE	Apr-Mar 2016/17	Apr-Mar 2017/18
Community and Enterprise	285	244
Education	383	355
Finance and Corporate	33	70
Housing and Technical	163	100
Social Work	334	254
TOTAL	1198	1023

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Apr-Mar 2016/17	Apr-Mar 2017/18
Community and Enterprise	41	32
Education	72	76
Finance and Corporate	21	30
Housing and Technical	24	30
Social Work	61	52
TOTAL	219	220

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 (Apr-Mar 2017/18)	127	20	0	0	295	21	2	1	47	3	471	45
TOTAL (Apr-Mar 2016/17)	151	24	1	0	366	26	7	0	46	2	571	52
TOTAL											Total Referrals (Apr-Mar 2017/18)	516
											Total Referrals (Apr-Mar 2016/17)	623

M = MANAGEMENT REFERRAL S = SELF REFERRAL

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

FROM: 1 April 2017 - 31 March 2018 comparison with 1 April 2016 - 31 March 2017

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2017/18	2016/17	2017/18	2016/17	2017/18	2016/17	2017/18	2016/17	2017/18	2016/17	2017/18	2016/17
Fatal	1	0	0	0	0	0	0	0	0	0	1	0
Specified Injury	4	0	3	3	0	0	2	1	1	0	10	4
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	1	0	1
Total Specified Injury*	5	0	3	3	0	0	2	1	1	1	11	5
Over 7-day	21	20	4	3	1	0	10	4	4	5	40	32
Violent Incident: Physical	0	1	0	0	0	0	0	0	0	0	0	1
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 7-day**	21	21	4	3	1	0	10	4	4	5	40	33
Over 3-day	10	3	0	2	0	0	1	3	1	1	12	9
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
Total Over 3-day**	10	3	0	2	0	0	1	3	1	1	12	9
Minor	66	69	19	32	2	2	29	17	36	22	152	142
Near Miss	7	12	2	2	0	0	2	3	7	5	18	22
Violent Incident: Physical	16	7	557	524	1	1	4	8	72	34	650	574
Violent Incident: Verbal	16	6	37	47	11	6	8	15	26	30	98	104
Total Minor***	105	94	615	605	14	9	43	43	141	91	918	842
Total Accidents/Incidents	141	118	622	613	15	9	56	51	147	98	981	889

*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 April 2017 - 31 March 2018 comparison with 1 April 2016 - 31 March 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	14	97	N/A	111	2	15	N/A	17	12	82	N/A	94	58	21	32	71%
EDUCATION	16	0	11	27	5	0	1	6	11	0	10	21	12	6	9	67%
FINANCE AND CORPORATE	5	0	N/A	5	1	0	N/A	1	4	0	N/A	4	2	1	2	60%
HOUSING & TECHNICAL	7	8	N/A	15	0	0	N/A	0	7	8	N/A	15	8	3	4	73%
SOCIAL WORK RESOURCES	40	24	N/A	64	0	2	N/A	2	40	22	N/A	62	33	17	14	78%
TOTAL (Apr-Mar 2017/18)	82	129	11	222	8	17	1	26	74	112	10	196	113	48	61	73%
TOTAL (Apr-Mar 2016/17)	96	161	10	267	20	19	2	41	76	142	8	226	114	57	96	64%

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	3	5	N/A	8	0	0	N/A	0	0	2	N/A	2	3	3	0	6	0
EDUCATION	2	0	0	2	1	0	0	1	0	0	0	0	1	0	0	1	0
HOUSING & TECHNICAL	1	0	N/A	1	1	0	N/A	1	0	0	N/A	0	0	0	0	0	0
SOCIAL WORK RESOURCES	2	0	N/A	2	1	0	N/A	1	1	0	N/A	1	0	0	0	0	0
TOTAL (Apr-Mar 2017/18)	8	5	0	13	3	0	0	3	1	2	0	3	4	3	0	7	0
TOTAL (Apr-Mar 2016/17)	16	3	0	19	3	0	0	3	2	1	0	3	9	1	0	10	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.

