

Report

Report to:	Finance and Corporate Resources Committee
Date of Meeting:	16 November 2022
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Council-wide Workforce Monitoring – July and August 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 July and August 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 July and August 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 11 June 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 July and August 2022.

4. Attendance Statistics

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

The Council's absence rate for August 2022, shown in Appendix 1, is 4.4%, which represents a decrease of 0.2% when compared with last month and the figure has decreased by 0.3% when compared to August 2021.

When compared to August 2021, the APT&C absence rate has decreased by 0.3%, the teachers' figure has decreased by 0.6% and the manual workers' figure has increased by 0.1%.

Based on annual trends and the absence rate to August 2022, the projected average absence rate for the Council for the financial year 2022/2023 is 6.1%.

In comparison to August 2021 (Appendix 8):-

- ◆ Psychological and musculoskeletal conditions are the main reasons for absence.
- ◆ Total days lost due to psychological conditions have increased by 42 days.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 45 days.
- ◆ Total days lost due to respiratory conditions have decreased by 491 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have increased 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.

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 4.96% with 0.48% of this relating to Covid-19 for sickness and special leave.

5. Occupational Health

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

- ◆ during the period there were 248 employees referred for a medical examination, a decrease of 17 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 262 employees attended physiotherapy treatment, showing an increase of 23 when compared to the same period last year. Of the 262 employees referred, 71% remained at work whilst undertaking treatment.
- ◆ during this period 242 employees were referred to the Employee Support Officer, showing a decrease of 6 when compared with the same period last year. Of the referrals made this period, 84% related to personal reasons.
- ◆ 83 employees were referred to the PAM Assist counselling service this period, showing an increase of 9 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, 33% were for work related reasons and 4% was for other reasons.
- ◆ 3 employees were referred for Cognitive Behavioural Therapy this period, a decrease of 3 when compared to the same period last year.

6. Accidents/Incidents

6.1. The accident/incident report for July and August 2022 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 116, this figure has increased by 42 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 101 minor accidents/incidents, this figure has increased by 31 from the same period last year.

- ◆ there was 1 accident resulting in an absence lasting over 3 days during the period, this figure remains unchanged from the same period last year.
- ◆ there were 13 accidents resulting in an absence lasting over 7 days during the period, this figure has increased by 10 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 July to August 2022 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 23 disciplinary hearings were held across Resources within the Council, this figure has increased by 5 when compared to the same period last year.
- ◆ action was taken in 19 of these cases. No appeals were raised against the outcomes.
- ◆ our target is to convene disciplinary hearings within 6 weeks, 74% of hearings met this target.
- ◆ during the period, 2 appeals were heard by the Appeals Panel, of which 1 was upheld in part and 1 was not upheld.
- ◆ at the end of August 2022, 6 Appeals Panels were pending.
- ◆ during the period, 3 grievance cases were raised.
- ◆ during the period, 1 Dignity at Work case was raised.
- ◆ during the period, 4 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 July and August 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 11 June 2022, the Council's turnover figure for July to August 2022 is as follows.

176 leavers eligible for exit interviews/15,173 employees in post = Labour Turnover of 1.2%.

Based on the figure at August 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 176 employees leaving the Council that were eligible for an exit interview, an increase of 17 when compared with the same period last year.
- ◆ exit interviews were held with 38% of leavers, which is an increase of 10% 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 July to August 2022, 611 (516.88 FTE) employees left employment. Managers indicated that 600 posts (509.18 FTE) would be replaced, 2 posts (1.50 FTE) are being filled on a temporary basis, the budgets for 2 posts (1.66 FTE) are being transferred to other posts, 6 posts (3.55 FTE) were due to the end of fixed term contracts and 1 post (1.00 FTE) is removed for savings.

9. Recruitment Monitoring

- 9.1. Information on Recruitment Monitoring for July and August 2022 is contained within Appendix 14.

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

- ◆ overall, 3519 applications and 3433 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (80), 56 were shortlisted for interview and 13 were appointed.
- ◆ of those applicants of a black/ethnic minority background (135), 91 were shortlisted for interview and 8 were appointed.
- ◆ Of those applicants who are veterans (36), 23 were shortlisted for interview and none were appointed.

