

# Report

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Report to:	<b>Corporate Resources Committee</b>
Date of Meeting:	<b>23 November 2011</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Council-wide Workforce Monitoring – August and September 2011</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for August and September 2011

## 2. Recommendation(s)

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

(1) that the following employment information for August and September 2011 relating to the Council be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work hearings
- ◆ labour turnover/analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ Staffing Watch as at 10 September 2011

## 3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Corporate Resources Committee. This report for the Council provides information on the position for the period August and September 2011.

## 4. Attendance Statistics

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

- ◆ The Council's absence rate for September 2011 is 3.8%, an increase of 0.9% when compared with last month and when compared to September 2010 this figure has increased by 0.1%.

- ◆ When compared to September 2010, the APT&C figure has decreased by 0.1%, the teachers' figure has increased by 0.1% and the manual worker figure has increased by 0.5%.
- ◆ Based on annual trends and the absence rate for September 2011, the overall absence rate for the Council for the financial year 2011/2012 is 3.7%. This equates to 8 days being lost per employee.

In comparison to September 2010:-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 289 days; this decrease is reflected across most Resources.
- ◆ Total days lost due to psychological conditions have decreased by 261 days; this decrease is reflected across most Resources.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have increased by 46 days.
- ◆ Total days lost due to respiratory conditions have increased by 33 days; this increase is reflected across the majority of Resources.

## **5. Occupational Health**

5.1. Information on Occupational Health for the period August and September 2011 is provided in Appendix 11.

- ◆ In comparison to the same period last year there has been a decrease of 29 employees being referred for a medical examination. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ A total of 231 employees attended physiotherapy treatment, showing a decrease of 61 when compared to the same period last year. Of the 231 employees referred, 82% remained at work whilst undertaking treatment.
- ◆ During this period there were 112 employees referred to the Employee Support Officer, showing a decrease of 17 when compared to the same period last year. Of those referrals made this period, 76% related to personal reasons.
- ◆ 76 employees were referred to the Employee Counselling Service this period, a decrease of 16 when compared with the same period last year. Of the 76 referrals made this period, 71 were from management and 5 were from employees.
- ◆ Personal reasons accounted for 72% of the referrals made and 18% were for work related reasons.

## **6. Accidents/Incidents**

6.1. The monthly accident/incident report for August and September 2011 is contained in Appendix 12.

- ◆ The number of accidents/incidents recorded was 89 this is an increase of 8 from the same period last year (81).
- ◆ There were 2 major accidents/incidents recorded, an increase of 1 when compared to the same period last year.
- ◆ Minor accidents/incidents have increased overall by 5 when compared to the same period last year (71).
- ◆ There were 11 accidents resulting in absences lasting over 3 days during the period, an increase of 2 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 August and September 2011 is contained in Appendices 13 and 14.

- ◆ In total, 70 disciplinary hearings were held across Resources within the Council, an increase of 13 when compared to the same period last year.
- ◆ Action was taken in 65 of these cases, and there were no appeals raised against the outcomes.
- ◆ Our target is to convene disciplinary hearings within 6 weeks, 83% of hearings met this target.
- ◆ During the period 4 appeals were heard by the Appeals Panel, all of which were not upheld
- ◆ During the period 2 appeals were withdrawn
- ◆ At the end of September 2011, 9 appeals were pending.
- ◆ During the period there were 2 grievances and 1 Dignity at Work case 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 August and September 2011 is contained in Appendix 15. Exit interviews are conducted with leavers who leave voluntarily.

Using information compiled from Resources and Staffing Watch information as at 10 September 2011, the Labour Turnover figure for September 2011 is as follows:-

69 leavers/14,684 employees in post = Labour Turnover of 0.5%

Based on annual trends and figures for September 2011, the annual average labour turnover figure for the financial year 2011/2012 for the Council is 1.8%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ There were a total of 69 employees leaving the Council that were eligible for exit interview compared with 65 in the same period last year.
- ◆ Exit interviews were held with 51% of leavers compared to 57% last year.

## **9. Recruitment Monitoring**

9.1. Information on Recruitment Monitoring for August and September 2011 is contained within Appendix 16.

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

- ◆ Overall, 1,887 applications were received and 1,887 individuals completed Equal Opportunities Monitoring Forms.
- ◆ Of those applicants who declared themselves as disabled (35), 16 were shortlisted for interview and 5 were appointed.
- ◆ Of those applicants of a black/ethnic minority background (13), 6 were shortlisted for interview and 2 were appointed.

