



Report

Report to:	Executive Committee
Date of Meeting:	4 December 2019
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Employee Workforce Monitoring Information April to September 2019 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 2019.

2. Recommendation(s)

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

(1) that the following employment information for April – September 2019 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 14 September 2019

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 2019.

4. Attendance Statistics

4.1. Information on absence statistics for April – September 2019 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 2019 is 4.1%, an increase of 0.1% when compared to the same period last year.
- ◆ The APT&C average absence rate for April – September 2019 is 4.1%, an increase of 0.1% when compared to the same period last year.
- ◆ The teaching staff average absence rate for April – September 2019 is 2.3%, an increase of 0.5% when compared with the same period last year.
- ◆ The manual workers' average absence rate for April – September 2019 is 5.5%, a decrease of 0.3% when compared with the same period last year.

In comparison to April - September 2018 (Appendix 8):-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence
- ◆ Total days lost due to musculoskeletal conditions have increased by 546 days
- ◆ Total days lost due to psychological conditions have increased by 2739 days
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have increased by 1626 days
- ◆ Total days lost due to respiratory conditions have increased by 512 days
- ◆ 1,855,031 work days were available in the period April- September 2019 (refer to table in Appendix 8)

5. Occupational Health

5.1. Information on Occupational Health for the period April – September 2019 is provided in Appendix 9:-

- ◆ Over the period musculoskeletal and psychological conditions were the main reasons for medical referrals; this remains unchanged from the same period last year.
- ◆ During the period there were a total of 770 employees referred for a medical examination and when compared to the same period last year this represents a decrease of 51 employees being referred.
- ◆ During the period, a total of 1132 employees attended physiotherapy treatment, which is an increase of 19 when compared to the same period last year. Of the 1132 employees referred, 68% remained at work whilst undertaking treatment.
- ◆ Over the period 652 employees were referred to the Employee Support Officer, an increase of 23 when compared to the same period last year. Of those referrals made during the period, 88% related to personal issues.
- ◆ During the year there were 362 referrals for counselling, this represents an overall increase of 133 referrals when compared with the same period last year.
- ◆ Over the period a total of 73 employees were referred for Cognitive Behavioural Therapy, a decrease of 66 when compared to the same period last year.

6. Accidents/Incidents

6.1. The accident/incident report for the period April – September 2019 is contained in Appendix 10:-

- ◆ The number of accidents/incidents recorded for the period was 530, an increase of 138 from same period last year.
- ◆ During the period specified injury accidents/incidents have decreased by 4 when compared to the same period last year.
- ◆ Overall minor accidents/incidents have increased by 110 when compared with the same period last year.
- ◆ During the period the number of over 3 day injuries have increased by 5 when compared to the same period last year.
- ◆ During the period the number of accidents resulting in an absence lasting over 7 days has increased by 27 when compared with the same period last year.

7. Discipline, Grievance, Dignity at Work

7.1. Information on Disciplinary, Grievance Hearings and Dignity at Work for the period April – September 2019 is contained in Appendices 11 and 12:-

- ◆ During the period, a total of 76 disciplinary hearings were held across Resources within the Council, which represents a decrease of 11 when compared to same period last year. Action was taken in 62 of these cases and there was 1 appeal raised against the outcomes.
- ◆ Our target is to convene disciplinary hearings within 6 weeks. During the period 82% of hearings met this target which is an increase of 2% when compared to the same period last year.
- ◆ During the period 4 appeals were submitted to the Appeals Panel, of which 1 was upheld in part, 2 were not upheld and 1 was withdrawn
- ◆ At the end of September 2019, 3 Appeals Panels were pending.
- ◆ Overall 9 grievances were raised during the period, an increase of 5 when compared with the same period last year.
- ◆ There were 14 dignity at work incidents raised this period, an increase of 7 when compared with the same period last year.
- ◆ During the period 6 referrals for mediation were submitted; this represents an increase of 3 when compared to the same period last year.

8. Employee Development

8.1. Information on Employee Development for the period April – September 2019 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 11,372 attendances at training events.
- ◆ As Learn on Line options continues to be developed, employees have successfully completed 29,987 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 2019 is contained in Appendix 14. Exit interviews are conducted with leavers who leave voluntarily.

Labour turnover

Using information compiled from Resources as at 30 September 2019, the Council's average labour turnover figure for April - September 2019 is as follows:-

328 leavers / 14451 employees in post = Labour Turnover of 2.3%

The projected annual labour turnover figure for the financial year 2019/2020 is 4.5% and this figure has increased by 0.2% when compared to the same period in the previous financial year.