10. Staffing Watch

- 10.1. There has been an increase of 36 in the number of employees in post from 12 March 2022 to 11 June 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)

14 October 2022

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 – 7 September 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

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

Absence Trends - 2020/2021, 2021/2022 & 2022/2023
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		September	2.7	4.4		September	5.8	8.5		September	4.2	6.4					
October	4.7	6.0		October	3.2	4.1		October	6.4	8.7		October	4.8	6.3					
November	5.6	6.5		November	4.6	5.6		November	7.3	8.7		November	5.8	6.9					
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	5.8	Annual Average	2.5	3.6	3.7	Annual Average	6.1	8.3	8.7	Annual Average	4.2	5.9	6.1				
Average Apr-Aug	2.9	4.4	4.8	Average Apr-Aug	1.4	2.3	2.3	Average Apr-Aug	4.9	6.7	7.9	Average Apr-Aug	3.1	4.5	5.1				
No of Employees at 31 Aug 2022				7669	No of Employees at 31 Aug 2022				4229	No of Employees at 31 Aug 2022				4568	No of Employees at 31 Aug 2022				16466

**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		September	5.8	8.2		September	5.1	7.5		September	4.2	6.4	
October	3.1	3.8		October	6.3	7.9		October	5.8	7.3		October	4.8	6.3	
November	3.6	3.5		November	7.1	8.0		November	6.6	7.3		November	5.8	6.9	
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	4.0	Annual Average	5.6	7.7	8.0	Annual Average	5.1	7.1	7.4	Annual Average	4.2	5.9	6.1
Average Apr-Aug	2.1	2.7	3.8	Average Apr-Aug	4.4	6.1	6.8	Average Apr-Aug	4.1	5.6	6.3	Average Apr-Aug	3.1	4.5	5.1
No of Employees at 31 Aug 2022			553	No of Employees at 31 Aug 2022			2942	No of Employees at 31 Aug 2022			3495	No of Employees at 31 Aug 2022			16466

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		September	2.7	4.4		September	3.6	5.3		September	4.2	6.4		
October	5.4	6.6		October	3.2	4.1		October	4.1	5.2		October	4.8	6.3		
November	6.6	8.0		November	4.6	5.6		November	5.5	6.7		November	5.8	6.9		
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	3.7	Annual Average	3.3	4.9	4.9	Annual Average	4.2	5.9	6.1	
Average Apr-Aug	2.4	4.5	4.7	Average Apr-Aug	1.4	2.3	2.3	Average Apr-Aug	1.8	3.3	3.4	Average Apr-Aug	3.1	4.5	5.1	
No of Employees at 31 Aug 2022			3461	No of Employees at 31 Aug 2022			4229	No of Employees at 31 Aug 2022			7690	No of Employees at 31 Aug 2022			16466	

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		September	13.4	0.0		September	2.4	4.0		September	4.2	6.4		
October	3.2	3.6		October	10.2	0.0		October	3.3	3.6		October	4.8	6.3		
November	3.1	4.3		November	11.4	0.0		November	3.2	4.3		November	5.8	6.9		
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	3.7	Annual Average	8.4	0.0	0.0	Annual Average	2.8	3.6	3.7	Annual Average	4.2	5.9	6.1	
Average Apr-Aug	2.3	3.3	3.6	Average Apr-Aug	9.5	0.0	0.0	Average Apr-Aug	2.4	3.3	3.6	Average Apr-Aug	3.1	4.5	5.1	
No of Employees at 31 Aug 2022			979	No of Employees at 31 Aug 2022			0	No of Employees at 31 Aug 2022			979	No of Employees at 31 Aug 2022			16466	

**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		September	3.3	8.1		September	2.6	6.8		September	4.2	6.4	
October	2.9	5.2		October	3.9	9.0		October	3.3	6.8		October	4.8	6.3	
November	3.7	5.7		November	5.6	9.2		November	4.5	7.2		November	5.8	6.9	
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	5.5	Annual Average	3.7	7.6	8.9	Annual Average	3.3	6.1	6.9	Annual Average	4.2	5.9	6.1
Average Apr-Aug	3.1	3.7	5.0	Average Apr-Aug	2.7	5.5	8.6	Average Apr-Aug	2.9	4.4	6.5	Average Apr-Aug	3.1	4.5	5.1
No of Employees at 31 Aug 2022			865	No of Employees at 31 Aug 2022			581	No of Employees at 31 Aug 2022			1446	No of Employees at 31 Aug 2022			16466