## **10. Staffing Watch**

10.1. There has been an increase of 11 in the number of employees in post from 11 June 2011 to 11 September 2011.

## **11. Employee Implications**

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

## **12. Financial Implications**

12.1. All financial implications are accommodated within existing budgets.

## **13. Other Implications**

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

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

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

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

**Paul Manning**

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

19 October 2011

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

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

## **Previous References**

- ◆ Corporate Resources Committee - 14 September 2011

## **List of Background Papers**

- ◆ monitoring information provided by Resources

## **Contact for Further Information**

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

Eileen McPake, Personnel Officer

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ABSENCE TRENDS - 2009/2010, 2010/2011 & 2011/2012  
Council Wide

APT&C			Teachers				Manual Workers				Council Wide							
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012			
	%	%	%		%	%	%		%	%	%		%	%	%			
April	3.6	3.4	3.4	April	3.2	3.1	2.9	April	4.0	4.5	4.1	April	3.6	3.7	3.5			
May	3.7	3.5	3.1	May	3.7	3.6	3.2	May	4.7	4.7	4.0	May	4.0	3.9	3.4			
June	3.5	3.1	3.0	June	3.2	2.6	2.3	June	4.5	4.3	4.3	June	3.7	3.3	3.1			
July	2.9	2.8	2.7	July	1.2	1.3	1.0	July	3.9	3.5	3.7	July	2.8	2.7	2.6			
August	3.2	3.5	2.9	August	1.6	1.7	1.2	August	4.4	3.9	4.2	August	3.2	3.2	2.9			
September	4.0	3.9	3.8	September	2.8	2.7	2.8	September	5.0	4.3	4.8	September	4.0	3.7	3.8			
October	3.9	4.0		October	3.4	2.5		October	4.8	4.3		October	4.0	3.7				
November	4.3	4.2		November	4.7	3.5		November	5.8	4.7		November	4.8	4.2				
December	3.9	4.1		December	3.6	3.0		December	5.3	5.4		December	4.2	4.2				
January	3.9	4.1		January	4.2	4.4		January	5.2	5.1		January	4.3	4.5				
February	4.0	4.0		February	4.6	4.1		February	5.5	4.9		February	4.6	4.3				
March	4.0	4.1		March	4.5	4.0		March	5.3	5.0		March	4.5	4.3				
Annual Average	3.7	3.7	3.6	Annual Average	3.4	3.0	2.9	Annual Average	4.9	4.6	4.5	Annual Average	4.0	3.8	3.7			
Average Apr-Sep	3.5	3.4	3.2	Average Apr-Sep	2.6	2.5	2.2	Average Apr-Sep	4.4	4.2	4.2	Average Apr-Sep	3.6	3.4	3.2			
No of Employees at 30 Sept 2011			6936	No of Employees at 30 Sept 2011				3431	No of Employees at 30 Sept 2011				4413	No of Employees at 30 Sept 2011				14780

- (1) Unpaid special leave is included in all absence rates.
- (2) For the Council as a whole the rate of unpaid special leave was 0.3%
- (3) Projected average number of days lost, based on employees headcount annually is 8 days.

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

APT&C				Manual Workers				Resource Total				Council Wide							
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012				
April	2.5	2.8	4.0	April	4.1	4.5	4.2	April	3.9	4.3	4.2	April	3.6	3.7	3.5				
May	2.5	2.8	3.4	May	4.8	4.8	4.1	May	4.5	4.5	4.0	May	4.0	3.9	3.4				
June	2.6	2.4	2.7	June	4.5	4.2	4.1	June	4.2	4.0	4.0	June	3.7	3.3	3.1				
July	2.6	2.3	2.1	July	3.5	3.2	3.4	July	3.3	3.1	3.2	July	2.8	2.7	2.6				
August	3.2	2.8	2.5	August	4.0	3.9	3.8	August	3.9	3.7	3.7	August	3.2	3.2	2.9				
September	3.6	2.6	2.9	September	4.9	4.4	4.8	September	4.8	4.2	4.6	September	4.0	3.7	3.8				
October	4.3	2.2		October	4.8	4.3		October	4.7	4.0		October	4.0	3.7					
November	4.6	2.2		November	5.8	5.2		November	5.6	4.9		November	4.8	4.2					
December	4.5	3.4		December	5.3	5.8		December	5.2	5.5		December	4.2	4.2					
January	4.5	3.9		January	5.2	5.6		January	5.1	5.4		January	4.3	4.5					
February	4.0	3.8		February	5.6	5.3		February	5.4	5.1		February	4.6	4.3					
March	4.1	2.7		March	5.5	5.4		March	5.3	5.1		March	4.5	4.3					
Annual Average	3.6	2.8	3.0	Annual Average	4.8	4.7	4.7	Annual Average	4.7	4.5	4.5	Annual Average	4.0	3.8	3.7				
Average Apr-Sep	2.8	2.6	2.9	Average Apr-Sep	4.3	4.2	4.1	Average Apr-Sep	4.1	4.0	4.0	Average Apr-Sep	3.6	3.4	3.2				
No of Employees at 30 Sept 2011				297	No of Employees at 30 Sept 2011				2568	No of Employees at 30 Sept 2011				2865	No of Employees at 30 Sept 2011				14780

