

Report

Report to:	Finance and Corporate Resources Committee
Date of Meeting:	15 February 2023
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Council-wide Workforce Monitoring – September to November 2022
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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 September to November 2022

2. Recommendation(s)

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

(1) that the following employment information for the period September to November 2022 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 September 2022

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 September to November 2022.

4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for November 2022, is provided in Appendices 1 to 8. Points to note are:-

The Council's absence rate for November 2022, shown in Appendix 1, is 6.5%, which represents an increase of 0.7% when compared with last month and the figure has decreased by 0.4% when compared to November 2021.

When compared to November 2021, the APT&C absence rate has decreased by 0.2%, the teachers' figure has decreased by 0.9% and the manual workers' figure has decreased by 0.1%.

Based on annual trends and the absence rate to November 2022, the projected average absence rate for the Council for the financial year 2022/2023 is 6.0%.

In comparison to November 2021 (Appendix 8):-

- ◆ Psychological and musculoskeletal conditions are the main reasons for absence.
- ◆ Total days lost due to psychological conditions have increased by 380 days.
- ◆ Total days lost due to musculoskeletal conditions have increased by 56 days.
- ◆ Total days lost due to respiratory conditions have decreased by 2028 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have increased by 183 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.

The attendance information contained in this report includes absences as a result of Covid-19, and employees are being supported through this difficult time to maintain attendance levels where they can. At the time of this report, the Council overall absence level was 6.0% with 0.43% of this relating to Covid-19 for sickness and special leave.

5. Occupational Health

5.1. Information on Occupational Health for the period September to November 2022 is provided in Appendix 9.

- ◆ during the period there were 395 employees referred for a medical examination, an increase of 4 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 510 employees attended physiotherapy treatment, showing a decrease of 3 when compared to the same period last year. Of the 510 employees referred, 74% remained at work whilst undertaking treatment.
- ◆ during this period 540 employees were referred to the Employee Support Officer, showing a decrease of 18 when compared with the same period last year. Of the referrals made this period, 86% related to personal reasons.
- ◆ 174 employees were referred to the PAM Assist counselling service this period, showing a decrease of 8 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 63% of the referrals made, 25% were for work related reasons and 12% was for other reasons.
- ◆ 4 employees were referred for Cognitive Behavioural Therapy this period, a decrease of 4 when compared to the same period last year.

6. Accidents/Incidents

6.1. The accident/incident report for September to November 2022 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 591, this figure has increased by 158 from the same period last year.
- ◆ there was 1 specified injury recorded, this figure has increased by 1 from the same period last year.
- ◆ there were 580 minor accidents/incidents, this figure has increased by 166 from the same period last year.

- ◆ there are 4 accidents resulting in an absence lasting over 3 days during the period, this figure has decreased by 2 from the same period last year.
- ◆ there were 6 accidents resulting in an absence lasting over 7 days during the period, this figure has decreased by 7 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 September to November 2022 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 41 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 39 of these cases. No appeals were raised against the outcomes.
- ◆ our target is to convene disciplinary hearings within 6 weeks, 63% of hearings met this target.
- ◆ during the period, 5 appeals were heard by the Appeals Panel, of which 1 was upheld in part, 3 were not upheld and 1 was withdrawn.
- ◆ at the end of November 2022, 3 Appeals Panels were pending.
- ◆ during the period, 3 grievance cases were raised.
- ◆ during the period, no Dignity at Work cases were raised.
- ◆ during the period, no 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 September to November 2022 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 September 2022, the Council's turnover figure for September to November 2022 is as follows: -

205 leavers eligible for exit interviews/15,065 employees in post = Labour Turnover of 1.4%.

