

Report

Report to:	Executive Committee
Date of Meeting:	1 December 2021
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Workforce Monitoring Information - April to September 2021 - Summary
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period April – September 2021.

2. Recommendation(s)

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

(1) that the following employment information for April – September 2021 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 11 September 2021

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 the period April – September 2021.

4. Attendance Statistics

4.1. Information on absence statistics for April – September 2021 for the Council and each Resource is provided in Appendices 1 – 8. Points to note are:-

- ◆ the Council's average absence rate for April – September 2021 is 4.8%, an increase of 1.5% when compared to the same period last year
- ◆ the APT&C average absence rate for April – September 2021 is 4.7%, an increase of 1.6% when compared to the same period last year
- ◆ the teaching staff average absence rate for April – September 2021 is 2.6%, an increase of 1.0% when compared with the same period last year
- ◆ the manual workers' average absence rate for April – September 2021 is 7.0%, an increase of 1.9% when compared with the same period last year

In comparison to April to September 2021 (Appendix 8):

- ◆ musculoskeletal and psychological conditions remain the main reasons for absence
- ◆ total days lost due to musculoskeletal conditions have increased by 5966 days
- ◆ total days lost due to psychological conditions have increased by 8752 days
- ◆ total days lost due to stomach, bowel, blood and metabolic disorders have increased by 4361 days
- ◆ total days lost due to respiratory conditions have increased by 4775 days

5. Occupational Health

5.1. Information on Occupational Health for the period April – September 2021 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 781 employees referred for a medical examination and when compared to the previous year this represents an increase of 285 when compared to the previous year
- ◆ during the period, a total of 910 employees attended physiotherapy treatment, which is an increase of 494 when compared to the previous year. Of the 910 employees referred, 71% remained at work whilst undertaking treatment
- ◆ over the year 801 employees were referred to the Employee Support Officer, an increase of 342 when compared to the previous year. Of those referrals made during the period, 88% related to personal issues
- ◆ during the year there were 258 referrals for counselling, this represents an increase of 81 referrals when compared to the previous year
- ◆ over the year a total of 35 employees were referred for Cognitive Behavioural Therapy, a decrease of 15 when compared to the previous year

6. Accidents/Incidents

6.1. The accident/incident report for the period April – September 2021 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded for the year was 494, an increase of 211 from April – September 2020
- ◆ during the year there were no specified injuries/incidents, this remains unchanged when compared to April – September 2020
- ◆ overall minor accidents/incidents have increased by 210 when compared with April – September 2020
- ◆ during the year the number of accidents resulting in an absence lasting over 3 days have increased by one when compared with April – September 2020
- ◆ during the year the number of accidents resulting in an absence lasting over 7 days have remained the same when compared with April – September 2020

7. Discipline, Grievance, Dignity at Work

7.1. Information on Disciplinary, Grievance Hearings and Dignity at Work for the period April – September 2021 is contained in Appendices 11 and 12.

- ◆ during the period, a total of 47 disciplinary hearings were held across Resources within the Council which represents an increase of 30 when compared to April – September 2020. Action was taken in 41 of these cases and there was one appeal raised against the outcomes

- ◆ our target is to convene disciplinary hearings within 6 weeks. During the period 55% of hearings met this target which is an increase of 8% when compared to the same period last year
- ◆ during the period 2 appeals were submitted to the Appeals Panel, both were upheld in part
- ◆ at the end of September 2021, no Appeals Panels were pending
- ◆ overall, 1 grievance was raised during the period, a decrease of 12 when compared with April – September 2020
- ◆ there were no dignity at work incidents raised this year, a decrease of 8 when compared with April – September 2020
- ◆ during the period no referrals for mediation were submitted, which remains unchanged when compared with April – September 2020

8. Employee Development

8.1. Information on Employee Development for the period April – September 2021 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 2,650 attendances at classroom learning and development events. There were also 1,476 attendances at virtual classroom learning and development events
- ◆ as our Learn on Line continues to develop, employees have successfully completed 50,755 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 – September 2021 is contained in Appendix 14. Exit interviews are conducted with leavers who leave voluntarily.

The Council's labour turnover figure for April – September 2021 is 4.7 % and this figure has increased by 2.4% when compared to the same period last year.