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

Average number of days lost per employee annually is 10.4 days.

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

Resource Total (APT&C)				Council Wide			
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012
<b>April</b>	2.7	2.0	2.7	<b>April</b>	3.6	3.7	3.5
<b>May</b>	3.4	2.0	2.1	<b>May</b>	4.0	3.9	3.4
<b>June</b>	3.5	2.0	2.1	<b>June</b>	3.7	3.3	3.1
<b>July</b>	3.6	3.0	1.6	<b>July</b>	2.8	2.7	2.6
<b>August</b>	3.6	2.9	1.7	<b>August</b>	3.2	3.2	2.9
<b>September</b>	3.5	2.1	2.3	<b>September</b>	4.0	3.7	3.8
<b>October</b>	4.1	2.6		<b>October</b>	4.0	3.7	
<b>November</b>	4.2	3.4		<b>November</b>	4.8	4.2	
<b>December</b>	3.7	3.2		<b>December</b>	4.2	4.2	
<b>January</b>	3.7	2.4		<b>January</b>	4.3	4.5	
<b>February</b>	3.3	2.4		<b>February</b>	4.6	4.3	
<b>March</b>	2.3	2.7		<b>March</b>	4.5	4.3	
<b>Annual Average</b>	<b>3.5</b>	<b>2.6</b>	<b>2.4</b>	<b>Annual Average</b>	<b>4.0</b>	<b>3.8</b>	<b>3.7</b>
<b>Average Apr-Sep</b>	<b>3.4</b>	<b>2.3</b>	<b>2.1</b>	<b>Average Apr-Sep</b>	<b>3.6</b>	<b>3.4</b>	<b>3.2</b>

  

<b>No of Employees at 30 Sept 2011</b>	<b>313</b>	<b>No of Employees at 30 Sept 2011</b>	<b>14780</b>
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For Corporate Resources the absence rate for unpaid special leave was 0.9%.  
Average number of days lost per employee annually is 5 days.

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

APT&C			Teachers				Resource Total				Council Wide				
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012
April	4.4	4.1	3.7	April	3.2	3.1	2.9	April	3.7	3.5	3.2	April	3.6	3.7	3.5
May	4.9	4.3	3.8	May	3.7	3.6	3.2	May	4.2	3.9	3.4	May	4.0	3.9	3.4
June	4.6	3.4	3.3	June	3.2	2.6	2.3	June	3.8	2.9	2.7	June	3.7	3.3	3.1
July	2.6	2.8	2.5	July	1.2	1.3	1.0	July	1.7	1.9	1.6	July	2.8	2.7	2.6
August	3.0	3.3	2.7	August	1.6	1.7	1.2	August	2.2	2.4	1.8	August	3.2	3.2	2.9
September	4.7	4.7	4.6	September	2.8	2.7	2.8	September	3.6	3.5	3.5	September	4.0	3.7	3.8
October	4.3	4.8		October	3.4	2.5		October	3.7	3.4		October	4.0	3.7	
November	4.9	5.2		November	4.7	3.5		November	4.8	4.2		November	4.8	4.2	
December	4.1	4.0		December	3.6	3.0		December	3.8	3.4		December	4.2	4.2	
January	4.3	5.0		January	4.2	4.4		January	4.2	4.6		January	4.3	4.5	
February	4.6	5.0		February	4.6	4.1		February	4.6	4.4		February	4.6	4.3	
March	4.6	5.1		March	4.5	4.0		March	4.5	4.4		March	4.5	4.3	
Annual Average	4.3	4.3	4.1	Annual Average	3.4	3.0	2.9	Annual Average	3.7	3.5	3.4	Annual Average	4.0	3.8	3.7
Average Apr-Sep	4.0	3.8	3.4	Average Apr-Sep	2.6	2.5	2.2	Average Apr-Sep	3.2	3.0	2.7	Average Apr-Sep	3.6	3.4	3.2
No of Employees at 30 Sept 2011			2239	No of Employees at 30 Sept 2011			3431	No of Employees at 30 Sept 2011			5670	No of Employees at 30 Sept 2011			14780

For Education Resources the absence rate for unpaid special leave is 0.8%  
Average number of days lost per employee annually is 6.6 days.