Based on the figure at November 2022, the projected annual labour turnover figure for the financial year 2022/2023 for the Council is 5.4%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ there were a total of 205 employees leaving the Council that were eligible for an exit interview, an increase of 33 when compared with the same period last year.
- ◆ there were a total of 67 exit interviews conducted, which is an decrease of 6 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 September to November 2022, 397 (278.44 FTE) employees left employment. Managers indicated that 359 posts (244.85 FTE) would be replaced, 3 posts (2.00 FTE) were being filled on a temporary basis, the budgets for 1 post (0.45 FTE) is being transferred to another post, 28 posts (27.12 FTE) were due to the end of fixed term contracts, 4 posts (2.42 FTE) were being left vacant pending savings or service reviews and 2 posts (1.60 FTE) are planning to be removed for savings.

9. Recruitment Monitoring

- 9.1. Information on Recruitment Monitoring for September to November 2022 is contained within Appendix 14.

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

- ◆ overall, 2815 applications and 2764 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (85), 43 were shortlisted for interview and 10 were appointed.
- ◆ of those applicants of a black/ethnic minority background (179), 49 were shortlisted for interview and 11 were appointed.
- ◆ Of those applicants who are veterans (40), 28 were shortlisted for interview and none were appointed.

10. Staffing Watch

- 10.1 There has been a decrease of 108 in the number of employees in post from 11 June 2022 to 10 September 2022. 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)

11 January 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 – 16 November 2022

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 - 2020/2021, 2021/2022 & 2022/2023

Council Wide

Council Wide															
APT&C				Teachers				Manual Workers				Council Wide			
	2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023
	%	%	%		%	%	%		%	%	%		%	%	%
April	4.2	4.1	5.2	April	2.9	2.5	2.7	April	6.0	6.2	8.8	April	4.4	4.3	5.6
May	2.9	4.7	5.0	May	1.4	3.2	3.6	May	4.9	6.7	7.6	May	3.1	4.9	5.4
June	2.5	4.4	5.0	June	0.9	2.6	2.6	June	4.5	7.0	8.1	June	2.7	4.7	5.3
July	2.2	4.1	4.5	July	0.5	1.1	1.4	July	4.0	6.3	7.4	July	2.3	4.0	4.6
August	2.9	4.6	4.3	August	1.2	2.0	1.4	August	5.1	7.3	7.4	August	3.1	4.7	4.4
September	4.1	6.1	5.2	September	2.7	4.4	2.8	September	5.8	8.5	8.0	September	4.2	6.4	5.4
October	4.7	6.0	5.7	October	3.2	4.1	3.4	October	6.4	8.7	8.1	October	4.8	6.3	5.8
November	5.6	6.5	6.3	November	4.6	5.6	4.7	November	7.3	8.7	8.6	November	5.8	6.9	6.5
December	5.3	6.2		December	4.7	6.1		December	6.9	8.8		December	5.6	6.9	
January	4.5	6.7		January	2.7	3.9		January	7.2	10.1		January	4.8	7.0	
February	4.3	6.5		February	2.5	3.7		February	7.4	9.5		February	4.8	6.6	
March	4.6	8.0		March	2.9	4.3		March	7.2	11.3		March	4.9	7.9	
Annual Average	4.0	5.7	5.7	Annual Average	2.5	3.6	3.4	Annual Average	6.1	8.3	8.6	Annual Average	4.2	5.9	6.0
Average Apr-Nov	3.6	5.1	5.2	Average Apr-Nov	2.2	3.2	2.8	Average Apr-Nov	5.5	7.4	8.0	Average Apr-Nov	3.8	5.3	5.4
No of Employees at 30 Nov 2022			7673	No of Employees at 30 Nov 2022			3969	No of Employees at 30 Nov 2022			4518	No of Employees at 30 Nov 2022			16160