9.2. Analysis of Leavers and Exit Interviews:-

- ◆ During April – September 2019 there were 328 leavers eligible for an exit interview, an increase of 20 when compared with April – September 2018.
- ◆ Exit interviews for April – September 2019 were held with 13% of leavers, compared with 29% in the period April – September 2018.

9.3. From September 2019, 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 three options:-

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

9.4. In September 2019, 97 employees left employment and managers indicated that 92 of those would be replaced. Referring to the table in Appendix 14a, 4 posts were filled on a fixed term basis pending savings and the budget for 1 post was transferred to another post.

9.5. A reconciliation of existing workforce information at 10 October 2019 showed there were 377.52 FTE vacant posts. Of these, 335.42 FTE are being filled through a recruitment process and the remaining 42.1 are being held pending savings discussions. It should be noted that some of the posts at recruitment may be currently covered on a fixed term basis pending recruitment.

10. Recruitment Monitoring

10.1. Information on Recruitment Monitoring for the period April – September 2019 is contained within Appendix 15. From an analysis of Equal Opportunities Monitoring Forms, the main points to note are:-

- ◆ 97% of applicants completed an Equal Opportunities Monitoring Form, compared with 99% in the period April – September 2018.
- ◆ Of the 571 applicants who declared themselves as disabled, 258 were shortlisted for interview and 50 were appointed. This compares to 249 applicants the previous period, of which 142 applicants were shortlisted for interview and 23 were appointed.
- ◆ Of the 300 applicants from a black/ethnic background, 98 were shortlisted for interview and 18 were appointed. This compares to 86 applicants the previous period, of which 29 were shortlisted for interview and 3 were appointed.

11. Staffing Watch

11.1. Details of the number of employees in post at 14 September 2019 are contained in Appendix 16. There were 14,901 employees in post as at 14 September 2019 compared to 14,309 as at 8 September 2018. This represents an increase of 592 when compare to same period last year.

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. Other Implications (Including Environmental and Risk Issues)

14.1. There are no implications for sustainability or 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

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)

25 October 2019

(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

- ◆ Executive Committee, 19 December 2018

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:-

Janet McLuckie, Personnel Officer

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E-mail: Janet.McLuckie@southlanarkshire.gcsx.gov.uk

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Council Wide

APT&C				Teachers				Manual Workers				Council Wide				
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020	
	%	%	%		%	%	%		%	%	%		%	%	%	
April	4.1	4.2	4.0	April	2.1	1.9	2.9	April	5.2	5.7	5.2	April	3.9	4.1	4.0	
May	4.4	4.2	4.4	May	2.7	2.1	3.2	May	5.1	6.1	5.6	May	4.2	4.2	4.4	
June	4.1	4.2	4.4	June	2.2	2.3	2.7	June	4.9	6.0	5.7	June	3.9	4.3	4.4	
July	3.3	3.5	3.5	July	0.8	1.0	1.2	July	4.5	5.1	5.1	July	3.0	3.4	3.4	
August	3.7	3.7	3.9	August	1.0	1.2	1.3	August	4.5	5.4	5.5	August	3.2	3.6	3.7	
September	4.4	4.4	4.5	September	2.2	2.2	2.5	September	5.0	6.2	6.1	September	4.0	4.4	4.5	
October	4.3	4.7		October	2.4	2.2		October	5.4	5.8		October	4.1	4.4		
November	4.7	5.3		November	3.5	3.5		November	6.1	6.0		November	4.8	5.1		
December	4.9	4.9		December	3.8	3.1		December	6.7	6.3		December	5.1	4.8		
January	5.0	4.7		January	3.0	3.3		January	6.6	6.6		January	5.0	4.9		
February	5.2	4.9		February	3.0	4.0		February	6.5	6.7		February	5.0	5.2		
March	4.8	4.7		March	2.9	3.9		March	6.2	6.1		March	4.7	4.9		
Annual Average	4.4	4.5	4.5	Annual Average	2.5	2.6	2.8	Annual Average	5.6	6.0	5.9	Annual Average	4.2	4.4	4.5	
Average Apr-Sep	4.0	4.0	4.1	Average Apr-Sep	1.8	1.8	2.3	Average Apr-Sep	4.9	5.8	5.5	Average Apr-Sep	3.7	4.0	4.1	
No of Employees at 30 September 2019			7313	No of Employees at 30 September 2019			3881	No of Employees at 30 September 2019			4587	No of Employees at 30 September 2019			15781	