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

APT&C				Manual Workers				Resource Total				Council Wide			
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012
April	1.7	1.7	1.6	April	4.0	5.5	3.4	April	2.4	3.0	2.2	April	3.6	3.7	3.5
May	2.4	2.0	1.0	May	5.5	3.4	4.6	May	3.4	2.5	2.3	May	4.0	3.9	3.4
June	2.1	2.7	0.9	June	5.7	4.3	5.2	June	3.3	3.2	2.4	June	3.7	3.3	3.1
July	2.1	1.7	1.1	July	5.5	4.7	3.7	July	3.2	2.7	2.0	July	2.8	2.7	2.6
August	2.2	2.7	1.9	August	7.3	4.4	6.5	August	3.9	3.2	3.5	August	3.2	3.2	2.9
September	2.8	2.8	2.5	September	8.0	4.1	5.9	September	4.5	3.2	3.8	September	4.0	3.7	3.8
October	3.0	2.3		October	6.2	5.4		October	4.0	3.4		October	4.0	3.7	
November	2.6	3.5		November	7.1	4.3		November	4.1	3.8		November	4.8	4.2	
December	2.3	3.5		December	6.5	4.0		December	3.7	3.7		December	4.2	4.2	
January	3.2	3.3		January	5.2	4.3		January	3.9	3.7		January	4.3	4.5	
February	3.0	1.3		February	4.0	4.9		February	3.3	2.5		February	4.6	4.3	
March	1.8	2.0		March	5.2	5.0		March	2.9	3.0		March	4.5	4.3	
Annual Average	2.4	2.5	2.1	Annual Average	5.9	4.5	4.8	Annual Average	3.6	3.2	3.0	Annual Average	4.0	3.8	3.7
Average Apr-Sep	2.2	2.3	1.5	Average Apr-Sep	6.0	4.4	4.9	Average Apr-Sep	3.5	3.0	2.7	Average Apr-Sep	3.6	3.4	3.2

  

No of Employees at 30 Sept 2011	408	No of Employees at 30 Sept 2011	228	No of Employees at 30 Sept 2011	636	No of Employees at 30 Sept 2011	14780
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For Enterprise Resources the absence rate for unpaid special leave was nil  
Average number of days lost per employee annually is 6.8 days.

ABSENCE TRENDS - 2009/2010, 2010/2011 & 2011/2012  
Finance & IT Resources

Resource Total (APT&C)				Council Wide			
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012
April	1.8	1.6	1.8	April	3.6	3.7	3.5
May	2.1	1.8	2.5	May	4.0	3.9	3.4
June	2.2	1.8	2.5	June	3.7	3.3	3.1
July	2.1	1.6	1.4	July	2.8	2.7	2.6
August	1.8	1.2	1.6	August	3.2	3.2	2.9
September	1.6	1.6	2.6	September	4.0	3.7	3.8
October	2.2	1.2		October	4.0	3.7	
November	3.1	2.0		November	4.8	4.2	
December	2.4	3.0		December	4.2	4.2	
January	1.4	2.1		January	4.3	4.5	
February	2.1	2.7		February	4.6	4.3	
March	1.1	2.8		March	4.5	4.3	
Annual Average	2.0	2.0	2.2	Annual Average	4.0	3.8	3.7
Average Apr-Sep	1.9	1.6	2.1	Average Apr-Sep	3.6	3.4	3.2
No of Employees at 30 Sept 2011			305	No of Employees at 30 Sept 2011			14780

For Finance & IT the absence rate for unpaid special leave is 0.3%.  
Average number of days lost per employee annually is 5.2 days.