9.2. Analysis of Leavers and Exit Interviews:-

- ◆ During April – September 2021 there were 354 leavers eligible for an exit interview, an increase of 185 when compared with April – September 2020
- ◆ Exit interviews for April – September 2021 were held with 27% of leavers, compared with 28% in the period April – September 2020

9.3. When processing an employee termination, managers were asked to identify whether they intended to replace the employee who had left the Council. If they indicated that they did not intend to replace the employee, they were 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

9.4. During April - September 2021, 781 employees (558.64 FTE) left employment and managers indicated that 747 (532.15 FTE) would be replaced. Five (3.88 FTE) posts are being filled on a temporary basis, the budget for 1 post (0.74 FTE) is being

transferred to another post, 12 posts (10.27 FTE) were due to the end of fixed term contracts, 10 posts (6.62 FTE) are being left vacant pending a savings or service review and 6 posts (4.98 FTE) are planning on being removed for savings. The cumulative figures for posts being held are shown in appendix 14a.

10. Recruitment Monitoring

10.1. Information on Recruitment Monitoring for the period April – September 2021 is contained within Appendix 15. From an analysis of Equal Opportunities Monitoring Forms, the main points to note are:-

- ◆ 99% of applicants completed an Equal Opportunities Monitoring Form, which is an increase of 2% when compared with April – September 2020.
- ◆ of the 300 applicants who declared themselves as disabled, 142 were shortlisted for interview and 41 were appointed. This compares to 260 applicants the previous year, of which 140 applicants were shortlisted for interview and 32 were appointed. Of those interviewed in the period, 29% were appointed
- ◆ of the 222 applicants from a black/ethnic background, 68 were shortlisted for interview and 18 were appointed. This compares to 173 applicants the previous year, of which 59 were shortlisted for interview and 20 were appointed. Of those interviewed in the period, 26% were appointed

11. Staffing Watch

11.1. Details of the number of employees in post at 11 September 2021 are contained in Appendix 16. There were 15,150 employees in post as at 11 September 2021 compared to 14,848 as at 14 September 2020, an increase of 302 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. Climate Change, Sustainability and Environmental Implications

14.1. There are no implications for climate change, sustainability or the environment in terms of the information presented in this report.

15. Other Implications

15.1. There are no risks to the Council in terms of the information contained within this report.

16. Equality Impact Assessment and Consultation Arrangements

16.1. 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

16.2. 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)

3 November 2021

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

- ◆ 16 December 2020

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:-

Laurane Rhind, Personnel Manager

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E-mail: Laurane.Rhind@southlanarkshire.gov.uk

Absence Trends - 2019/2020, 2020/2021 & 2021/2022
Council Wide

APT&C				Teachers				Manual Workers				Council Wide			
	2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022
	%	%	%		%	%	%		%	%	%		%	%	%
April	4.0	4.2	4.1	April	2.9	2.9	2.5	April	5.2	6.0	6.2	April	4.0	4.4	4.3
May	4.4	2.9	4.7	May	3.2	1.4	3.2	May	5.6	4.9	6.7	May	4.4	3.1	4.9
June	4.4	2.5	4.4	June	2.7	0.9	2.6	June	5.7	4.5	7.0	June	4.4	2.7	4.7
July	3.5	2.2	4.1	July	1.2	0.5	1.1	July	5.1	4.0	6.3	July	3.4	2.3	4.0
August	3.9	2.9	4.6	August	1.3	1.2	2.0	August	5.5	5.1	7.3	August	3.7	3.1	4.7
September	4.5	4.1	6.1	September	2.5	2.7	4.4	September	6.1	5.8	8.5	September	4.5	4.2	6.4
October	4.7	4.7		October	2.6	3.2		October	6.1	6.4		October	4.6	4.8	
November	5.7	5.6		November	3.8	4.6		November	6.6	7.3		November	5.5	5.8	
December	5.7	5.3		December	3.8	4.7		December	7.2	6.9		December	5.7	5.6	
January	5.2	4.5		January	3.4	2.7		January	7.1	7.2		January	5.3	4.8	
February	5.6	4.3		February	3.8	2.5		February	7.3	7.4		February	5.6	4.8	
March	6.2	4.6		March	4.8	2.9		March	7.3	7.2		March	6.2	4.9	
Annual Average	4.8	4.0	4.8	Annual Average	3.0	2.5	3.0	Annual Average	6.2	6.1	7.0	Annual Average	4.8	4.2	5.0
Average Apr-Sep	4.1	3.1	4.7	Average Apr-Sep	2.3	1.6	2.6	Average Apr-Sep	5.5	5.1	7.0	Average Apr-Sep	4.1	3.3	4.8

No of Employees at 30 September 2021			7531	No of Employees at 30 September 2021		4010	No of Employees at 30 September 2021		4636	No of Employees at 30 September 2021		16177
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For the financial year 2021/22, the projected average days lost per employee equates to 11.6 days.