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020				
April	3.9	3.2	4.0	April	5.2	5.4	4.4	April	4.8	5.0	4.3	April	3.9	4.1	4.0				
May	4.4	2.8	3.6	May	5.7	6.0	5.1	May	5.4	5.5	4.9	May	4.2	4.2	4.4				
June	4.2	3.8	3.9	June	5.1	5.8	5.5	June	4.9	5.5	5.3	June	3.9	4.3	4.4				
July	3.4	4.3	3.9	July	4.2	4.5	4.3	July	4.0	4.4	4.3	July	3.0	3.4	3.4				
August	3.6	4.8	4.0	August	4.5	5.3	5.1	August	4.3	5.2	4.9	August	3.2	3.6	3.7				
September	3.4	6.0	2.9	September	5.0	6.2	5.9	September	4.8	6.2	5.4	September	4.0	4.4	4.5				
October	3.8	3.8		October	5.6	5.8		October	5.3	5.5		October	4.1	4.4					
November	4.5	4.8		November	6.2	6.2		November	5.9	6.0		November	4.8	5.1					
December	3.6	4.1		December	6.4	6.0		December	5.9	5.7		December	5.1	4.8					
January	3.0	3.4		January	6.3	6.1		January	5.7	5.6		January	5.0	4.9					
February	3.0	4.1		February	6.8	6.3		February	6.1	5.9		February	5.0	5.2					
March	3.4	4.8		March	6.1	5.6		March	5.6	5.5		March	4.7	4.9					
Annual Average	3.7	4.2	3.9	Annual Average	5.6	5.8	5.5	Annual Average	5.2	5.5	5.3	Annual Average	4.2	4.4	4.5				
Average Apr-Sep	3.8	4.2	3.7	Average Apr-Sep	5.0	5.5	5.1	Average Apr-Sep	4.7	5.3	4.9	Average Apr-Sep	3.7	4.0	4.1				
No of Employees at 30 September 2019				553	No of Employees at 30 September 2019				2876	No of Employees at 30 September 2019				3429	No of Employees at 30 September 2019				15781

For the financial year 2019/20, the projected average days lost per employee equates to 12.2 days.

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Education Resources

APT&C				Teachers				Resource Total				Council Wide							
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020				
April	4.0	4.1	3.5	April	2.1	1.9	2.9	April	2.9	2.8	3.2	April	3.9	4.1	4.0				
May	4.7	4.5	4.2	May	2.7	2.1	3.2	May	3.5	3.1	3.6	May	4.2	4.2	4.4				
June	3.6	4.4	3.8	June	2.2	2.3	2.7	June	2.8	3.2	3.2	June	3.9	4.3	4.4				
July	2.1	2.4	2.4	July	0.8	1.0	1.2	July	1.3	1.6	1.7	July	3.0	3.4	3.4				
August	2.7	2.7	2.8	August	1.0	1.2	1.3	August	1.7	1.8	2.0	August	3.2	3.6	3.7				
September	4.3	4.1	4.3	September	2.2	2.2	2.5	September	3.0	3.0	3.3	September	4.0	4.4	4.5				
October	4.6	4.7		October	2.4	2.2		October	3.3	3.2		October	4.1	4.4					
November	5.0	5.7		November	3.5	3.5		November	4.1	4.4		November	4.8	5.1					
December	5.3	5.4		December	3.8	3.1		December	4.4	4.1		December	5.1	4.8					
January	5.2	5.1		January	3.0	3.3		January	3.9	4.1		January	5.0	4.9					
February	5.5	5.3		February	3.0	4.0		February	4.0	4.5		February	5.0	5.2					
March	4.7	5.0		March	2.9	3.9		March	3.7	4.4		March	4.7	4.9					
Annual Average	4.3	4.5	4.4	Annual Average	2.5	2.6	2.8	Annual Average	3.2	3.4	3.5	Annual Average	4.2	4.4	4.5				
Average Apr-Sep	3.6	3.7	3.5	Average Apr-Sep	1.8	1.8	2.3	Average Apr-Sep	2.5	2.6	2.8	Average Apr-Sep	3.7	4.0	4.1				
No of Employees at 30 September 2019				3038	No of Employees at 30 September 2019				3881	No of Employees at 30 September 2019				6919	No of Employees at 30 September 2019				15781

For the financial year 2019/20, the projected average days lost per employee equates to 6.8 days.