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

APT&C				Manual Workers				Resource Total				Council Wide			
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012
April	3.4	3.2	2.9	April	3.7	4.4	3.4	April	3.5	3.6	3.1	April	3.6	3.7	3.5
May	3.5	3.6	2.7	May	4.5	5.0	3.2	May	3.8	4.0	2.9	May	4.0	3.9	3.4
June	3.0	3.1	3.1	June	4.9	5.4	1.8	June	3.5	3.8	2.7	June	3.7	3.3	3.1
July	3.2	3.1	3.4	July	5.4	4.1	3.1	July	3.8	3.4	3.3	July	2.8	2.7	2.6
August	3.5	4.3	3.5	August	5.4	4.2	4.5	August	4.0	4.3	3.8	August	3.2	3.2	2.9
September	3.7	3.9	3.5	September	5.0	4.9	3.9	September	4.1	4.2	3.6	September	4.0	3.7	3.8
October	3.2	4.4		October	4.4	5.0		October	3.5	4.6		October	4.0	3.7	
November	3.5	4.5		November	6.2	4.0		November	4.3	4.4		November	4.8	4.2	
December	3.1	4.6		December	4.1	4.7		December	3.4	4.6		December	4.2	4.2	
January	3.4	3.7		January	3.8	3.8		January	3.5	3.7		January	4.3	4.5	
February	4.4	4.0		February	5.7	4.3		February	4.8	4.1		February	4.6	4.3	
March	4.4	3.5		March	5.3	3.7		March	4.6	3.5		March	4.5	4.3	
Annual Average	3.5	3.8	3.7	Annual Average	4.9	4.5	3.8	Annual Average	3.9	4.0	3.7	Annual Average	4.0	3.8	3.7
Average Apr-Sep	3.4	3.5	3.2	Average Apr-Sep	4.8	4.7	3.3	Average Apr-Sep	3.8	3.9	3.2	Average Apr-Sep	3.6	3.4	3.2

  

No of Employees at 30 Sept 2011	1390	No of Employees at 30 Sept 2011	531	No of Employees at 30 Sept 2011	1921	No of Employees at 30 Sept 2011	14780
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For Housing & Technical Resources the rate of unpaid special leave was nil.  
Average number of days lost per employee annually is 8 days.

ABSENCE TRENDS - 2009/2010, 2010/2011 & 2011/2012  
Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012				
April	3.8	3.8	4.1	April	4.0	4.4	4.5	April	3.8	4.0	4.2	April	3.6	3.7	3.5				
May	3.1	3.7	3.1	May	4.0	4.3	4.3	May	3.4	3.9	3.5	May	4.0	3.9	3.4				
June	3.2	3.3	3.3	June	4.0	3.8	4.6	June	3.4	3.5	3.7	June	3.7	3.3	3.1				
July	3.4	3.3	3.3	July	3.8	3.8	5.0	July	3.5	3.5	3.9	July	2.8	2.7	2.6				
August	3.7	4.0	3.6	August	4.6	3.6	4.4	August	4.0	3.9	3.8	August	3.2	3.2	2.9				
September	4.0	4.1	3.8	September	4.4	3.4	5.1	September	4.1	3.9	4.2	September	4.0	3.7	3.8				
October	4.3	4.0		October	4.6	3.7		October	4.4	3.9		October	4.0	3.7					
November	4.5	3.9		November	5.1	3.7		November	4.7	3.9		November	4.8	4.2					
December	4.7	4.5		December	5.6	4.9		December	4.9	4.6		December	4.2	4.2					
January	4.3	4.3		January	6.0	4.6		January	4.8	4.4		January	4.3	4.5					
February	3.7	4.0		February	5.4	4.4		February	4.2	4.1		February	4.6	4.3					
March	4.2	4.5		March	4.8	4.3		March	4.4	4.5		March	4.5	4.3					
Annual Average	3.9	4.0	3.9	Annual Average	4.7	4.1	4.5	Annual Average	4.1	4.0	4.1	Annual Average	4.0	3.8	3.7				
Average Apr-Sep	3.5	3.7	3.5	Average Apr-Sep	4.1	3.9	4.7	Average Apr-Sep	3.7	3.8	3.9	Average Apr-Sep	3.6	3.4	3.2				
No of Employees at 30 Sept 2011				1984	No of Employees at 30 Sept 2011				1086	No of Employees at 30 Sept 2011				3070	No of Employees at 30 Sept 2011				14780