**Absence Trends - 2019/2020, 2020/2021 & 2021/2022
Community and Enterprise Resources**

APT&C				Manual Workers				Resource Total				Council Wide				
	2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022	
April	4.0	3.1	2.3	April	4.4	5.3	5.7	April	4.3	5.0	5.2	April	4.0	4.4	4.3	
May	3.6	2.4	2.7	May	5.1	4.3	6.4	May	4.9	4.0	5.9	May	4.4	3.1	4.9	
June	3.9	1.6	2.8	June	5.5	4.0	6.6	June	5.3	3.6	6.0	June	4.4	2.7	4.7	
July	3.9	1.8	2.9	July	4.3	3.6	5.3	July	4.3	3.4	4.9	July	3.4	2.3	4.0	
August	4.0	1.7	2.9	August	5.1	4.9	6.4	August	4.9	4.4	5.9	August	3.7	3.1	4.7	
September	2.9	1.6	3.4	September	5.9	5.8	8.2	September	5.4	5.1	7.5	September	4.5	4.2	6.4	
October	3.4	3.1		October	5.9	6.3		October	5.5	5.8		October	4.6	4.8		
November	4.8	3.6		November	6.6	7.1		November	6.4	6.6		November	5.5	5.8		
December	5.4	3.1		December	7.0	6.4		December	6.8	5.9		December	5.7	5.6		
January	4.1	3.4		January	6.6	6.0		January	6.2	5.6		January	5.3	4.8		
February	3.8	2.8		February	7.1	6.5		February	6.6	5.9		February	5.6	4.8		
March	4.5	2.6		March	7.1	6.8		March	6.7	6.2		March	6.2	4.9		
Annual Average	4.0	2.6	3.0	Annual Average	5.9	5.6	6.5	Annual Average	5.6	5.1	6.0	Annual Average	4.8	4.2	5.0	
Average Apr-Sep	3.7	2.0	2.8	Average Apr-Sep	5.1	4.7	6.4	Average Apr-Sep	4.9	4.3	5.9	Average Apr-Sep	4.1	3.3	4.8	
No of Employees at 30 September 2021			550	No of Employees at 30 September 2021			2993	No of Employees at 30 September 2021			3543	No of Employees at 30 September 2021			16177	

For the financial year 2021/22, the projected average days lost per employee equates to 14.8 days.

**Absence Trends - 2019/2020, 2020/2021 & 2021/2022
Education Resources**

APT&C				Teachers				Resource Total				Council Wide			
	2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022
April	3.5	3.9	4.8	April	2.9	2.9	2.5	April	3.2	3.3	3.5	April	4.0	4.4	4.3
May	4.2	2.2	5.7	May	3.2	1.4	3.2	May	3.6	1.8	4.4	May	4.4	3.1	4.9
June	3.8	1.8	4.7	June	2.7	0.9	2.6	June	3.2	1.3	3.5	June	4.4	2.7	4.7
July	2.4	1.3	3.4	July	1.2	0.5	1.1	July	1.7	0.9	2.1	July	3.4	2.3	4.0
August	2.8	2.7	3.8	August	1.3	1.2	2.0	August	2.0	1.8	2.8	August	3.7	3.1	4.7
September	4.3	4.8	6.4	September	2.5	2.7	4.4	September	3.3	3.6	5.3	September	4.5	4.2	6.4
October	4.5	5.4		October	2.6	3.2		October	3.5	4.1		October	4.6	4.8	
November	5.8	6.6		November	3.8	4.6		November	4.7	5.5		November	5.5	5.8	
December	5.5	6.5		December	3.8	4.7		December	4.6	5.5		December	5.7	5.6	
January	5.1	4.8		January	3.4	2.7		January	4.2	3.6		January	5.3	4.8	
February	5.7	4.7		February	3.8	2.5		February	4.6	3.5		February	5.6	4.8	
March	7.1	5.6		March	4.8	2.9		March	5.8	4.1		March	6.2	4.9	
Annual Average	4.6	4.2	5.2	Annual Average	3.0	2.5	3.0	Annual Average	3.7	3.3	4.0	Annual Average	4.8	4.2	5.0
Average Apr-Sep	3.5	2.8	4.8	Average Apr-Sep	2.3	1.6	2.6	Average Apr-Sep	2.8	2.1	3.6	Average Apr-Sep	4.1	3.3	4.8

No of Employees at 30 September 2021	3313	No of Employees at 30 September 2021	4010	No of Employees at 30 September 2021	7323	No of Employees at 30 September 2021	16177
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For the financial year 2021/22, the projected average days lost per employee equates to 8.7 days.

