

Report

Report to:	Finance and Corporate Resources Committee
Date of Meeting:	27 September 2023
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Council-wide Workforce Monitoring – May to July 2023
----------	---

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period May to July 2023

2. Recommendation(s)

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

(1) that the following employment information for the period May to July 2023 relating to the Council be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ staffing watch as at 10 June 2023

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to the Committee. This report for the Council provides information on the position for the period May to July 2023.

4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for July 2023, is provided in Appendices 1 to 8. Points to note are:-

The Council's absence rate for July 2023, shown in Appendix 1, is 3.8%, which represents a decrease of 0.9% when compared with last month and the figure has decreased by 0.8% when compared to July 2022.

When compared to July 2022, the APT&C absence rate has decreased by 0.5%, the teachers' figure has decreased by 0.3% and the manual workers' figure has decreased by 1.6%.

Based on annual trends and the absence rate to July 2023, the projected average absence rate for the Council for the financial year 2023/2024 is 5.5%.

In comparison to July 2022 (Appendix 8):-

- ◆ Psychological and musculoskeletal conditions are the main reasons for absence.
- ◆ Total days lost due to psychological conditions have decreased by 6 days.
- ◆ Total days lost due to musculoskeletal conditions have increased by 231 days.
- ◆ Total days lost due to respiratory conditions have decreased by 2231 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 249 days.

Managers follow the procedures outlined in the Maximising Attendance Policy to support employees to remain at work, or to return to work after a sickness absence. There are comprehensive employee supports in place and additionally, Personnel Services work in close partnership with line managers and Resource Management Teams on a case management basis to ensure that appropriate actions are taken.

5. Occupational Health

5.1. Information on Occupational Health for the period May to July 2023 is provided in Appendix 9:-

- ◆ during the period there were 273 employees referred for a medical examination, a decrease of 107 when compared to the same period last year. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ a total of 402 employees attended physiotherapy treatment, showing a decrease of 17 when compared to the same period last year. Of the 402 employees referred, 50% remained at work whilst undertaking treatment.
- ◆ during this period 382 employees were referred to the Employee Support Officer, showing an increase of 23 when compared with the same period last year. Of the referrals made this period, 84% related to personal reasons.
- ◆ 148 employees were referred to the PAM Assist counselling service this period, showing an increase of 24 when compared with the same period last year. All the referrals made this period were from management and none were made directly by employees. Personal reasons accounted for 59% of the referrals made, 19% were for work related reasons and 22% was for other reasons.
- ◆ 6 employees were referred for Cognitive Behavioural Therapy this period, an increase of 5 when compared to the same period last year.

6. Accidents/Incidents

6.1. The accident/incident report for May to July 2023 is contained in Appendix 10:-

- ◆ the number of accidents/incidents recorded was 317, this figure has increased by 34 from the same period last year.
- ◆ there were 3 specified injuries recorded, this figure has increased by 1 from the same period last year.
- ◆ there were 301 minor accidents/incidents, this figure has increased by 39 from the same period last year.
- ◆ there was 1 accident resulting in an absence lasting over 3 days during the period, this figure has decreased by 1 from the same period last year.
- ◆ there were 12 accidents resulting in an absence lasting over 7 days during the period, this figure has decreased by 5 from the same period last year.

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

7.1. Information on Disciplinary, Grievance Hearings, Dignity at Work and Mediation Referrals for May to July 2023 is contained in Appendices 11, 12a and 12b:-

- ◆ in total, 36 disciplinary hearings were held across Resources within the Council, this figure has increased by 2 when compared to the same period last year.
- ◆ action was taken in 35 of these cases. No appeals were raised against the outcomes.
- ◆ our target is to convene disciplinary hearings within 6 weeks, 83% of hearings met this target.
- ◆ during the period, 1 appeal was heard by the Appeals Panel, which was not upheld and 1 was withdrawn.
- ◆ at the end of July, 2 Appeals Panels were pending.
- ◆ during the period, 1 grievance case was raised.
- ◆ during the period, no Dignity at Work cases were raised.
- ◆ during the period, 3 referrals for mediation were submitted.