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

## ABSENCE BY LONG AND SHORT TERM

From: 1 July 2011 - 30 September 2011

Resource	No of employees	July 2011			August 2011			September 2011		
		Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %
Community	2865	0.8	2.4	<b>3.2</b>	1.3	2.4	<b>3.7</b>	1.5	3.1	<b>4.6</b>
Corporate	313	0.3	1.3	<b>1.6</b>	0.6	1.1	<b>1.7</b>	0.7	1.6	<b>2.3</b>
Education	5670	0.2	1.4	<b>1.6</b>	0.8	1.0	<b>1.8</b>	1.7	1.8	<b>3.5</b>
Enterprise	636	1.1	0.9	<b>2.0</b>	2.0	1.5	<b>3.5</b>	1.7	2.1	<b>3.8</b>
Finance & IT	305	0.5	0.9	<b>1.4</b>	0.7	0.9	<b>1.6</b>	1.5	1.1	<b>2.6</b>
Housing & Technical	1921	1.4	1.9	<b>3.3</b>	1.7	2.1	<b>3.8</b>	1.5	2.1	<b>3.6</b>
Social Work	3070	1.4	2.5	<b>3.9</b>	1.6	2.2	<b>3.8</b>	1.8	2.4	<b>4.2</b>
<b>Council Overall for Jul 2011 - Sep 2011</b>	<b>14780</b>	<b>0.8</b>	<b>1.8</b>	<b>2.6</b>	<b>1.2</b>	<b>1.7</b>	<b>2.9</b>	<b>1.6</b>	<b>2.2</b>	<b>3.8</b>

ATTENDANCE MONITORING

ABSENCE CLASSIFICATIONS

From : 1 September - 30 September 2011

REASONS	Community Resources		Corporate Resources		Education Resources		Enterprise Resources		Finance & IT		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	879	30	5	3	1005	25	174	35	43	26	346	24	599	25	3051	26
PSYCHOLOGICAL	692	24	57	40	817	20	142	28	32	20	496	34	641	26	2877	25
STOMACH, BOWEL, BLOOD, METABOLIC DISORDERS	265	9	29	20	599	15	60	12	10	6	108	7	277	11	1348	12
RESPIRATORY	173	6	12	8	462	11	48	10	8	5	161	11	222	9	1086	9
OTHERS	876	30	41	28	1204	29	80	16	70	43	340	23	693	28	3304	30
<b>Total Days Lost By Resource</b>	2885	100	144	100	4087	100	504	100	163	100	1451	100	2432	100	11666	100
<b>Total Work Days Available</b>	63030		6360		117241		13363		6342		39998		57495			

\*WDL = Work Days Lost

## OCCUPATIONAL HEALTH REPORTS

FROM: 1 August 2011 - 30 September 2011 comparison with 1 August 2010 - 30 September 2010

MEDICAL REFERRALS	Community	Corporate	Education		Enterprise	Finance & IT	Housing & Technical	Social Work	Totals
			Teachers	Others					
TOTAL (Aug-Sep 2011)	30	1	6	8	5	3	39	39	131
TOTAL (Aug-Sep 2010)	32	9	6	18	3	3	50	39	160

RESOURCE	NO OF EMPLOYEES REFERRED FOR PHYSIOTHERAPY	
	Aug-Sep 2010	Aug-Sep 2011
	COMMUNITY	57
CORPORATE	6	2
EDUCATION (TEACHERS)	33	22
EDUCATION (OTHERS)	34	31
ENTERPRISE	25	14
FINANCE & IT	4	5
HOUSING & TECH	50	42
SOCIAL WORK	83	78
TOTAL	292	231

RESOURCE	NO OF EMPLOYEES REFERRED TO EMPLOYEE SUPPORT OFFICER	
	Aug-Sep 2010	Aug-Sep 2011
	COMMUNITY	44
CORPORATE	1	1
EDUCATION	21	14
ENTERPRISE	11	7
FINANCE & IT	1	1
HOUSING & TECHNICAL	20	27
SOCIAL WORK	31	33
TOTAL	129	112

## 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 (Aug-Sep 2011)	12	2	0	0	2	1	53	2	0	0	4	0	71	5	
TOTAL (Aug-Sep 2010)	9	1	0	0	6	0	69	2	0	0	5	0	89	3	
TOTAL											Total Referrals (Aug-Sep 2011)		76		
													Total Referrals (Aug-Sep 2010)		92

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 August 2011 - 30 September 2011 comparison with 1 August 2010 - 30 September 2010