APPEAL'S PANEL

FROM: 1 April 2017 - 31 March 2018

APPEAL'S PANEL	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
	3	3	2	3	11	1

RECORD OF GRIEVANCES**FROM: 1 April 2017 - 31 March 2018 comparison with 1 April 2016 - 31 March 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	2	0	1	0	1
EDUCATION	7	3	1	2	1
FINANCE AND CORPORATE	1	1	0	0	0
HOUSING & TECHNICAL	6	2	1	2	1
SOCIAL WORK RESOURCES	6	4	2	0	0
TOTAL (Apr-Mar 2017/18)	22	10	5	4	3
TOTAL (Apr-Mar 2016/17)	28	9	16	3	0

DIGNITY AT WORK**FROM: 1 April 2017 - 31 March 2018 comparison with 1 April 2016 - 31 March 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
COMMUNITY AND ENTERPRISE	3	0	2	0	0	1
EDUCATION	5	0	5	0	0	0
HOUSING & TECHNICAL	6	0	5	0	0	1
SOCIAL WORK RESOURCES	10	0	9	0	0	1
TOTAL (Apr-Mar 2017/18)	24	0	21	0	0	3
TOTAL (Apr-Mar 2016/17)	11	0	11	0	0	0

*Resources nil responses are not included in figures

REFERRALS FOR WORKPLACE MEDIATION

As at March 2018

WORKPLACE MEDIATION	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18
No of Referrals	0	1	1	0	2	0	0	1	0	0	2	0
*No of Successful Cases	0	0	0	0	0	0	1	1	0	0	0	1
*No of Unsuccessful Cases	0	0	0	0	0	0	0	0	0	0	0	0
No of cases unsuitable for mediation	0	1	1	0	0	0	1	0	0	0	0	0

WORKPLACE MEDIATION	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17
No of Referrals	0	0	2	2	0	3	2	2	1	0	0	1
*No of Successful Cases	0	0	0	2	0	0	1	0	0	0	0	0
*No of Unsuccessful Cases	0	0	0	0	0	0	0	0	0	2	0	0
No of cases unsuitable for mediation	0	0	0	2	0	1	2	1	0	0	0	1

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

Employee Development
1 April 2017 - 31 March 2018

	Attended classroom based training
Community and Enterprise	5058
Education	9847
Finance and Corporate	1056
Housing and Technical	3627
Social Work	7087
Total	26,675

	Courses Completed / Passed
Community and Enterprise	3071
Education	16945
Finance and Corporate	8318
Housing and Technical	7833
Social Work	10931
Total	47,098

EMPLOYEE DEVELOPMENT

Monitoring Stats for all Training - 1 April 2017 - 31 March 2018

	Percentage (%)	Count
Male	34.6%	11270
Female	65.4%	21277
Disabled	1.8%	583
Not Disabled	88.6%	28901
Not Disclosed	3.8%	1237
Not Entered	5.9%	1916
White - Scottish	90.6%	29497
White - Other British	2.6%	842
White - Irish	0.5%	167
White - Any other Background	0.9%	280
Asian - Pakistani	0.2%	48
All Others	5.3%	1713
21 Years	2.4%	764
21-29 Years	17.0%	5534
30-39 Years	20.2%	6571
40-49 Years	25.4%	8274
50-59 Years	26.6%	8659
60-65 Years	7.0%	2273
Over 65 Years	1.5%	472

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS (Apr-Mar 2017/2018)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
CAREER ADVANCEMENT	2	7	1	0	3	13	16
CHILD CARING / CARING RESPONSIBILITIES	0	2	2	2	2	8	10
DISSATISFACTION WITH TERMS AND CONDITIONS	0	5	0	0	1	6	7
POOR RELATIONSHIPS WITH MANAGERS /	1	3	0	0	2	6	7
MOVING OUTWITH AREA	0	0	0	1	4	5	6
TRAVELLING DIFFICULTIES	0	3	0	1	0	4	5
FURTHER EDUCATION	0	1	1	0	0	2	2
PERSONAL REASONS	1	0	0	0	0	1	1
OTHER	4	21	2	1	9	37	45
NUMBER OF EXIT INTERVIEWS CONDUCTED	9	42	6	5	21	83	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	199	246	43	45	160	693	
% OF LEAVERS INTERVIEWED	5	17	14	11	13	12	