8. Analysis of Leavers and Exit Interviews

8.1. Information on the number of leavers and exit interviews for the period May to July 2023 is contained in Appendix 13. Exit interviews are conducted with employees who leave voluntarily.

Labour Turnover

Using information compiled from Resources and Staffing Watch information as at 10 June 2032, the Council's turnover figure for May to July 2023 is as follows:-

144 leavers eligible for exit interviews/15,157 employees in post = Labour Turnover of 1.0%.

Based on the figure at July 2023, the projected annual labour turnover figure for the financial year 2023/2024 for the Council is 4.2%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ there were a total of 144 employees leaving the Council that were eligible for an exit interview, an increase of 2 when compared with the same period last year.
- ◆ there were a total of 40 exit interviews conducted which is a decrease of 16 when compared with the same period last year.

8.3. When processing an employee termination, managers are asked to identify whether they intend to replace the employee who had left the Council. If they indicate that they do not intend to replace the employee, they are asked to select from four options:-

- ◆ plan to hold for savings
- ◆ fill on a fixed term basis pending savings
- ◆ transfer budget to another post
- ◆ end of fixed term contract

- 8.4. Appendix 13a provides information relating to vacant posts and whether these are being replaced or held for savings. From May to July 2023, 323 employees (240.14 FTE) left employment. Managers indicated that 302 posts (224.34 FTE) would be replaced, 2 posts (0.85 FTE) were being filled on a temporary basis, 1 post (0.95 FTE) plan to transfer this budget to another post, 6 posts (4.08 FTE) were due to the end of fixed term contracts and 12 posts (9.92 FTE) were being left vacant pending savings or service reviews.

9. Recruitment Monitoring

- 9.1. Information on Recruitment Monitoring for May to July 2023 is contained within Appendix 14.

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

- ◆ overall, 5866 applications and 5583 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (194), 113 were shortlisted for interview and 11 were appointed.
- ◆ of those applicants of a black/ethnic minority background (659), 277 were shortlisted for interview and 23 were appointed.
- ◆ Of those applicants who are veterans (55), 20 were shortlisted for interview and 2 were appointed.

10. Staffing Watch

- 10.1 There has been an increase of 174 in the number of employees in post from 11 March 2023 to 10 June 2023. Details of the staffing watch are contained in Appendix 15.

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. Climate Change, Sustainability and Environmental Implications

- 13.1. There are no climate change, sustainability or environmental implications arising from the information presented in this report.

14. Other Implications

- 14.1. There are no implications for 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.
- 15.2. 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)

24 August 2023

Link(s) to Council Values/Priorities/Outcomes

- ◆ 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

- ◆ Finance and Corporate Resources Committee, 28 June 2023

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: -

Elaine Maxwell, HR Business Manager

Ext: 4647 (Tel: 01698 454647)