Absence Trends - 2019/2020, 2020/2021 & 2021/2022
Finance and Corporate Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022				
April	3.5	3.5	2.6	April	7.1	8.5	0.0	April	3.6	3.6	2.6	April	4.0	4.4	4.3				
May	3.2	2.3	3.3	May	0.0	16.0	0.0	May	3.2	2.4	3.3	May	4.4	3.1	4.9				
June	3.3	1.9	3.5	June	0.5	7.4	0.0	June	3.2	1.9	3.5	June	4.4	2.7	4.7				
July	3.3	2.0	3.3	July	2.4	3.5	0.0	July	3.2	2.0	3.3	July	3.4	2.3	4.0				
August	3.6	1.8	3.6	August	5.9	12.1	0.0	August	3.6	2.0	3.6	August	3.7	3.1	4.7				
September	3.3	2.3	4.0	September	3.5	13.4	0.0	September	3.3	2.4	4.0	September	4.5	4.2	6.4				
October	3.7	3.2		October	3.6	10.2		October	3.7	3.3		October	4.6	4.8					
November	3.9	3.1		November	2.6	11.4		November	3.8	3.2		November	5.5	5.8					
December	4.6	2.7		December	1.3	11.4		December	4.5	2.8		December	5.7	5.6					
January	3.9	2.8		January	0.0	7.0		January	3.9	2.8		January	5.3	4.8					
February	4.1	3.5		February	7.6	0.0		February	4.1	3.5		February	5.6	4.8					
March	4.5	3.5		March	4.6	0.0		March	4.5	3.5		March	6.2	4.9					
Annual Average	3.7	2.7	3.3	Annual Average	3.3	8.4	3.3	Annual Average	3.7	2.8	3.3	Annual Average	4.8	4.2	5.0				
Average Apr-Sep	3.4	2.3	3.4	Average Apr-Sep	3.2	10.2	0.0	Average Apr-Sep	3.4	2.4	3.4	Average Apr-Sep	4.1	3.3	4.8				
No of Employees at 30 September 2021				939	No of Employees at 30 September 2021				0	No of Employees at 30 September 2021				939	No of Employees at 30 September 2021				16177

For the financial year 2021/22, the projected average days lost per employee equates to 7.8 days.

**Absence Trends - 2019/2020, 2020/2021 & 2021/2022
Housing & Technical Resources**

APT&C				Manual Workers				Resource Total				Council Wide			
	2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022
April	3.9	4.1	3.2	April	6.7	3.5	3.6	April	5.0	3.8	3.3	April	4.0	4.4	4.3
May	4.2	2.8	2.9	May	5.1	2.0	4.2	May	4.5	2.5	3.4	May	4.4	3.1	4.9
June	4.8	3.2	3.5	June	5.0	2.0	6.2	June	4.9	2.7	4.6	June	4.4	2.7	4.7
July	4.1	2.7	4.0	July	5.4	2.7	5.7	July	4.6	2.7	4.7	July	3.4	2.3	4.0
August	4.0	2.5	4.9	August	5.7	3.4	7.9	August	4.7	2.8	6.2	August	3.7	3.1	4.7
September	4.4	2.1	5.8	September	5.8	3.3	8.1	September	5.0	2.6	6.8	September	4.5	4.2	6.4
October	4.3	2.9		October	6.6	3.9		October	5.2	3.3		October	4.6	4.8	
November	5.5	3.7		November	6.1	5.6		November	5.7	4.5		November	5.5	5.8	
December	5.2	3.3		December	6.3	4.8		December	5.6	3.9		December	5.7	5.6	
January	5.8	3.5		January	5.9	4.4		January	5.8	3.9		January	5.3	4.8	
February	5.8	3.2		February	5.7	4.7		February	5.8	3.8		February	5.6	4.8	
March	5.1	3.1		March	6.5	4.5		March	5.7	3.6		March	6.2	4.9	
Annual Average	4.8	3.1	3.7	Annual Average	5.9	3.7	5.3	Annual Average	5.2	3.3	4.3	Annual Average	4.8	4.2	5.0
Average Apr-Sep	4.2	2.9	4.1	Average Apr-Sep	5.6	2.8	6.0	Average Apr-Sep	4.8	2.9	4.8	Average Apr-Sep	4.1	3.3	4.8

No of Employees at 30 September 2021	884	No of Employees at 30 September 2021	583	No of Employees at 30 September 2021	1467	No of Employees at 30 September 2021	16177
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For the financial year 2021/22, the projected average days lost per employee equates to 11.7 days.