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Finance and Corporate Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020				
April	2.8	3.1	3.5	April		8.6	7.1	April	2.8	3.2	3.6	April	3.9	4.1	4.0				
May	3.2	3.3	3.2	May	0.0	0.4	0.0	May	3.2	3.2	3.2	May	4.2	4.2	4.4				
June	3.3	2.5	3.3	June	0.0	0.0	0.5	June	3.3	2.5	3.2	June	3.9	4.3	4.4				
July	3.1	2.9	3.3	July	0.0	0.0	2.4	July	3.0	2.9	3.2	July	3.0	3.4	3.4				
August	3.5	2.8	3.6	August	0.0	0.4	5.9	August	3.4	2.8	3.6	August	3.2	3.6	3.7				
September	4.1	3.1	3.3	September	0.0	0.0	3.5	September	4.1	3.0	3.3	September	4.0	4.4	4.5				
October	4.4	3.6		October	0.0	0.0		October	4.3	3.6		October	4.1	4.4					
November	4.2	4.6		November	0.0	0.0		November	4.1	4.6		November	4.8	5.1					
December	3.5	3.8		December	0.0	0.0		December	3.4	3.8		December	5.1	4.8					
January	4.1	3.6		January	7.0	0.0		January	4.2	3.5		January	5.0	4.9					
February	4.2	3.7		February	2.5	2.3		February	4.2	3.6		February	5.0	5.2					
March	3.8	3.2		March	16.9	9.8		March	4.0	3.3		March	4.7	4.9					
Annual Average	3.7	3.4	3.6	Annual Average	2.4	1.8	2.6	Annual Average	3.7	3.3	3.5	Annual Average	4.2	4.4	4.5				
Average Apr-Sep	3.3	3.0	3.4	Average Apr-Sep	0.0	1.6	3.2	Average Apr-Sep	3.3	2.9	3.4	Average Apr-Sep	3.7	4.0	4.1				
No of Employees at 30 September 2019				975	No of Employees at 30 September 2019				11	No of Employees at 30 September 2019				986	No of Employees at 30 September 2019				15781

For the financial year 2019/20, the projected average days lost per employee equates to 7.8 days.

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020				
April	4.3	3.9	3.9	April	4.5	6.5	6.7	April	4.4	4.9	5.0	April	3.9	4.1	4.0				
May	4.2	3.6	4.2	May	3.9	6.5	5.1	May	4.1	4.8	4.5	May	4.2	4.2	4.4				
June	3.9	4.0	4.8	June	4.4	6.2	5.0	June	4.1	4.9	4.9	June	3.9	4.3	4.4				
July	4.3	3.7	4.1	July	4.9	6.3	5.4	July	4.5	4.8	4.6	July	3.0	3.4	3.4				
August	4.7	4.1	4.0	August	4.0	5.5	5.7	August	4.4	4.6	4.7	August	3.2	3.6	3.7				
September	4.3	4.5	4.4	September	4.5	6.2	5.8	September	4.4	5.2	5.0	September	4.0	4.4	4.5				
October	3.8	4.3		October	4.4	5.9		October	4.0	4.9		October	4.1	4.4					
November	4.9	4.8		November	6.4	6.5		November	5.5	5.5		November	4.8	5.1					
December	5.0	4.4		December	9.0	6.5		December	6.6	5.3		December	5.1	4.8					
January	5.4	4.2		January	7.3	7.0		January	6.2	5.3		January	5.0	4.9					
February	5.2	4.2		February	6.1	6.6		February	5.6	5.2		February	5.0	5.2					
March	5.1	4.2		March	6.0	7.3		March	5.4	5.5		March	4.7	4.9					
Annual Average	4.6	4.2	4.3	Annual Average	5.5	6.4	6.1	Annual Average	4.9	5.1	5.0	Annual Average	4.2	4.4	4.5				
Average Apr-Sep	4.3	4.0	4.2	Average Apr-Sep	4.4	6.2	5.6	Average Apr-Sep	4.3	4.9	4.8	Average Apr-Sep	3.7	4.0	4.1				
No of Employees at 30 September 2019				884	No of Employees at 30 September 2019				569	No of Employees at 30 September 2019				1453	No of Employees at 30 September 2019				15781