E-mail: Elaine.Maxwell@southlanarkshire.gov.uk

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Council Wide

APT&C			Teachers			Manual Workers			Council Wide						
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024
	%	%	%		%	%	%		%	%	%		%	%	%
April	4.1	5.2	5.2	April	2.5	2.7	2.8	April	6.2	8.8	7.0	April	4.3	5.6	5.1
May	4.7	5.0	5.1	May	3.2	3.6	3.2	May	6.7	7.6	6.2	May	4.9	5.4	5.1
June	4.4	5.0	4.9	June	2.6	2.6	2.2	June	7.0	8.1	6.5	June	4.7	5.3	4.7
July	4.1	4.5	4.0	July	1.1	1.4	1.1	July	6.3	7.4	5.8	July	4.0	4.6	3.8
August	4.6	4.3		August	2.0	1.4		August	7.3	7.4		August	4.7	4.4	
September	6.1	5.2		September	4.4	2.8		September	8.5	8.0		September	6.4	5.4	
October	6.0	5.7		October	4.1	3.4		October	8.7	8.1		October	6.3	5.8	
November	6.5	6.3		November	5.6	4.7		November	8.7	8.6		November	6.9	6.5	
December	6.2	6.7		December	6.1	5.3		December	8.8	8.9		December	6.9	7.0	
January	6.7	5.2		January	3.9	4.3		January	10.1	8.0		January	7.0	5.8	
February	6.5	5.7		February	3.7	4.1		February	9.5	7.9		February	6.6	5.9	
March	8.0	6.2		March	4.3	4.6		March	11.3	8.3		March	7.9	6.4	
Annual Average	5.7	5.4	5.4	Annual Average	3.6	3.4	3.3	Annual Average	8.3	8.1	7.6	Annual Average	5.9	5.7	5.5
Average Apr-Jul	4.3	4.9	4.8	Average Apr-Jul	2.4	2.6	2.3	Average Apr-Jul	6.6	8.0	6.4	Average Apr-Jul	4.5	5.2	4.7
No of Employees at 31 July 2023			7708	No of Employees at 31 July 2023			3910	No of Employees at 31 July 2023			4547	No of Employees at 31 July 2023			16165

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024				
	%	%	%		%	%	%		%	%	%		%	%	%				
April	2.3	4.4	3.6	April	5.7	7.3	6.3	April	5.2	6.9	6.0	April	4.3	5.6	5.1				
May	2.7	3.9	3.7	May	6.4	6.8	6.3	May	5.9	6.3	5.9	May	4.9	5.4	5.1				
June	2.8	3.5	4.3	June	6.6	7.2	5.9	June	6.0	6.7	5.7	June	4.7	5.3	4.7				
July	2.9	3.9	2.3	July	5.3	5.9	4.6	July	4.9	5.6	4.3	July	4.0	4.6	3.8				
August	2.9	3.4		August	6.4	6.6		August	5.9	6.1		August	4.7	4.4					
September	3.4	3.1		September	8.2	7.9		September	7.5	7.1		September	6.4	5.4					
October	3.8	5.1		October	7.9	7.5		October	7.3	7.1		October	6.3	5.8					
November	3.5	4.2		November	8.0	8.3		November	7.3	7.7		November	6.9	6.5					
December	4.2	3.7		December	8.0	8.8		December	7.4	8.0		December	6.9	7.0					
January	3.6	2.6		January	9.6	7.4		January	8.6	6.7		January	7.0	5.8					
February	4.4	3.6		February	9.5	7.4		February	8.7	6.9		February	6.6	5.9					
March	6.0	3.9		March	11.0	7.9		March	10.2	7.3		March	7.9	6.4					
Annual Average	3.5	3.8	3.6	Annual Average	7.7	7.4	7.1	Annual Average	7.1	6.9	6.6	Annual Average	5.9	5.7	5.5				
Average Apr-Jul	2.7	3.9	3.5	Average Apr-Jul	6.0	6.8	5.8	Average Apr-Jul	5.5	6.4	5.5	Average Apr-Jul	4.5	5.2	4.7				
No of Employees at 31 July 2023				528	No of Employees at 31 July 2023				2933	No of Employees at 31 July 2023				3461	No of Employees at 31 July 2023				16165