Absence Trends - 2020/2021, 2021/2022 & 2022/2023

Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023				
	%	%	%		%	%	%		%	%	%		%	%	%				
April	3.1	2.3	4.4	April	5.3	5.7	7.3	April	5.0	5.2	6.9	April	4.4	4.3	5.6				
May	2.4	2.7	3.9	May	4.3	6.4	6.8	May	4.0	5.9	6.3	May	3.1	4.9	5.4				
June	1.6	2.8	3.5	June	4.0	6.6	7.2	June	3.6	6.0	6.7	June	2.7	4.7	5.3				
July	1.8	2.9	3.9	July	3.6	5.3	5.9	July	3.4	4.9	5.6	July	2.3	4.0	4.6				
August	1.7	2.9	3.4	August	4.9	6.4	6.6	August	4.4	5.9	6.1	August	3.1	4.7	4.4				
September	1.6	3.4	3.1	September	5.8	8.2	7.9	September	5.1	7.5	7.1	September	4.2	6.4	5.4				
October	3.1	3.8	5.1	October	6.3	7.9	7.5	October	5.8	7.3	7.1	October	4.8	6.3	5.8				
November	3.6	3.5	4.2	November	7.1	8.0	8.3	November	6.6	7.3	7.7	November	5.8	6.9	6.5				
December	3.1	4.2		December	6.4	8.0		December	5.9	7.4		December	5.6	6.9					
January	3.4	3.6		January	6.0	9.6		January	5.6	8.6		January	4.8	7.0					
February	2.8	4.4		February	6.5	9.5		February	5.9	8.7		February	4.8	6.6					
March	2.6	6.0		March	6.8	11.0		March	6.2	10.2		March	4.9	7.9					
Annual Average	2.6	3.5	4.1	Annual Average	5.6	7.7	8.0	Annual Average	5.1	7.1	7.4	Annual Average	4.2	5.9	6.0				
Average Apr-Nov	2.4	3.0	3.9	Average Apr-Nov	5.2	6.8	7.2	Average Apr-Nov	4.7	6.3	6.7	Average Apr-Nov	3.8	5.3	5.4				
No of Employees at 30 Nov 2022				532	No of Employees at 30 Nov 2022				2915	No of Employees at 30 Nov 2022				3447	No of Employees at 30 Nov 2022				16160

Absence Trends - 2020/2021, 2021/2022 & 2022/2023

Education Resources

APT&C				Teachers				Resource Total				Council Wide				
	2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023	
	%	%	%		%	%	%		%	%	%		%	%	%	
April	3.9	4.8	5.5	April	2.9	2.5	2.7	April	3.3	3.5	4.0	April	4.4	4.3	5.6	
May	2.2	5.7	5.5	May	1.4	3.2	3.6	May	1.8	4.4	4.5	May	3.1	4.9	5.4	
June	1.8	4.7	5.1	June	0.9	2.6	2.6	June	1.3	3.5	3.7	June	2.7	4.7	5.3	
July	1.3	3.4	3.8	July	0.5	1.1	1.4	July	0.9	2.1	2.5	July	2.3	4.0	4.6	
August	2.7	3.8	3.6	August	1.2	2.0	1.4	August	1.8	2.8	2.4	August	3.1	4.7	4.4	
September	4.8	6.4	5.8	September	2.7	4.4	2.8	September	3.6	5.3	4.1	September	4.2	6.4	5.4	
October	5.4	6.6	6.5	October	3.2	4.1	3.4	October	4.1	5.2	4.8	October	4.8	6.3	5.8	
November	6.6	8.0	7.9	November	4.6	5.6	4.7	November	5.5	6.7	6.2	November	5.8	6.9	6.5	
December	6.5	8.0		December	4.7	6.1		December	5.5	7.0		December	5.6	6.9		
January	4.8	8.1		January	2.7	3.9		January	3.6	5.8		January	4.8	7.0		
February	4.7	7.2		February	2.5	3.7		February	3.5	5.3		February	4.8	6.6		
March	5.6	9.5		March	2.9	4.3		March	4.1	6.7		March	4.9	7.9		
Annual Average	4.2	6.4	6.4	Annual Average	2.5	3.6	3.4	Annual Average	3.3	4.9	4.8	Annual Average	4.2	5.9	6.0	
Average Apr-Nov	3.6	5.4	5.5	Average Apr-Nov	2.2	3.2	2.8	Average Apr-Nov	2.8	4.2	4.0	Average Apr-Nov	3.8	5.3	5.4	
No of Employees at 30 Nov 2022			3470	No of Employees at 30 Nov 2022			3969	No of Employees at 30 Nov 2022			7439	No of Employees at 30 Nov 2022			16160	