Absence Trends - 2019/2020, 2020/2021 & 2021/2022
Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022
April	5.0	5.5	4.5	April	6.9	10.2	9.6	April	5.6	7.1	6.2	April	4.0	4.4	4.3
May	5.6	4.4	5.0	May	7.7	8.1	9.3	May	6.3	5.7	6.5	May	4.4	3.1	4.9
June	5.8	3.9	3.9	June	6.9	7.6	7.6	June	6.2	5.2	5.2	June	4.4	2.7	4.7
July	5.1	3.7	6.1	July	7.7	6.3	10.3	July	5.9	4.6	7.5	July	3.4	2.3	4.0
August	5.9	4.4	7.3	August	6.7	6.7	10.2	August	6.2	5.2	8.2	August	3.7	3.1	4.7
September	6.2	5.4	7.6	September	6.8	7.5	10.3	September	6.4	6.1	8.5	September	4.5	4.2	6.4
October	6.1	5.9		October	6.5	8.2		October	6.2	6.7		October	4.6	4.8	
November	6.8	6.6		November	6.8	8.9		November	6.8	7.4		November	5.5	5.8	
December	6.9	6.5		December	8.7	10.3		December	7.5	7.7		December	5.7	5.6	
January	6.2	5.8		January	9.5	13.1		January	7.3	8.3		January	5.3	4.8	
February	6.8	5.1		February	8.8	12.6		February	7.5	7.6		February	5.6	4.8	
March	6.8	4.6		March	8.5	10.6		March	7.4	6.6		March	6.2	4.9	
Annual Average	6.1	5.2	5.7	Annual Average	7.6	9.2	10.1	Annual Average	6.6	6.5	7.2	Annual Average	4.8	4.2	5.0
Average Apr-Sep	5.6	4.6	5.7	Average Apr-Sep	7.1	7.7	9.6	Average Apr-Sep	6.1	5.7	7.0	Average Apr-Sep	4.1	3.3	4.8

No of Employees at 30 September 2021	1845	No of Employees at 30 September 2021	1060	No of Employees at 30 September 2021	2905	No of Employees at 30 September 2021	16177
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For the financial year 2021/22, the projected average days lost per employee equates to 15.8 days.

APPENDIX 7

ABSENCE BY LONG AND SHORT TERM

From: 1 April 2021 - 30 September 2021

Resource	April 2021 - September 2021		
	Total Short Term %	Total Long Term %	Resource Total Absence %
Community and Enterprise	2.0	3.9	5.9
Education	1.3	2.3	3.6
Finance and Corporate	1.1	2.3	3.4
Housing & Technical	1.9	2.9	4.8
Social Work	1.9	5.3	7.2

Council Overall for Apr 21 - Sep 21	3.2	1.6	4.8
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From: 1 April 2020 - 30 September 2020

Resource	April 2020 - September 2020		
	Total Short Term %	Total Long Term %	Resource Total Absence %
Community and Enterprise	1.2	3.1	4.3
Education	0.6	1.6	2.1
Finance and Corporate	0.7	1.7	2.4
Housing & Technical	0.7	2.1	2.9
Social Work	1.6	4.1	5.7

Council Overall for Apr 20 - Sep 20	0.9	2.4	3.3
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APPENDIX 8**Absence Monitoring****Absence Classifications****From 1 April 2021 to 30 September 2021**

Reason	Total Work Days Lost	% of Work Days Lost
Musculoskeletal	19933	21
Psychological	29788	32
Stomach	7925	9
Respiratory	15320	16
Others	20440	22
Total Days Lost	93406	100

From 1 April 2020 to 30 September 2020

Reason	Total Work Days Lost	% of Work Days Lost
Musculoskeletal	13967	22
Psychological	21036	34
Stomach	3564	6
Respiratory	10545	17
Others	13169	21
Total Days Lost	62281	100

OCCUPATIONAL HEALTH REPORTS

FROM: 1 April 2021 - 30 September 2021 comparison with 1 April 2020 - 30 September 2020