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Education Resources

APT&C				Teachers				Resource Total				Council Wide				
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024	
	%	%	%		%	%	%		%	%	%		%	%	%	
April	4.8	5.5	5.0	April	2.5	2.7	2.8	April	3.5	4.0	3.8	April	4.3	5.6	5.1	
May	5.7	5.5	5.4	May	3.2	3.6	3.2	May	4.4	4.5	4.2	May	4.9	5.4	5.1	
June	4.7	5.1	4.8	June	2.6	2.6	2.2	June	3.5	3.7	3.4	June	4.7	5.3	4.7	
July	3.4	3.8	3.4	July	1.1	1.4	1.1	July	2.1	2.5	2.2	July	4.0	4.6	3.8	
August	3.8	3.6		August	2.0	1.4		August	2.8	2.4		August	4.7	4.4		
September	6.4	5.8		September	4.4	2.8		September	5.3	4.1		September	6.4	5.4		
October	6.6	6.5		October	4.1	3.4		October	5.2	4.8		October	6.3	5.8		
November	8.0	7.9		November	5.6	4.7		November	6.7	6.2		November	6.9	6.5		
December	8.0	8.5		December	6.1	5.3		December	7.0	6.8		December	6.9	7.0		
January	8.1	6.1		January	3.9	4.3		January	5.8	5.1		January	7.0	5.8		
February	7.2	6.8		February	3.7	4.1		February	5.3	5.4		February	6.6	5.9		
March	9.5	7.0		March	4.3	4.6		March	6.7	5.7		March	7.9	6.4		
Annual Average	6.4	6.0	5.9	Annual Average	3.6	3.4	3.3	Annual Average	4.9	4.6	4.5	Annual Average	5.9	5.7	5.5	
Average Apr-Jul	4.7	5.0	4.7	Average Apr-Jul	2.4	2.6	2.3	Average Apr-Jul	3.4	3.7	3.4	Average Apr-Jul	4.5	5.2	4.7	
No of Employees at 31 July 2023			3496	No of Employees at 31 July 2023			3910	No of Employees at 31 July 2023			7406	No of Employees at 31 July 2023			16165	

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Finance and Corporate Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024	
	%	%	%		%	%	%		%	%	%		%	%	%	
April	2.6	2.8	3.6	April	0.0	0.0	0.0	April	2.6	2.8	3.6	April	4.3	5.6	5.1	
May	3.3	3.2	3.9	May	0.0	0.0	0.0	May	3.3	3.2	3.9	May	4.9	5.4	5.1	
June	3.5	4.0	4.2	June	0.0	0.0	0.0	June	3.5	4.0	4.2	June	4.7	5.3	4.7	
July	3.3	3.9	3.5	July	0.0	0.0	0.0	July	3.3	3.9	3.5	July	4.0	4.6	3.8	
August	3.6	4.1		August	0.0	0.0		August	3.6	4.1		August	4.7	4.4		
September	4.0	3.6		September	0.0	0.0		September	4.0	3.6		September	6.4	5.4		
October	3.6	3.8		October	0.0	0.0		October	3.6	3.8		October	6.3	5.8		
November	4.3	3.4		November	0.0	0.0		November	4.3	3.4		November	6.9	6.5		
December	3.8	4.3		December	0.0	0.0		December	3.8	4.3		December	6.9	7.0		
January	3.8	4.3		January	0.0	0.0		January	3.8	4.3		January	7.0	5.8		
February	3.4	3.8		February	0.0	0.0		February	3.4	3.8		February	6.6	5.9		
March	3.4	3.8		March	0.0	0.0		March	3.4	3.8		March	7.9	6.4		
Annual Average	3.6	3.8	3.9	Annual Average	0.0	0.0	0.0	Annual Average	3.6	3.8	3.9	Annual Average	5.9	5.7	5.5	
Average Apr-Jul	3.2	3.5	3.8	Average Apr-Jul	0.0	0.0	0.0	Average Apr-Jul	3.2	3.5	3.8	Average Apr-Jul	4.5	5.2	4.7	
No of Employees at 31 July 2023			924	No of Employees at 31 July 2023			0	No of Employees at 31 July 2023			924	No of Employees at 31 July 2023			16165	