	Community		Corporate		Education		Enterprise		Finance & IT		Housing & Tech		Social Work		TOTAL	
	Aug-Sep 2011	Aug-Sep 2010	Aug-Sep 2011	Aug-Sep 2010	Aug-Sep 2011	Aug-Sep 2010	Aug-Sep 2011	Aug-Sep 2010	Aug-Sep 2011	Aug-Sep 2010	Aug-Sep 2011	Aug-Sep 2010	Aug-Sep 2011	Aug-Sep 2010	Aug-Sep 2011	Aug-Sep 2010
Major	0	0	0	0	1	1	1	0	0	0	0	0	0	0	2	1
Violent Incident: Physical****	0	0	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>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>
Over 3-day	4	1	0	0	0	1	0	0	0	0	3	6	4	1	11	9
Violent Incident: Physical****	0	0	0	0	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	0	0	0	0
<b>Total Over 3-day**</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>6</b>	<b>4</b>	<b>1</b>	<b>11</b>	<b>9</b>
Minor	7	8	0	1	7	5	3	5	0	1	6	4	6	3	29	27
Near Miss	0	0	0	0	1	0	1	0	0	0	2	0	0	0	4	0
Violent Incident: Physical****	0	0	0	0	12	23	2	1	0	0	1	0	11	9	26	33
Violent Incident: Verbal*****	2	2	0	0	1	2	5	0	0	0	6	5	3	2	17	11
<b>Total Minor***</b>	<b>9</b>	<b>10</b>	<b>0</b>	<b>1</b>	<b>21</b>	<b>30</b>	<b>11</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>15</b>	<b>9</b>	<b>20</b>	<b>14</b>	<b>76</b>	<b>71</b>
<b>Total Accidents/Incidents</b>	<b>13</b>	<b>11</b>	<b>0</b>	<b>1</b>	<b>22</b>	<b>32</b>	<b>12</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>18</b>	<b>15</b>	<b>24</b>	<b>15</b>	<b>89</b>	<b>81</b>

**Definitions**

\*A Major injury is defined by HSE as an accident connected with work and your employee, or self employed person working on the premises sustaining an 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 August 2011 - 30 September 2011 comparison with 1 August 2010 - 30 September 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	2	27	N/A	29	1	0	N/A	1	1	27	N/A	28	26	2	1	97%	0
EDUCATION/ENTERPRISE/FINANCE & IT	4	9	2	15	0	2	1	3	4	7	1	12	10	0	5	67%	0
HOUSING & TECHNICAL	7	5	N/A	12	1	0	N/A	1	6	5	N/A	11	5	3	4	67%	0
SOCIAL WORK	10	4	N/A	14	0	0	N/A	0	10	4	N/A	14	7	5	2	86%	0
<b>TOTAL (Aug-Sep 2011)</b>	<b>23</b>	<b>45</b>	<b>2</b>	<b>70</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>5</b>	<b>21</b>	<b>43</b>	<b>1</b>	<b>65</b>	<b>48</b>	<b>10</b>	<b>12</b>	<b>83%</b>	<b>0</b>
<b>TOTAL (Aug-Sep 2010)</b>	<b>24</b>	<b>33</b>	<b>0</b>	<b>57</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>21</b>	<b>30</b>	<b>0</b>	<b>51</b>	<b>43</b>	<b>8</b>	<b>6</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 (Aug-Sep 2011)</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>TOTAL (Aug-Sep 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>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</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 August 2011 - 30 September 2011

	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
<b>TOTAL</b>	0	0	4	2	6	9

**RECORD OF GRIEVANCES****FROM: 1 August 2011 - 30 September 2011 comparison with 1 August 2010 - 30 September 2010**

GRIEVANCES	No of Non-White employees who submitted a grievance	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (Aug-Sep 2011)	0	2	0	0	0	2
TOTAL (Aug-Sep 2010)	0	20	0	1	0	19

**DIGNITY AT WORK****FROM: 1 August 2011 - 30 September 2011 comparison with 1 August 2010 - 30 September 2010**

DIGNITY AT WORK	No of Non-White employees who submitted a complaint	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
TOTAL (Aug-Sep 2011)	0	1	0	0	0	0	1
TOTAL (Aug-Sep 2010)	0	1	0	0	0	0	1

\*Resources nil responses are not included in figures

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

## ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

## EXIT INTERVIEWS (Aug-Sep 2011)

REASONS FOR LEAVING	COMMUNITY	CORPORATE	EDUCATION	ENTERPRISE	FINANCE & IT	HOUSING & TECHNICAL	SOCIAL WORK	TOTAL	%
MOVING OUTWITH AREA	0	0	2	0	0	2	1	5	14
CAREER ADVANCEMENT	0	0	1	0	0	0	3	4	11
FURTHER EDUCATION	1	0	1	0	0	0	2	4	11
PERSONAL REASONS	0	0	2	0	0	0	1	3	9
DISSATISFACTION WITH TERMS AND CONDITIONS	0	0	0	0	0	0	1	1	3
OTHER	0	0	18	0	0	0	0	18	51
<b>NUMBER OF EXIT INTERVIEWS CONDUCTED</b>	<b>1</b>	<b>0</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>8</b>	<b>35</b>	
<b>TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW</b>	<b>24</b>	<b>0</b>	<b>28</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>12</b>	<b>69</b>	
<b>% OF LEAVERS INTERVIEWED</b>	<b>4</b>	<b>0</b>	<b>86</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>67</b>	<b>51</b>	