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Apr-Sep 2021)	223	51	96	41	99	271	781
TOTAL (Apr-Sep 2020)	151	20	43	18	78	186	496

No of Employees Referred For Physiotherapy		
RESOURCE	Apr-Sep 2020	Apr-Sep 2021
Community and Enterprise	102	224
Education (Teachers)	46	127
Education (Others)	67	185
Finance and Corporate	12	28
Housing and Technical	38	115
Social Work	151	231
TOTAL	416	910

No of Employees Referred To Employee Support Officer		
RESOURCE	Apr-Sep 2020	Apr-Sep 2021
Community and Enterprise	119	188
Education	130	275
Finance and Corporate	29	41
Housing and Technical	46	76
Social Work	135	221
TOTAL	459	801

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Apr-Sep 2020	Apr-Sep 2021
Community and Enterprise	8	2
Education	4	16
Finance and Corporate	0	0
Housing and Technical	5	0
Social Work	8	3
Not Disclosed	25	14
TOTAL	50	35

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-Sep 2021)	58	0	0	0	157	0	17	0	26	0	258	0
TOTAL (Apr-Sep 2020)	6	0	0	0	142	0	17	0	12	0	177	0
TOTAL									Total Referrals (Apr-Sep 2021)		258	
									Total Referrals (Apr-Sep 2020)		177	

M = MANAGEMENT REFERRAL S = SELF REFERRAL

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

FROM: 1 April 2021 - 30 September 2021 comparison with 1 April 2020 - 30 September 2020

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020
Specified Injury	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	0	0	0	0	0	0	0	0	0	0	0	0
Over 7-day	7	4	1	2	0	0	1	0	2	5	11	11
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**	7	4	1	2	0	0	1	0	2	5	11	11
Over 3-day	2	2	2	0	0	0	1	1	1	2	6	5
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**	2	2	2	0	0	0	1	1	1	2	6	5
Minor	32	13	17	2	1	0	10	2	19	19	79	36
Near Miss	8	1	5	0	0	0	0	0	2	0	15	1
Violent Incident: Physical	3	0	345	148	0	0	0	0	11	59	359	207
Violent Incident: Verbal	4	1	14	6	0	0	1	0	5	16	24	23
Total Minor***	47	15	381	156	1	0	11	2	37	94	477	267
Total Accidents/Incidents	56	21	384	158	1	0	13	3	40	101	494	283

*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 2021 - 30 September 2021 comparison with 1 April 2020 - 30 September 2020

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	0	11	N/A	11	0	1	N/A	1	0	10	N/A	10	3	4	4	64%
EDUCATION	9	1	2	12	1	0	0	1	8	1	2	11	4	2	6	50%
FINANCE AND CORPORATE	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	0	0%
HOUSING & TECHNICAL	3	4	N/A	7	1	0	N/A	1	2	4	N/A	6	2	0	5	29%
SOCIAL WORK	4	13	N/A	17	0	3	N/A	3	3	11	N/A	14	8	3	6	65%
TOTAL (1 Apr - 30 Sep 2021)	16	29	2	47	2	4	0	6	13	26	2	41	17	9	21	55%
TOTAL (1 Apr - 30 Sep 2020)	6	9	2	17	1	0	0	1	5	9	2	16	7	1	8	47%

RESOURCE	No of Appeals				Outcome of Appeals											
	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 (Apr-Sep 2021)	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
TOTAL (Apr-Sep 2020)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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 2021 - 30 September 2021

APPEAL'S PANEL	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
Total	0	2	0	0	2	0

RECORD OF GRIEVANCES**FROM: 1 April 2021 - 30 September 2021 comparison with 1 April 2020 - 30 September 2020**

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	0	0	0	0	0
EDUCATION	0	0	0	0	0
FINANCE AND CORPORATE	0	0	0	0	0
HOUSING & TECHNICAL	0	0	0	0	0
SOCIAL WORK RESOURCES	1	0	0	0	1
TOTAL (Apr-Sep 2021)	1	0	0	0	1
TOTAL (Apr-Sep 2020)	13	1	0	0	1

DIGNITY AT WORK**FROM: 1 April 2021 - 30 September 2021 comparison with 1 April 2020 - 30 September 2020**

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	0	0	0	0	0	0
EDUCATION	0	0	0	0	0	0
FINANCE AND CORPORATE	0	0	0	0	0	0
HOUSING & TECHNICAL	0	0	0	0	0	0
SOCIAL WORK RESOURCES	0	0	0	0	0	0
TOTAL (Apr-Sep 2021)	0	0	0	0	0	0
TOTAL (Apr-Sep 2020)	8	0	0	0	0	0