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024
	%	%	%		%	%	%		%	%	%		%	%	%
April	3.2	5.5	5.7	April	3.6	10.6	6.9	April	3.3	7.6	6.2	April	4.3	5.6	5.1
May	2.9	4.5	4.9	May	4.2	8.1	6.1	May	3.4	6.0	5.4	May	4.9	5.4	5.1
June	3.5	4.9	5.4	June	6.2	8.5	6.8	June	4.6	6.4	6.0	June	4.7	5.3	4.7
July	4.0	5.5	5.0	July	5.7	8.9	8.1	July	4.7	6.9	6.2	July	4.0	4.6	3.8
August	4.9	4.7		August	7.9	7.1		August	6.2	5.7		August	4.7	4.4	
September	5.8	4.5		September	8.1	6.3		September	6.8	5.2		September	6.4	5.4	
October	5.2	4.3		October	9.0	7.8		October	6.8	5.8		October	6.3	5.8	
November	5.7	4.6		November	9.2	7.8		November	7.2	5.9		November	6.9	6.5	
December	4.6	4.4		December	9.5	7.2		December	6.7	5.6		December	6.9	7.0	
January	5.2	4.5		January	8.8	5.5		January	6.7	4.9		January	7.0	5.8	
February	6.4	4.4		February	8.5	6.2		February	7.3	5.1		February	6.6	5.9	
March	7.8	5.3		March	10.7	6.8		March	9.0	5.9		March	7.9	6.4	
Annual Average	4.9	4.8	4.8	Annual Average	7.6	7.6	6.9	Annual Average	6.1	5.9	5.7	Annual Average	5.9	5.7	5.5
Average Apr-Jul	3.4	5.1	5.3	Average Apr-Jul	4.9	9.0	7.0	Average Apr-Jul	4.0	6.7	6.0	Average Apr-Jul	4.5	5.2	4.7
No of Employees at 31 July 2023			887	No of Employees at 31 July 2023			560	No of Employees at 31 July 2023			1447	No of Employees at 31 July 2023			16165

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024				
	%	%	%		%	%	%		%	%	%		%	%	%				
April	4.5	6.2	6.5	April	9.6	12.6	9.4	April	6.2	8.3	7.4	April	4.3	5.6	5.1				
May	5.0	5.7	5.8	May	9.3	10.1	8.4	May	6.5	7.1	6.6	May	4.9	5.4	5.1				
June	3.9	5.9	5.5	June	7.6	11.3	8.6	June	5.2	7.6	6.5	June	4.7	5.3	4.7				
July	6.1	6.0	5.4	July	10.3	11.8	8.8	July	7.5	7.9	6.5	July	4.0	4.6	3.8				
August	7.3	6.0		August	10.2	10.8		August	8.2	7.5		August	4.7	4.4					
September	7.6	5.9		September	10.3	9.6		September	8.5	7.1		September	6.4	5.4					
October	6.9	5.8		October	11.3	10.4		October	8.4	7.3		October	6.3	5.8					
November	6.2	6.0		November	10.8	10.4		November	7.7	7.4		November	6.9	6.5					
December	5.5	6.4		December	11.1	10.6		December	7.3	7.7		December	6.9	7.0					
January	7.4	5.2		January	13.0	12.0		January	9.2	7.4		January	7.0	5.8					
February	7.5	5.8		February	10.1	11.0		February	8.3	7.5		February	6.6	5.9					
March	8.0	7.0		March	12.8	10.9		March	9.5	8.2		March	7.9	6.4					
Annual Average	6.3	6.0	5.9	Annual Average	10.5	11.0	10.1	Annual Average	7.7	7.6	7.3	Annual Average	5.9	5.7	5.5				
Average Apr-Jul	4.9	6.0	5.8	Average Apr-Jul	9.2	11.5	8.8	Average Apr-Jul	6.4	7.7	6.8	Average Apr-Jul	4.5	5.2	4.7				
No of Employees at 31 July 2023				1873	No of Employees at 31 July 2023				1054	No of Employees at 31 July 2023				2927	No of Employees at 31 July 2023				16165