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		September	7.5	10.3		September	6.1	8.5		September	4.2	6.4		
October	5.9	6.9		October	8.2	11.3		October	6.7	8.4		October	4.8	6.3		
November	6.6	6.2		November	8.9	10.8		November	7.4	7.7		November	5.8	6.9		
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	6.6	Annual Average	9.2	10.5	11.3	Annual Average	6.5	7.7	8.1	Annual Average	4.2	5.9	6.1	
Average Apr-Aug	4.4	5.4	6.0	Average Apr-Aug	7.8	9.4	11.3	Average Apr-Aug	5.6	6.7	7.7	Average Apr-Aug	3.1	4.5	5.1	
No of Employees at 31 Aug 2022			1811	No of Employees at 31 Aug 2022			1045	No of Employees at 31 Aug 2022			2856	No of Employees at 31 Aug 2022			16466	

Absence by long and short term

From: 1 June 2022 to 31 Aug 2022

Resource	No of employees	June 2022			July 2022			August 2022		
		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	3495	2.6	4.1	6.7	1.9	3.7	5.6	2.1	4.0	6.1
Education	7690	1.6	2.1	3.7	0.3	2.2	2.5	1.0	1.4	2.4
Finance and Corporate	979	1.9	2.1	4.0	1.9	2.1	4.0	1.8	2.3	4.1
Housing & Technical	1446	2.5	3.9	6.4	2.9	4.0	6.9	2.2	3.5	5.7
Social Work	2856	2.6	5.0	7.6	2.8	5.1	7.9	1.5	6.0	7.5
Council Overall for June 2022 to August 2022	16466	3.2	2.1	5.3	1.4	3.2	4.6	1.4	3.0	4.4

**Attendance Monitoring
Absence Classification**

From : 1 Aug 2022 - 31 Aug 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	1691	36	510	13	95	11	466	26	777	20	3539	23
Psychological	1024	22	1357	35	293	35	540	31	1469	37	4683	31
Stomach, Bowel, Blood, Metabolic Disorders	504	11	439	11	107	13	163	9	370	9	1583	10
Respiratory	680	14	643	17	146	18	197	11	518	13	2184	14
Other Classification	826	17	915	24	187	23	397	23	793	20	3118	21
Total Days Lost By Resource	4725	100	3864	100	828	100	1763	100	3927	100	15107	100
Total Work Days Available	77463		158662		20096		30968		52542			

From : 1 Aug 2021 to 31 Aug 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	1189	27	707	17	73	11	509	28	1106	25	3584	23
Psychological	1226	28	1085	26	279	42	489	26	1562	35	4641	30
Stomach, Bowel, Blood, Metabolic Disorders	312	7	452	11	56	9	106	6	408	9	1334	9
Respiratory	888	20	827	20	115	17	342	18	503	11	2675	17
Other Classification	817	18	1044	25	135	21	404	22	823	19	3223	21
Total Days Lost By Resource	4432	100	4115	100	658	100	1850	100	4402	100	15457	100
Total Work Days Available	75642		148616		18475		29993		53635			

*WDL = Work Days Lost

Occupational Health Reports

Appendix 9

From: 1 July 2022 - 31 August 2022 comparison with 1 July 2021 - 31 August 2021

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
Total (Jul - Aug 2022)	89	14	24	10	46	65	248
Total (Jul - Aug 2021)	80	13	19	12	34	107	265

No of Employees Referred For Physiotherapy		
Resource	Jul - Aug 2021	Jul - Aug 2022
Community and Enterprise	49	68
Education (Teachers)	30	23
Education (Others)	34	54
Finance and Corporate	10	17
Housing and Technical	42	30
Social Work	74	70
Total	239	262

No of Employees Referred To Employee Support Officer		
Resource	Jul - Aug 2021	Jul - Aug 2022
Community and Enterprise	61	50
Education	60	63
Finance and Corporate	17	13
Housing and Technical	28	22
Social Work	82	94
Total	248	242