Absence Trends - 2020/2021, 2021/2022 & 2022/2023

Finance and Corporate Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023	
	%	%	%		%	%	%		%	%	%		%	%	%	
April	3.5	2.6	2.8	April	8.5	0.0	0.0	April	3.6	2.6	2.8	April	4.4	4.3	5.6	
May	2.3	3.3	3.2	May	16.0	0.0	0.0	May	2.4	3.3	3.2	May	3.1	4.9	5.4	
June	1.9	3.5	4.0	June	7.4	0.0	0.0	June	1.9	3.5	4.0	June	2.7	4.7	5.3	
July	2.0	3.3	3.9	July	3.5	0.0	0.0	July	2.0	3.3	3.9	July	2.3	4.0	4.6	
August	1.8	3.6	4.1	August	12.1	0.0	0.0	August	2.0	3.6	4.1	August	3.1	4.7	4.4	
September	2.3	4.0	3.6	September	13.4	0.0	0.0	September	2.4	4.0	3.6	September	4.2	6.4	5.4	
October	3.2	3.6	3.8	October	10.2	0.0	0.0	October	3.3	3.6	3.8	October	4.8	6.3	5.8	
November	3.1	4.3	3.4	November	11.4	0.0	0.0	November	3.2	4.3	3.4	November	5.8	6.9	6.5	
December	2.7	3.8		December	11.4	0.0		December	2.8	3.8		December	5.6	6.9		
January	2.8	3.8		January	7.0	0.0		January	2.8	3.8		January	4.8	7.0		
February	3.5	3.4		February	0.0	0.0		February	3.5	3.4		February	4.8	6.6		
March	3.5	3.4		March	0.0	0.0		March	3.5	3.4		March	4.9	7.9		
Annual Average	2.7	3.6	3.6	Annual Average	8.4	0.0	0.0	Annual Average	2.8	3.6	3.6	Annual Average	4.2	5.9	6.0	
Average Apr-Nov	2.5	3.5	3.6	Average Apr-Nov	10.3	0.0	0.0	Average Apr-Nov	2.6	3.5	3.6	Average Apr-Nov	3.8	5.3	5.4	
No of Employees at 30 Nov 2022			981	No of Employees at 30 Nov 2022			0	No of Employees at 30 Nov 2022			981	No of Employees at 30 Nov 2022			16160	

Absence Trends - 2020/2021, 2021/2022 & 2022/2023

Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023				
	%	%	%		%	%	%		%	%	%		%	%	%				
April	4.1	3.2	5.5	April	3.5	3.6	10.6	April	3.8	3.3	7.6	April	4.4	4.3	5.6				
May	2.8	2.9	4.5	May	2.0	4.2	8.1	May	2.5	3.4	6.0	May	3.1	4.9	5.4				
June	3.2	3.5	4.9	June	2.0	6.2	8.5	June	2.7	4.6	6.4	June	2.7	4.7	5.3				
July	2.7	4.0	5.5	July	2.7	5.7	8.9	July	2.7	4.7	6.9	July	2.3	4.0	4.6				
August	2.5	4.9	4.7	August	3.4	7.9	7.1	August	2.8	6.2	5.7	August	3.1	4.7	4.4				
September	2.1	5.8	4.5	September	3.3	8.1	6.3	September	2.6	6.8	5.2	September	4.2	6.4	5.4				
October	2.9	5.2	4.3	October	3.9	9.0	7.8	October	3.3	6.8	5.8	October	4.8	6.3	5.8				
November	3.7	5.7	4.6	November	5.6	9.2	7.8	November	4.5	7.2	5.9	November	5.8	6.9	6.5				
December	3.3	4.6		December	4.8	9.5		December	3.9	6.7		December	5.6	6.9					
January	3.5	5.2		January	4.4	8.8		January	3.9	6.7		January	4.8	7.0					
February	3.2	6.4		February	4.7	8.5		February	3.8	7.3		February	4.8	6.6					
March	3.1	7.8		March	4.5	10.7		March	3.6	9.0		March	4.9	7.9					
Annual Average	3.1	4.9	5.2	Annual Average	3.7	7.6	8.6	Annual Average	3.3	6.1	6.6	Annual Average	4.2	5.9	6.0				
Average Apr-Nov	3.0	4.4	4.8	Average Apr-Nov	3.3	6.7	8.1	Average Apr-Nov	3.1	5.4	6.2	Average Apr-Nov	3.8	5.3	5.4				
No of Employees at 30 Nov 2022				872	No of Employees at 30 Nov 2022				575	No of Employees at 30 Nov 2022				1447	No of Employees at 30 Nov 2022				16160