**Attendance Monitoring
Absence Classification**

From : 1 July 2023 - 31 July 2023

Reasons	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	933	31	649	20	49	8	633	36	816	24	3080	26
Psychological	837	28	1221	38	313	52	580	33	1148	34	4099	34
Stomach, Bowel, Blood, Metabolic Disorders	206	7	209	7	30	5	142	8	392	12	979	8
Respiratory	239	8	245	8	34	6	181	10	261	8	960	8
Other Classification	788	26	850	27	178	29	237	13	746	22	2799	23
Total Days Lost By Resource	3003	100	3174	100	604	100	1773	100	3363	100	11917	100
Total Work Days Available	70509		146261		17462		28413		51946			

From : 1 July 2022 - 31 July 2022

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1095	28	441	12	81	11	507	26	725	18	2849	20
Psychological	798	20	1238	34	228	31	603	31	1238	31	4105	29
Stomach, Bowel, Blood, Metabolic Disorders	442	11	298	8	45	6	90	5	353	9	1228	9
Respiratory	906	23	839	23	231	32	354	18	861	22	3191	22
Other Classification	695	18	793	22	142	20	385	20	806	20	2821	20
Total Days Lost By Resource	3936	100	3609	100	727	100	1939	100	3983	100	14194	100
Total Work Days Available	70455		143314		18520		28163		50656			

***WDL = Work Days Lost**

Occupational Health Reports

From: 1 May - 31 July 2023 comparison with 1 May - 31 July 2022

Medical Referrals											
		Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals			
			Teachers	Others							
Total (May - Jul 2023)		63	38	31	11	45	85	273			
Total (May - Jul 2022)		107	29	50	25	72	97	380			

No of Employees Referred For Physiotherapy			No of Employees Referred To Employee Support Officer			No of Employees Referred For Cognitive Behavioural Therapy		
Resource	May - Jul 2022	May - Jul 2023	Resource	May - Jul 2022	May - Jul 2023	Resource	May - Jul 2022	May - Jul 2023
Community and Enterprise	103	117	Community and Enterprise	82	89	Community and Enterprise	0	0
Education (Teachers)	59	43	Education	122	132	Education	0	2
Education (Others)	58	72	Finance and Corporate	22	29	Finance and Corporate	0	0
Finance and Corporate	19	19	Housing and Technical	39	36	Housing and Technical	0	1
Housing and Technical	58	50	Social Work	94	96	Social Work	0	1
Social Work	122	101	Total	359	382	Not Disclosed	1	2
Total	419	402				Total	1	6

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 (May - Jul 2023)	28	0	0	0	87	0	11	0	22	148	0
Total (May - Jul 2022)	34	0	0	0	79	0	0	0	11	124	0
Total								Total Referrals (May - Jul 2023)		148	
								Total Referrals (May - Jul 2022)		124	

M = MANAGEMENT REFERRAL S = SELF REFERRAL

**Analysis of Accidents/ Incidents
Comparison
Cause of Accidents/ Incidents to employees**

From: 1 May - 31 July 2023 comparison with 1 May - 31 July 2022

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023
Specified Injury	0	1	0	1	0	0	0	0	2	1	2	3
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	0	1	0	1	0	0	0	0	2	1	2	3
Over 7-day	6	7	2	1	0	0	6	1	3	3	17	12
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 7-day**	6	7	2	1	0	0	6	1	3	3	17	12
Over 3-day	0	0	2	0	0	0	0	0	0	1	2	1
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**	0	0	2	0	0	0	0	0	0	1	2	1
Minor	18	34	8	13	1	1	2	4	17	16	46	68
Near Miss	2	3	1	3	0	0	0	0	2	1	5	7
Violent Incident: Physical	1	1	166	201	0	0	0	0	7	4	174	206
Violent Incident: Verbal	6	3	21	13	1	1	3	0	6	3	37	20
Total Minor***	27	41	196	230	2	2	5	4	32	24	262	301
Total Accidents/Incidents	33	49	200	232	2	2	11	5	37	29	283	317

*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 specified 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 May - 31 July 2023 comparison with 1 May - 31 July 2022