No of Employees Referred For Cognitive Behavioural Therapy		
Resource	Jul - Aug 2021	Jul - Aug 2022
Community and Enterprise	0	0
Education	4	1
Finance and Corporate	0	0
Housing and Technical	0	0
Social Work	0	0
Not Disclosed	2	2
Total	6	3

	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 (Jul - Aug 2022)	27	0	0	0	52	0	0	0	4	0	83	0	
Total (Jul - Aug 2021)	15	0	0	0	47	0	4	0	8	0	74	0	
Total								Total Referrals (Jul - Aug 2022)					83
								Total Referrals (Jul - Aug 2021)					74

M = MANAGEMENT REFERRAL S = SELF REFERRAL

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

From: 1 July 2022 - 31 August 2022 comparison with 1 July 2021 - 31 August 2021

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021
Specified Injury	0	0	1	0	0	0	0	0	0	0	1	0
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	0	0	1	0	0	0	0	0	0	0	1	0
Over 7-day	7	2	0	0	0	0	4	0	2	1	13	3
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	0	0	0	0	4	0	2	1	13	3
Over 3-day	0	1	1	0	0	0	0	0	0	0	1	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	1	1	0	0	0	0	0	0	0	1	1
Minor	16	9	4	1	0	0	2	1	12	4	34	15
Near Miss	3	4	1	0	0	0	0	0	0	0	4	4
Violent Incident: Physical	3	1	36	43	0	0	0	0	8	1	47	45
Violent Incident: Verbal	2	1	9	3	1	0	0	0	4	2	16	6
Total Minor***	24	15	50	47	1	0	2	1	24	7	101	70
Total Accidents/Incidents	31	18	52	47	1	0	6	1	26	8	116	74

*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

Appendix 11

From: 1 July 2022 - 31 August 2022 comparison with 1 July 2021 - 31 August 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	18	N/A	18	0	4	N/A	4	0	14	N/A	14	9	3	6	67
Education	0	0	1	1	0	0	0	0	0	0	1	1	1	0	0	100
Social Work	1	3	N/A	4	0	0	N/A	0	1	3	N/A	4	2	2		100
Total (Jul - Aug 2022)	1	21	1	23	0	4	0	4	1	17	1	19	12	5	6	74
Total (Jul - Aug 2021)	10	8	0	18	0	0	0	0	0	18	0	18	5	7	6	67

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 (Jul - Aug 2022)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total (Jul - Aug 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 July 2022 - 31 August 2022

Appeal's Panel	Upheld	Upheld in Part	Not Upheld	Withdrawn	Total	Appeals pending to date
Total	0	1	1	0	2	6

Record of Grievances

From: 1 July 2022 - 31 August 2022 comparison with 1 July 2021 - 31 August 2021

Grievances	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
Total (Jul - Aug 2022)	3	0	0	0	3
Total (Jul - Aug 2021)	2	0	2	0	0

Dignity at Work

From: 1 July 2022 - 31 August 2022 comparison with 1 July 2021 - 31 August 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 (Jul - Aug 2022)	1	0	0	0	0	1
Total (Jul - Aug 2021)	1	0	1	0	0	0

Appendix 12b

Referrals for Workplace Mediation

As at August 2022

Workplace Mediation	Jul-22	Aug-22
No of Referrals	1	3
*No of Successful Cases	0	1
*No of Unsuccessful Cases	0	0
No of cases unsuitable for mediation	0	1

Workplace Mediation	Jul-22	Aug-22
No of Referrals	0	0
*No of Successful Cases	0	0
*No of Unsuccessful Cases	0	0
No of cases unsuitable for mediation	0	0

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

Analysis of leavers and exit interviews

Appendix 13

From 1 July 2022 - 31 August 2022

Reason for leaving	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
Career Advancement	2	19	2	2	6	31	46
Further Education	1	10	0	0	3	14	21
Personal Reasons	2	5	1	2	1	11	16
Moving outwith area	1	2	0	0	1	4	6
Disatisfaction with terms and conditions	0	0	0	0	1	1	1
Poor relationship with managers / colleagues	0	0	0	1	0	1	1
Travelling difficulties	0	1	0	0	0	1	1
Other	0	0	1	0	3	4	6
Number of exit interviews conducted	6	37	4	5	15	67	
Total no. of leavers per Resource eligible for an exit interview	36	89	11	13	27	176	
% of leavers interviewed	17	42	36	38	56	38	