Absence Trends - 2020/2021, 2021/2022 & 2022/2023

Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023
	%	%	%		%	%	%		%	%	%		%	%	%
April	5.5	4.5	6.2	April	10.2	9.6	12.6	April	7.1	6.2	8.3	April	4.4	4.3	5.6
May	4.4	5.0	5.7	May	8.1	9.3	10.1	May	5.7	6.5	7.1	May	3.1	4.9	5.4
June	3.9	3.9	5.9	June	7.6	7.6	11.3	June	5.2	5.2	7.6	June	2.7	4.7	5.3
July	3.7	6.1	6.0	July	6.3	10.3	11.8	July	4.6	7.5	7.9	July	2.3	4.0	4.6
August	4.4	7.3	6.0	August	6.7	10.2	10.8	August	5.2	8.2	7.5	August	3.1	4.7	4.4
September	5.4	7.6	5.9	September	7.5	10.3	9.6	September	6.1	8.5	7.1	September	4.2	6.4	5.4
October	5.9	6.9	5.8	October	8.2	11.3	10.4	October	6.7	8.4	7.3	October	4.8	6.3	5.8
November	6.6	6.2	6.0	November	8.9	10.8	10.4	November	7.4	7.7	7.4	November	5.8	6.9	6.5
December	6.5	5.5		December	10.3	11.1		December	7.7	7.3		December	5.6	6.9	
January	5.8	7.4		January	13.1	13.0		January	8.3	9.2		January	4.8	7.0	
February	5.1	7.5		February	12.6	10.1		February	7.6	8.3		February	4.8	6.6	
March	4.6	8.0		March	10.6	12.8		March	6.6	9.5		March	4.9	7.9	
Annual Average	5.2	6.3	6.3	Annual Average	9.2	10.5	11.2	Annual Average	6.5	7.7	7.9	Annual Average	4.2	5.9	6.0
Average Apr-Nov	5.0	5.9	5.9	Average Apr-Nov	7.9	9.9	10.9	Average Apr-Nov	6.0	7.3	7.5	Average Apr-Nov	3.8	5.3	5.4
No of Employees at 30 Nov 2022			1818	No of Employees at 30 Nov 2022			1028	No of Employees at 30 Nov 2022			2846	No of Employees at 30 Nov 2022			16160

Absence by long and short term

From: 1 September 2022 to 30 November 2022

		September 2022			October 2022			November 2022		
Resource	No of employees	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 and Enterprise	3447	2.7	4.4	7.1	2.4	4.7	7.1	3.1	4.6	7.7
Education	7439	2.0	2.1	4.1	2.0	2.8	4.8	2.6	3.6	6.2
Finance and Corporate	981	1.4	2.2	3.6	1.4	2.4	3.8	1.3	2.1	3.4
Housing & Technical	1447	2.2	3.0	5.2	2.4	3.4	5.8	2.1	3.8	5.9
Social Work	2846	2.1	5.0	7.1	2.3	5.0	7.3	2.5	4.9	7.4
Council Overall for September 2022 to November 2022	16160	2.2	3.2	5.4	2.2	3.6	5.8	2.6	3.9	6.5