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	1	22	N/A	23	0	1	N/A	1	1	21	N/A	22	14	6	3	87%
Education	1	1	2	4	0	0	0	0	1	1	2	4	3	0	1	75%
Finance and Corporate	1	0	N/A	1	0	0	N/A	0	1	0	N/A	1	0	0	1	0%
Housing and Technical	2	0	N/A	2	0	0	N/A	0	2	0	N/A	2	1	0	1	50%
Social Work	0	6	N/A	6	0	0	N/A	0	0	6	N/A	6	4	2	0	100%
Total (May - Jul 2023)	5	29	2	36	0	1	0	1	5	28	2	35	22	8	6	83%
Total (May - Jul 2022)	4	30	0	34	0	4	0	4	4	26	0	30	20	4	10	71%

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	
Total (May - Jul 2023)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total (May - Jul 2022)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*Resources nil responses are not included in figures

Appeal's Panel

From: 1 May - 31 July 2023

Appeal's Panel	Upheld	Upheld in Part	Not Upheld	Total	Withdrawn	Appeals pending to date
Total	0	0	1	1	1	2

						Appendix 12a
Record of Grievances						
From: 1 May - 31 July 2023 comparison with 1 May - 31 July 2022						
Grievances	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process	
Total (May - Jul 2023)	1	0	0	0	1	
Total (May - Jul 2022)	5	1	4	0	0	
Dignity at Work						
From: 1 May - 31 July 2023 comparison with 1 May - 31 July 2022						
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
Total (May - Jul 2023)	0	0	0	0	0	0
Total (May - Jul 2022)	1	0	1	0	0	0

				Appendix 12b	
Referrals for Workplace Mediation					
As at July 2023					
Workplace Mediation	May-23	Jun-23	Jul-23		
No of Referrals	2	1	0		
*No of Successful Cases	0	0	0		
*No of Unsuccessful Cases	0	0	0		
No of cases unsuitable for mediation	1	0	1		
Workplace Mediation	May-22	Jun-22	Jul-22		
No of Referrals	0	1	1		
*No of Successful Cases	0	0	0		
*No of Unsuccessful Cases	0	0	0		
No of cases unsuitable for mediation	0	0	0		
*successful/unsuccessful case outcomes may be shown outwith the month they were referred.					

Appendix 13a														
May to July 2023	Number of leavers		Replace Employee		Filling on a temp basis		Plan to transfer this budget to another post		End of fixed term post		Leave vacant pending savings or service review		Plan to remove for savings	
Resource	Total FTE*	Total H/C**	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C
Community & Enterprise	54.43	94.00	51.85	90.00	0.00	0.00	0.00	0.00	0.58	2.00	2.00	2.00	0.00	0.00
Education	87.33	104.00	84.38	100.00	0.85	1.00	0.00	0.00	1.50	2.00	0.60	1.00	0.00	0.00
Finance & Corporate	16.20	19.00	14.80	17.00	0.00	0.00	0.00	0.00	0.00	0.00	1.40	2.00	0.00	0.00
Housing & Technical	21.31	27.00	21.31	27.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Social Work	60.87	79.00	52.00	68.00	0.00	1.00	0.95	1.00	2.00	2.00	5.92	7.00	0.00	0.00
Total	240.14	323	224.34	302	0.85	2	0.95	1	4.08	6	9.92	12	0.00	0
Cumulative Grand Total	335.95	463	317.49	436	2.29	5	0.95	1	5.30	9	9.92	12	0.00	0

Recruitment Monitoring
Analysis of Gender, Disability, Ethnicity and Age

From : 1 May - 31 July 2023

Total Number of applications received:	5866
Total Number of Equal Opportunities Monitoring forms received:	5583
Total Number of posts recruited for:	802
Total Number of appointments:	473