## EXIT INTERVIEWS (Aug-Sep 2010)

<b>NUMBER OF EXIT INTERVIEWS CONDUCTED (LAST YEAR)</b>	<b>6</b>	<b>1</b>	<b>18</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>37</b>	
<b>TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW</b>	<b>26</b>	<b>1</b>	<b>23</b>	<b>0</b>	<b>2</b>	<b>6</b>	<b>7</b>	<b>65</b>	
<b>% OF LEAVERS INTERVIEWED (LAST YEAR)</b>	<b>23</b>	<b>100</b>	<b>78</b>	<b>0</b>	<b>100</b>	<b>67</b>	<b>86</b>	<b>57</b>	

\* Note these totals include temporary employees

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

FROM : 1 August 2011 - 30 September 2011

Total Number of applications received:	<b>1887</b>
Total Number of Equal Opportunities Monitoring forms received:	<b>1887 (100%)</b>
Total Number of posts recruited for:	<b>194</b>
Total Number of appointments:	<b>194</b>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
<b>Total EO Forms Received</b>	<b>1887</b>	<b>546</b>	<b>194</b>
Total No of Male Applicants	1199	265	72
Total No of Female Applicants	604	245	100
Total No of Disabled Applicants	35	16	5
Total No of applicants aged under 50	908	315	110
Total No of applicants aged over 50	207	101	50
Total No of White applicants	1762	496	165
Total No of Black/Ethnic minority applicants*	13	6	2

FROM : 1 August 2010 - 30 September 2010

Total Number of applications received:	<b>814</b>
Total Number of Equal Opportunities Monitoring forms received:	<b>808 (99%)</b>
Total Number of posts recruited for:	<b>173</b>
Total Number of appointments:	<b>192</b>

Gender / Disability / Age			
	Applied	Interviewed	Appointed
<b>Total EO Forms Received</b>	<b>808</b>	<b>403</b>	<b>191</b>
Total No of Male Applicants	199	89	36
Total No of Female Applicants	590	302	148
Total No of Disabled Applicants	29	11	4
Total No of applicants aged under 50	668	320	154
Total No of applicants aged over 50	103	62	23
Total No of White applicants	779	388	183
Total No of Black/Ethnic minority applicants*	19	8	4

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

**QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 10 September 2011****Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community Resources	2942	1177	161	221	1383
Corporate Resources	301	65	6	165	65
Education - Others	2218	173	63	433	1549
Education - Teachers	3355	694	38	2065	558
Enterprise Resources	627	451	8	125	43
Finance & IT Resources	302	128	2	122	50
Housing & Technical	1907	1005	18	622	262
Social Work Resources	3032	284	161	980	1607
<b>Total All Staff</b>	<b>14684</b>	<b>3977</b>	<b>457</b>	<b>4733</b>	<b>5517</b>

Full-Time Equivalent									
Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2127.65	1.00	1322.90	96.78	117.34	17.60	9.00	3.00	560.03	0.00
276.35	2.00	63.94	84.00	83.21	22.60	15.60	3.00	2.00	0.00
1589.46	1.00	1104.41	225.75	96.25	34.86	19.00	6.00	66.59	35.60
3095.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3095.97
605.99	1.00	124.17	222.30	178.72	49.00	16.80	4.00	10.00	0.00
282.84	1.00	29.98	68.73	121.84	40.29	17.00	1.00	3.00	0.00
1800.28	1.00	401.49	892.82	423.11	40.86	18.00	3.00	20.00	0.00
2571.13	1.00	1333.16	548.67	545.16	17.80	23.00	3.00	99.34	0.00
<b>9253.70</b>	<b>(excluding Teachers)</b>								
<b>12349.67</b>	<b>8.00</b>	<b>4380.05</b>	<b>2139.05</b>	<b>1565.63</b>	<b>223.01</b>	<b>118.40</b>	<b>23.00</b>	<b>760.96</b>	<b>3131.57</b>

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

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

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

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

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