From 1 July 2021 - 31 August 2021

Number of exit interviews conducted	7	18	2	3	14	44	
Total no. of leavers per Resource eligible for an exit interview	35	78	6	10	30	159	
% of leavers interviewed	20	23	33	30	47	28	

Appendix 13a

July to August 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
Resource	45.81	77	45.68	76	0	0	0	0	0.12	1	0	0	0	0
Community & Enterprise	401.34	449	397.19	443	1.5	2	0.66	1	2	3	0	0	0	0
Education	12.48	15	10.05	12	0	0	0	1	1.429	2	0	0	0	0
Finance & Corporate	19.15	24	19.15	24	0	0	0	0	0	0	0	0	0	0
Housing & Technical	38.11	46	37.11	45	0	0	0	0	0	0	0	0	1	1
Social Work														
Total	516.88	611	509.18	600	1.50	2	1.66	2	3.55	6	0.00	0	1.00	1

Recruitment Monitoring
Analysis of Gender, Disability, Ethnicity and Age

From : 1 July 2022 - 31 August 2022

Total Number of applications received:	3519
Total Number of Equal Opportunities Monitoring forms received:	3433
Total Number of posts recruited for:	497
Total Number of appointments:	590

Gender / Disability / Age						
	Applied	Interviewed	Appointed	% of Applicants interviewed	% of Applicants appointed	% of Interviewees appointed
Total EO Forms Received	3481	2541	588	73%	17%	23%
Total No of Male Applicants	1095	826	85	75%	8%	10%
Total No of Female Applicants	2358	1700	494	72%	21%	29%
Total No of Disabled Applicants	80	56	13	70%	16%	23%
Total No of applicants aged under 50	2952	2189	473	74%	16%	22%
Total No of applicants aged over 50	469	312	101	67%	22%	32%
Total No of White applicants	3297	2416	569	73%	17%	24%
Total No of Black/Ethnic minority applicants*	135	91	8	67%	6%	9%
Total No of Veteran applicants	36	23	0	64%	0%	0%

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

From : 1 July 2021 - 31 August 2021

Total Number of applications received:	2276
Total Number of Equal Opportunities Monitoring forms received:	2253
Total Number of posts recruited for:	188
Total Number of appointments:	299

Gender / Disability / Age						
	Applied	Interviewed	Appointed	% of Applicants interviewed	% of Applicants appointed	% of Interviewees appointed
Total EO Forms Received	2253	883	296	39%	13%	34%
Total No of Male Applicants	1154	475	121	41%	10%	25%
Total No of Female Applicants	1098	408	175	37%	16%	43%
Total No of Disabled Applicants	97	51	11	53%	11%	22%
Total No of applicants aged under 50	1925	718	236	37%	12%	33%
Total No of applicants aged over 50	301	118	61	39%	20%	52%
Total No of White applicants	2158	861	293	40%	14%	34%
Total No of Black/Ethnic minority applicants*	71	19	3	27%	4%	16%
Total No of Veteran applicants	23	9	0	39%	0%	0%

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

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
						0									
						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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 12 MARCH 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	3114	1218	227	196	1473	2168.47	1.00	1457.77	404.52	231.45	48.73	17.00	3.00	5.00	0.00
Education - Others	3227	140	92	664	2331	2364.07	1.00	1184.65	902.86	142.99	47.64	12.60	4.00	59.53	8.80
Education - Teachers	3935	704	71	2329	831	3583.60	0.00	0.00	0.00	0.00	0.00	1.00	0.00	4.60	3578.00
Finance & Corporate Resources	871	204	20	376	271	776.86	2.00	123.09	336.30	229.22	55.95	24.30	6.00	0.00	0.00
Housing & Technical	1296	831	23	314	128	1239.79	1.00	209.82	628.46	356.31	33.20	9.00	2.00	0.00	0.00
Social Work Resources	2694	226	172	1026	1270	2355.32	1.00	1182.65	568.72	542.39	31.80	26.76	2.00	0.00	0.00
						0									
						8904.51	(excluding Teachers)								
Total All Staff	15137	3323	605	4905	6304	12488.11	6.00	4157.98	2840.86	1502.36	217.32	90.66	17.00	69.13	3586.80