Gender / Disability / Age						
	Applied	Interviewed	Appointed	% of Applicants interviewed	% of Applicants appointed	% of Interviewees appointed
Total EO Forms Received	5583	2215	378	40%	7%	17%
Total No of Male Applicants	1931	610	124	32%	6%	20%
Total No of Female Applicants	3637	1286	263	35%	7%	20%
Total No of Disabled Applicants	194	113	11	58%	6%	10%
Total No of applicants aged under 50	4251	1466	265	34%	6%	18%
Total No of applicants aged over 50	1271	537	117	42%	9%	22%
Total No of White applicants	4884	1764	367	36%	8%	21%
Total No of Black/Ethnic minority applicants*	659	277	23	42%	3%	8%
Total No of Veteran applicants	55	20	2	36%	4%	10%

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

From : 1 May - 31 July 2022

Total Number of applications received:	4246
Total Number of Equal Opportunities Monitoring forms received:	426
Total Number of posts recruited for:	803
Total Number of appointments:	0

Gender / Disability / Age						
	Applied	Interviewed	Appointed	% of Applicants interviewed	% of Applicants appointed	% of Interviewees appointed
Total EO Forms Received	4246	2886	811	68%	19%	28%
Total No of Male Applicants	1282	943	150	74%	12%	16%
Total No of Female Applicants	2982	1857	577	62%	19%	31%
Total No of Disabled Applicants	87	66	15	76%	17%	23%
Total No of applicants aged under 50	3620	2427	600	67%	17%	25%
Total No of applicants aged over 50	603	349	128	58%	21%	37%
Total No of White applicants	4053	2660	695	66%	17%	26%
Total No of Black/Ethnic minority applicants*	171	106	20	62%	12%	19%
Total No of Veteran applicants	36	15	0	42%	0%	0%

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 10 JUNE 2023

Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent									
	Total	Male		Female		Salary Band									
		F/T	P/T	F/T	P/T	Total	Chief Officer	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
Community & Enterprise Resources	3140	1263	250	201	1426	2215.82	5.00	1548.64	363.88	231.25	46.05	16.00	0.00	5.00	0.00
Education - Others	3322	130	100	675	2417	2438.98	3.00	1198.09	966.21	142.86	47.60	9.00	1.96	62.66	7.60
Education - Teachers	3840	680	72	2222	866	3471.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.60	3464.80
Finance & Corporate Resources	858	203	17	410	228	779.18	5.00	119.63	359.13	216.05	53.07	24.30	2.00	0.00	0.00
Housing & Technical	1288	805	27	329	127	1229.17	3.00	204.26	628.88	352.43	30.60	10.00	0.00	0.00	0.00
Social Work Resources	2709	206	198	979	1326	2370.75	3.00	361.42	1417.31	523.46	33.80	31.76	0.00	0.00	0.00
						9033.90	(excluding Teachers)								
Total All Staff	15157	3287	664	4816	6390	12505.30	19.00	3432.04	3735.41	1466.05	211.12	91.06	3.96	74.26	3472.40

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 11 MARCH 2023

Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent									
	Total	Male		Female		Salary Band									
		F/T	P/T	F/T	P/T	Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
Community & Enterprise Resources	3017	1176	235	201	1405	2109.86	1.00	1432.36	372.02	234.43	44.05	17.00	4.00	5.00	0.00
Education - Others	3296	137	96	683	2380	2424.23	1.00	1182.76	959.29	148.36	46.00	13.00	3.96	62.26	7.60
Education - Teachers	3834	676	73	2227	858	3469.50	0.00	0.00	0.00	0.00	0.00	1.00	0.00	6.60	3461.90
Finance & Corporate Resources	873	207	19	414	233	791.40	2.00	124.78	358.72	219.55	58.05	22.30	6.00	0.00	0.00
Housing & Technical	1297	817	27	326	127	1237.80	1.00	207.47	634.50	352.23	29.60	11.00	2.00	0.00	0.00
Social Work Resources	2666	204	186	948	1328	2332.00	1.00	1105.28	633.47	523.69	36.80	29.76	2.00	0.00	0.00
						8895.29	(excluding Teachers)								
Total All Staff	14983	3217	636	4799	6331	12364.79	6.00	4052.65	2958.00	1478.26	214.50	94.06	17.96	73.86	3469.50