**Attendance Monitoring
Absence Classification**

From : 1 November 2022 to 30 November 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	1608	29	1020	11	58	9	644	37	787	21	4117	19
Psychological	1443	26	3446	36	345	52	390	22	1324	35	6948	33
Stomach, Bowel, Blood, Metabolic Disorders	510	9	1046	11	45	7	101	6	333	9	2035	10
Respiratory	967	17	1873	20	57	9	198	11	521	14	3616	17
Other Classification	1035	19	2082	22	156	24	402	23	836	22	4511	21
Total Days Lost By Resource	5563	100	9467	100	661	100	1735	100	3801	100	21227	100
Total Work Days Available	72636		152949		19215		29438		51119			

From : 1 November 2021 to 30 November 2021

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	1283	24	1322	13	82	10	421	20	953	24	4061	18
Psychological	1240	23	3076	30	237	30	706	33	1309	32	6568	29
Stomach, Bowel, Blood, Metabolic Disorders	398	7	905	9	34	4	226	11	289	7	1852	8
Respiratory	1368	26	2805	28	234	30	514	24	723	18	5644	25
Other Classification	1049	20	2078	20	205	26	258	12	774	19	4364	19
Total Days Lost By Resource	5338	100	10186	100	792	100	2125	100	4048	100	22489	100
Total Work Days Available	73409		152247		18278		29669		52702			

***WDL = Work Days Lost**

Occupational Health Reports

Appendix 9

From: 1 September 2022 - 30 November 2022 comparison with 1 September 2021 - 30 November 2021

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
Total (Sep - Nov 2022)	110	40	47	19	53	126	395
Total (Sep - Nov 2021)	107	18	50	18	64	134	391

No of Employees Referred For Physiotherapy			No of Employees Referred To Employee Support Officer			No of Employees Referred For Cognitive Behavioural Therapy		
Resource	Sep - Nov 2021	Sep - Nov 2022	Resource	Sep - Nov 2021	Sep - Nov 2022	Resource	Sep - Nov 2021	Sep - Nov 2022
Community and Enterprise	109	122	Community and Enterprise	124	123	Community and Enterprise	0	0
Education (Teachers)	88	96	Education	258	246	Education	5	2
Education (Others)	126	110	Finance and Corporate	18	27	Finance and Corporate	0	0
Finance and Corporate	13	15	Housing and Technical	46	32	Housing and Technical	0	0
Housing and Technical	51	55	Social Work	112	112	Social Work	1	0
Social Work	126	112	Total	558	540	Not Disclosed	2	2
Total	513	510				Total	8	4

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	
Total (Sep - Nov 2022)	43	0	0	0	110	0	0	0	21	0	174
Total (Sep - Nov 2021)	45	0	0	0	115	0	0	0	22	0	182
Total									Total Referrals (Sep - Nov 2022)		174
									Total Referrals (Sep - Nov 2021)		182

M = MANAGEMENT REFERRAL S = SELF REFERRAL

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

From: 1 September 2022 - 30 November 2022 comparison with 1 September 2021 - 30 November 2021

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022
Specified Injury	0	0	0	1	0	0	0	0	0	0	0	1
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	0	0	0	1	0	0	0	0	0	0	0	1
Over 7-day	7	2	1	2	0	0	3	0	2	2	13	6
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	2	1	2	0	0	3	0	2	2	13	6
Over 3-day	1	1	1	1	0	0	0	1	4	1	6	4
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**	1	1	1	1	0	0	0	1	4	1	6	4
Minor	22	18	13	11	0	1	3	5	13	15	51	50
Near Miss	1	4	2	1	0	0	0	2	3	0	6	7
Violent Incident: Physical	5	6	309	468	0	0	0	0	15	6	329	480
Violent Incident: Verbal	5	3	20	36	0	0	2	2	1	2	28	43
Total Minor***	33	31	344	516	0	1	5	9	32	23	414	580
Total Accidents/Incidents	41	34	346	520	0	1	8	10	38	26	433	591

*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 September 2022 - 30 November 2022 comparison with 1 September 2021 - 30 November 2021