Referrals for workplace mediation**As at September 2021**

Workplace Mediation	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21
No of Referrals	0	0	0	0	0	0
*No of Successful Cases	0	0	0	0	0	0
*No of Unsuccessful Cases	0	0	0	0	0	0
No of cases unsuitable for mediation	0	0	0	0	0	0

Workplace Mediation	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20
No of Referrals	0	0	0	0	0	0
*No of Successful Cases	0	0	0	0	0	0
*No of Unsuccessful Cases	0	0	0	0	0	0
No of cases unsuitable for mediation	0	0	0	0	0	0

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

Employee Development
1 April 2021 - 30 September 2021

	Attended classroom based training
Community and Enterprise	948
Education	180
Finance and Corporate	28
Housing and Technical	567
Social Work	927
Total	2,650

	Attended training delivered virtually
Community and Enterprise	44
Education	103
Finance and Corporate	66
Housing and Technical	96
Social Work	1167
Total	1,476

	Learn On Line Courses Completed / Passed
Community and Enterprise	8433
Education	27178
Finance and Corporate	2625
Housing and Technical	3478
Social Work	9041
Total	50,755

EMPLOYEE DEVELOPMENT

Monitoring Stats for all Training - 1 April 2021 - 30 September 2021
Finance and Corporate Resources

	Percentage (%)	Count
Male	49.2%	3809
Female	50.8%	3939
Disabled	1.4%	111
Not Disabled	90.0%	6948
Not Disclosed	3.8%	290
Not Entered	4.9%	375
White - Scottish	90.0%	6972
White - Other British	3.2%	247
White - Irish	0.5%	42
White - Any other Background	0.9%	66
Asian - Pakistani	0.1%	6
All Others	5.4%	415
21 Years	3.1%	236
21-29 Years	15.1%	1171
30-39 Years	20.9%	1621
40-49 Years	21.9%	1699
50-59 Years	27.4%	2120
60-65 Years	9.5%	732
Over 65 Years	2.2%	169

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS From April 2021 to September 2021

Reason for leaving	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
Career Advancement	7	7	4	3	12	33	34%
Child Caring / Caring Responsibilities	4	3	0	0	2	9	9%
Disatisfaction with terms and conditions	1	2	0	0	0	3	3%
Further Education	5	5	0	0	3	13	14%
Moving outwith area	0	3	0	0	3	6	6%
Personal Reasons	0	0	0	0	0	0	0%
Poor relationship with managers / colleagues	2	1	0	1	2	6	6%
Travelling difficulties	0	1	0	0	1	2	2%
Other	9	7	1	2	5	24	25%
Number of exit interviews conducted	28	29	5	6	28	96	
Total no. of leavers per Resource eligible for an exit interview	98	130	17	22	87	354	
% of leavers interviewed	29	22	29	27	32	27	

From 1 September 2020 - 31 September 2020

Number of exit interviews conducted	5	25	3	2	12	47	
Total no. of leavers per Resource eligible for an exit interview	33	73	5	7	51	169	
% of leavers interviewed	15	34	60	29	24	28	

* Note these totals include temporary employees

Posts being held

April – September 2021	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	
	Total FTE*	Total H/C**	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C
Resource														
Community and Enterprise	105.60	198	99.33	191	0.00	0	0.00	0	6.27	7	0.00	0	0.00	0
Education	254.42	334	246.16	323	1.00	1	0.74	1	3.00	3	2.84	5	0.68	1
Finance and Corporate	34.47	42	29.53	36	0.00	0	0.00	0	0.00	0	1.14	2	3.80	4
Housing and Technical	41.58	51	40.08	49	1.00	1	0.00	0	0.00	0	0.00	0	0.50	1
Social Work	122.57	156	117.05	148	1.88	3	0.00	0	1.00	2	2.64	3	0.00	0
Total	558.64	781	532.15	747	3.88	5	0.74	1	10.27	12	6.62	10	4.98	6

* Full time equivalent

** Head count/number of employees

RECRUITMENT MONITORING

Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 April 2021 - 30 September 2021

Total Number of applications received:	6777
Total Number of Equal Opportunities Monitoring forms received:	6678 (99%)
Total Number of posts recruited for:	1078
Total Number of appointments:	1050