EXIT INTERVIEWS (Apr-Mar 2016/2017)

NUMBER OF EXIT INTERVIEWS CONDUCTED	2	45	2	1	7	57	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	134	124	20	30	121	429	
% OF LEAVERS INTERVIEWED	1	36	10	3	6	13	

* Note these totals include temporary employees

RECRUITMENT MONITORING
Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 April 2017 - 31 March 2018

Total Number of applications received:	10433
Total Number of Equal Opportunities Monitoring forms received:	9939
Total Number of posts recruited for:	822
Total Number of appointments:	1730

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	9965	3948	1591
Total No of Male Applicants	2580	821	274
Total No of Female Applicants	7316	2727	1143
Total No of Disabled Applicants	369	176	41
Total No of applicants aged under 50	8442	2987	1213
Total No of applicants aged over 50	1437	623	200
Total No of White applicants	9553	3435	1385
Total No of Black/Ethnic minority applicants*	277	92	32

FROM : 1 April 2016 - 31 March 2017

Total Number of applications received:	11471
Total Number of Equal Opportunities Monitoring forms received:	10810
Total Number of posts recruited for:	934
Total Number of appointments:	2077

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	10806	4241	1723
Total No of Male Applicants	3252	1101	363
Total No of Female Applicants	7524	3119	1298
Total No of Disabled Applicants	322	152	30
Total No of applicants aged under 50	9262	3575	1437
Total No of applicants aged over 50	1464	628	218
Total No of White applicants	10459	4119	1627
Total No of Black/Ethnic minority applicants*	224	66	26

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 10 March 2018

Analysis by Resource

Resource
Community & Enterprise Resources
Education - Others
Education - Teachers
Finance & Corporate Resources
Housing & Technical
Social Work Resources

Total Number of Employees				
Total	Male		Female	
	F/T	P/T	F/T	P/T
3093	1335	211	214	1333
2466	128	75	375	1888
3604	675	63	2210	656
962	216	16	411	319
1354	884	14	311	145
2800	222	189	901	1488

Total All Staff

14279	3460	568	4422	5829
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Full-Time Equivalent									
Total	Salary Band								
	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2263.69	1.00	1518.89	417.67	245.89	49.44	18.80	4.00	8.00	0.00
1735.52	1.00	1071.62	469.08	87.58	20.00	15.00	4.00	58.04	9.20
3309.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.60	3304.70
853.22	2.00	154.48	361.84	236.99	65.21	25.70	6.00	1.00	0.00
1300.77	1.00	191.41	695.52	361.84	37.00	12.00	2.00	0.00	0.00
2406.23	1.00	1344.61	470.83	542.79	19.00	26.00	2.00	0.00	0.00

8559.43	(excluding Teachers)								
11868.73	6.00	4281.01	2414.94	1475.09	190.65	97.50	18.00	71.64	3313.90

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 11 March 2017

Analysis by Resource

Resource
Community & Enterprise Resources
Education - Others
Education - Teachers
Finance & Corporate Resources
Housing & Technical
Social Work Resources

Total Number of Employees				
Total	Male		Female	
	F/T	P/T	F/T	P/T
3209	1383	229	228	1369
2401	134	73	368	1826
3520	659	62	2154	645
735	212	7	311	205
1711	951	18	479	263
2885	231	199	924	1531

Total All Staff

14461	3570	588	4464	5839
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Full-Time Equivalent									
Total	Salary Band								
	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2367.31	1.00	1555.02	463.08	263.79	51.62	20.80	4.00	8.00	0.00
1679.31	1.00	1021.38	462.06	86.02	20.91	15.00	4.00	54.24	14.70
3228.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.60	3223.20
663.63	2.00	123.02	209.43	220.97	74.01	27.20	6.00	1.00	0.00
1614.87	1.00	250.35	898.19	406.70	42.60	13.00	2.00	1.03	0.00
2485.92	1.00	1404.96	506.60	529.36	20.00	22.00	2.00	0.00	0.00

8811.04	(excluding Teachers)								
12039.84	6.00	4354.73	2539.36	1506.84	209.14	98.00	18.00	69.87	3237.90

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