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	29	N/A	29	0	1	N/A	1	0	28	N/A	28	17	2	10	66%
Education	4	0	1	5	1	0	0	1	3	0	1	4	1	0	4	20%
Finance and Corporate	2	0	N/A	2	0	0	N/A	0	2	0	N/A	2	2	0	0	100%
Housing and Technical	1	0	N/A	1	0	0	N/A	0	1	0	N/A	1	1	0	0	100%
Social Work	2	2	N/A	4	0	0	N/A	0	2	2	N/A	4	2	1	1	75%
Total (Sep - Nov 2022)	9	31	1	41	1	1	0	2	8	30	1	39	23	3	15	63%
Total (Sep - Nov 2021)	12	25	2	39	4	1	0	5	8	24	2	34	17	15	7	82%

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 (Sep - Nov 2022)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total (Sep - Nov 2021)	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 September 2022 - 30 November 2022

Appeal's Panel	Upheld	Upheld in Part	Not Upheld	Withdrawn	Total	Appeals pending to date
Total	0	1	3	1	5	3

Appendix 12a

Record of Grievances						
From: 1 September 2022 - 30 November 2022 comparison with 1 September 2021 - 30 November 2021						
Grievances	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process	
Community and Enterprise	2	1	1	0	0	
Social Work	1	0	1	0	0	
Total (Sep - Nov 2022)	3	1	2	0	0	
Total (Sep - Nov 2021)	4	0	4	0	0	
Dignity at Work						
From: 1 September 2022 - 30 November 2022 comparison with 1 September 2021 - 30 November 2021						
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 (Sep - Nov 2022)	0	0	0	0	0	0
Total (Sep - Nov 2021)	1	0	1	0	0	0

				Appendix 12b			
Referrals for Workplace Mediation							
As at November 2022							
Workplace Mediation	Sep-22	Oct-22	Nov-22				
No of Referrals	0	0	0				
*No of Successful Cases	0	1	0				
*No of Unsuccessful Cases	0	0	0				
No of cases unsuitable for mediation	1	0	1				
Workplace Mediation	Sep-22	Oct-22	Nov-22				
No of Referrals	0	0	0				
*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.							

Analysis of leavers and exit interviews

From 1 September 2022 - 30 November 2022						
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Reason for leaving	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
Career Advancement	3	14	0	4	18	39	1
Personal Reasons	4	4	1	1	1	11	0
Moving outwith area	0	1	0	1	3	5	0
Further Education	0	0	0	0	3	3	0
Travelling difficulties	1	1	0	0	1	3	0
Poor relationship with managers / colleagues	0	0	0	0	2	2	0
Child Caring / Caring Responsibilities	1	0	0	0	0	1	0
Other	1	1	0	0	1	3	0
Number of exit interviews conducted	10	21	1	6	29	67	
Total no. of leavers per Resource eligible for an exit interview	57	55	11	12	70	205	
% of leavers interviewed	18%	38%	9%	50%	41%	33%	
From 1 September 2021 - 30 November 2021							
Number of exit interviews conducted	13	30	2	8	20	73	
Total no. of leavers per Resource eligible for an exit interview	51	57	5	14	45	172	
% of leavers interviewed	25%	53%	40%	57%	44%	42%	

* Note these totals include temporary employees							
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September to November 2022	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
Community & Enterprise	95.38	154	68.98	127	0	0	0	0	26.405	27	0	0	0	0
Education	55.59	75	53.63	72	1.00	1	0	0	0	0	0.965	2	0	0
Finance & Corporate	19.10	27	16.00	22	1	2	0.00	0	0.71	1	0.6	1	0.786	1
Housing & Technical	23.42	26	23.42	26	0	0	0	0	0	0	0	0	0	0
Social Work	84.95	115	82.83	112	0	0	0.453	1	0	0	0.852	1	0.81	1
Total	278.44	397	244.85	359	2.00	3	0.45	1	27.12	28	2.42	4	1.60	2

Recruitment Monitoring
Analysis of Gender, Disability, Ethnicity and Age

From : 1 September 2022 - 30 November 2022

Total Number of applications received:	2815
Total Number of Equal Opportunities Monitoring forms received:	2764
Total Number of posts recruited for:	846
Total Number of appointments:	555