Gender / Disability / Age						
	Applied	Interviewed	Appointed	% of Applicants interviewed	% of Applicants appointed	% of Interviewees appointed
Total EO Forms Received	6678	2638	990	40%	15%	38%
Total No of Male Applicants	2718	967	288	36%	11%	30%
Total No of Female Applicants	3939	1666	701	42%	18%	42%
Total No of Disabled Applicants	300	142	41	47%	14%	29%
Total No of applicants aged under 50	5582	2151	818	39%	15%	38%
Total No of applicants aged over 50	1019	412	168	40%	16%	41%
Total No of White applicants	6373	2414	964	38%	15%	40%
Total No of Black/Ethnic minority applicants*	222	68	18	31%	8%	26%
Total No of Veteran applicants	67	34	0	51%	0%	0%

FROM : 1 April 2020 - 30 September 2020

Total Number of applications received:	5640
Total Number of Equal Opportunities Monitoring forms received:	5483 (97%)
Total Number of posts recruited for:	338
Total Number of appointments:	1194

Gender / Disability / Age						
	Applied	Interviewed	Appointed	% of Applicants interviewed	% of Applicants appointed	% of Interviewees appointed
Total EO Forms Received	5483	2462	1130	45%	21%	46%
Total No of Male Applicants	1963	788	334	40%	17%	42%
Total No of Female Applicants	3501	1633	793	47%	23%	49%
Total No of Disabled Applicants	260	140	32	54%	12%	23%
Total No of applicants aged under 50	4525	1993	949	44%	21%	48%
Total No of applicants aged over 50	915	425	169	46%	18%	40%
Total No of White applicants	5227	2361	1099	45%	21%	47%
Total No of Black/Ethnic minority applicants*	173	59	20	34%	12%	34%
Total No of Veteran applicants	27	4	0	15%	0%	0%

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 11 September 2021

Analysis by Resource

Resource	Total Number of Employees				
	Male		Female		
	Total	F/T	P/T	F/T	P/T
Community & Enterprise Resources	3225	1330	229	196	1470
Education - Others	3105	144	89	617	2255
Education - Teachers	3910	700	69	2347	794
Finance & Corporate Resources	859	199	16	355	289
Housing & Technical	1321	850	26	318	127
Social Work Resources	2730	217	191	997	1325
Total All Staff	15150	3440	620	4830	6260

Full-Time Equivalent Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2264.44	1.00	1553.38	409.85	232.16	46.05	17.00	4.00	1.00	0.00
2271.32	1.00	1135.14	867.25	135.36	51.64	12.60	4.00	61.53	2.80
3574.60	0.00	0.00	0.00	0.00	0.00	1.00	0.00	5.60	3568.00
763.04	2.00	123.67	333.31	217.31	55.45	25.30	6.00	0.00	0.00
1264.79	1.00	222.75	638.30	361.14	29.60	10.00	2.00	0.00	0.00
2368.06	1.00	1204.88	561.26	546.92	25.00	27.00	2.00	0.00	0.00
0									
8931.65	(excluding Teachers)								
12506.25	6.00	4239.82	2809.97	1492.89	207.74	92.90	18.00	68.13	3570.80

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 14 September 2020

Analysis by Resource

Resource	Total Number of Employees				
	Male		Female		
	Total	F/T	P/T	F/T	P/T
Community & Enterprise Resources	3138	1344	218	188	1388
Education - Others	2870	139	83	509	2139
Education - Teachers	3865	697	67	2351	750
Finance & Corporate Resources	885	203	16	359	307
Housing & Technical	1289	821	26	314	128
Social Work Resources	2801	206	208	991	1396
Total All Staff	14848	3410	618	4712	6108

Full-Time Equivalent Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2256.15	1.00	1542.75	408.68	231.67	47.05	16.00	4.00	5.00	0.00
2075.85	1.00	1017.21	791.07	136.30	49.64	12.60	4.00	57.63	6.40
3546.60	0.00	0.00	0.00	0.00	0.00	1.00	0.00	4.60	3541.00
782.63	2.00	116.60	345.47	229.92	56.54	25.10	6.00	1.00	0.00
1234.56	1.00	204.30	630.67	356.13	30.46	10.00	2.00	0.00	0.00
2433.15	1.00	1294.96	522.16	564.03	25.00	24.00	2.00	0.00	0.00
8782.34	(excluding Teachers)								
12328.94	6.00	4175.82	2698.05	1518.05	208.69	88.70	18.00	68.23	3547.40

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