Gender / Disability / Age						
	Applied	Interviewed	Appointed	% of Applicants interviewed	% of Applicants appointed	% of Interviewees appointed
Total EO Forms Received	2764	1298	508	47%	18%	39%
Total No of Male Applicants	997	515	193	52%	19%	37%
Total No of Female Applicants	1758	781	315	44%	18%	40%
Total No of Disabled Applicants	85	43	10	51%	12%	23%
Total No of applicants aged under 50	2103	948	366	45%	17%	39%
Total No of applicants aged over 50	615	330	133	54%	22%	40%
Total No of White applicants	2547	1235	492	48%	19%	40%
Total No of Black/Ethnic minority applicants*	179	49	11	27%	6%	22%
Total No of Veteran applicants	40	28	0	70%	0%	0%

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

From : 1 September 2021 - 30 November 2021

Total Number of applications received:	3486
Total Number of Equal Opportunities Monitoring forms received:	3423
Total Number of posts recruited for:	754
Total Number of appointments:	585

Gender / Disability / Age						
	Applied	Interviewed	Appointed	% of Applicants interviewed	% of Applicants appointed	% of Interviewees appointed
Total EO Forms Received	3423	1476	546	39%	13%	34%
Total No of Male Applicants	1013	359	113	41%	10%	25%
Total No of Female Applicants	2403	1116	426	37%	16%	43%
Total No of Disabled Applicants	128	66	22	53%	11%	22%
Total No of applicants aged under 50	2816	1197	448	37%	12%	33%
Total No of applicants aged over 50	552	246	85	39%	20%	52%
Total No of White applicants	3253	1421	526	40%	14%	34%
Total No of Black/Ethnic minority applicants*	125	34	8	27%	4%	16%
Total No of Veteran applicants	43	24	0	39%	0%	0%

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 10 SEPTEMBER 2022

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	3137	1287	236	206	1408	2230.86	1.00	1525.42	397.39	233.22	45.23	17.00	2.00	9.60	0.00		
Education - Others	3212	143	88	656	2325	2352.27	1.00	1159.20	914.47	143.94	46.60	11.60	4.00	63.66	7.80		
Education - Teachers	3876	688	70	2275	843	3515.30	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	3514.30		
Finance & Corporate Resources	897	207	24	415	251	805.43	2.00	128.41	363.75	223.48	57.49	24.30	6.00	0.00	0.00		
Housing & Technical	1291	823	26	320	122	1233.52	1.00	216.87	615.18	358.87	28.60	11.00	2.00	0.00	0.00		
Social Work Resources	2652	223	166	1003	1260	2321.75	1.00	1131.10	572.73	548.36	36.80	29.76	2.00	0.00	0.00		
						8943.83	(excluding Teachers)										
Total All Staff	15065	3371	610	4875	6209	12459.13	6.00	4161.00	2863.52	1507.87	214.72	94.66	16.00	73.26	3522.10		

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 11 JUNE 2022

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	3185	1300	231	196	1458	2244.04	1.00	1543.77	402.16	227.38	45.73	17.00	2.00	5.00	0.00		
Education - Others	3207	138	89	651	2329	2347.67	1.00	1178.56	899.35	140.99	45.44	11.60	4.00	58.93	7.80		
Education - Teachers	3941	704	71	2330	836	3587.40	0.00	0.00	0.00	0.00	0.00	1.00	0.00	4.60	3581.80		
Finance & Corporate Resources	861	199	20	390	252	773.00	2.00	126.48	332.42	226.70	55.10	24.30	6.00	0.00	0.00		
Housing & Technical	1299	829	24	320	126	1241.06	1.00	214.12	622.86	358.48	33.60	9.00	2.00	0.00	0.00		
Social Work Resources	2680	231	168	1041	1240	2346.88	1.00	1149.08	589.20	542.04	34.80	28.76	2.00	0.00	0.00		
						8952.65	(excluding Teachers)										
Total All Staff	15173	3401	603	4928	6241	12540.05	6.00	4212.01	2845.99	1495.59	214.67	91.66	16.00	68.53	3589.60		