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020	
April	5.0	5.3	5.0	April	5.6	6.2	6.9	April	5.2	5.6	5.6	April	3.9	4.1	4.0	
May	4.9	5.1	5.6	May	4.1	6.2	7.7	May	4.6	5.4	6.3	May	4.2	4.2	4.4	
June	5.3	5.2	5.8	June	4.6	6.3	6.9	June	5.1	5.6	6.2	June	3.9	4.3	4.4	
July	4.8	5.2	5.1	July	4.9	6.4	7.7	July	4.8	5.6	5.9	July	3.0	3.4	3.4	
August	4.9	5.0	5.9	August	4.7	5.9	6.7	August	4.8	5.3	6.2	August	3.2	3.6	3.7	
September	5.0	5.0	6.2	September	5.2	6.1	6.8	September	5.1	5.4	6.4	September	4.0	4.4	4.5	
October	4.2	5.7		October	5.8	5.6		October	4.8	5.6		October	4.1	4.4		
November	4.4	5.4		November	5.9	5.3		November	4.9	5.4		November	4.8	5.1		
December	5.6	5.1		December	6.1	6.9		December	5.7	5.7		December	5.1	4.8		
January	5.5	5.2		January	7.3	8.4		January	6.1	6.2		January	5.0	4.9		
February	6.1	5.5		February	5.8	8.5		February	6.0	6.5		February	5.0	5.2		
March	5.7	5.4		March	6.5	6.5		March	5.9	5.8		March	4.7	4.9		
Annual Average	5.1	5.3	5.5	Annual Average	5.5	6.5	7.0	Annual Average	5.3	5.7	6.0	Annual Average	4.2	4.4	4.5	
Average Apr-Sep	5.0	5.1	5.6	Average Apr-Sep	4.9	6.2	7.1	Average Apr-Sep	4.9	5.5	6.1	Average Apr-Sep	3.7	4.0	4.1	
No of Employees at 30 September 2019			1863	No of Employees at 30 September 2019			1131	No of Employees at 30 September 2019			2994	No of Employees at 30 September 2019			15781	

For the financial year 2019/20, the projected average days lost per employee equates to 13.3 days.

APPENDIX 7

ABSENCE BY LONG AND SHORT TERM

From: 1 April 2019 - 30 September 2019

Resource	April 2019 - September 2019		
	Total Short Term %	Total Long Term %	Resource Total Absence %
Community and Enterprise	1.7	3.2	4.9
Education	0.9	1.9	2.8
Finance and Corporate	1.4	2.0	3.4
Housing & Technical	1.9	2.9	4.8
Social Work	1.8	4.3	6.1

Council Overall for Apr 19 - Sep 19	1.4	2.7	4.1
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From: 1 April 2018 - 30 September 2018

Resource	April 2018 - September 2018		
	Total Short Term %	Total Long Term %	Resource Total Absence %
Community and Enterprise	1.6	3.7	5.3
Education	0.8	1.8	2.6
Finance and Corporate	1.3	1.6	2.9
Housing & Technical	1.7	3.2	4.9
Social Work	1.6	3.9	5.5

Council Overall for Apr 18 - Sep 18	1.3	2.7	4.0
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APPENDIX 8**Absence Monitoring****Absence Classifications****From 1 April 2019 to 30 September 2019**

Reason	Total Work Days Lost	% of Work Days Lost	% of Work Days Available
Musculoskeletal	19454	26	1.1
Psychological	24491	32	1.3
Stomach	9053	12	0.5
Respiratory	4177	6	0.2
Others	18292	24	1
Total Days Lost	75467	100	4.1

From 1 April 2018 to 30 September 2018

Reason	Total Work Days Lost	% of Work Days Lost	% of Work Days Available
Musculoskeletal	18908	30	1.1
Psychological	21752	27	1.2
Stomach	7427	12	0.4
Respiratory	3665	7	0.2
Others	19351	24	1.1
Total Days Lost	71103	100	4

OCCUPATIONAL HEALTH REPORTS

FROM: 1 April 2019 - 30 September 2019 comparison with 1 April 2018 - 30 September 2018

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Apr-Sep 2019)	171	58	66	44	153	278	770
TOTAL (Apr-Sep 2018)	220	59	89	46	117	290	821

No of Employees Referred For Physiotherapy		
RESOURCE	Apr-Sep 2018	Apr-Sep 2019
Community and Enterprise	285	279
Education (Teachers)	151	157
Education (Others)	155	180
Finance and Corporate	73	73
Housing and Technical	149	133
Social Work	300	310
TOTAL	1113	1132

No of Employees Referred To Employee Support Officer		
RESOURCE	Apr-Sep 2018	Apr-Sep 2019
Community and Enterprise	170	141
Education	207	215
Finance and Corporate	46	49
Housing and Technical	67	55
Social Work	139	192
TOTAL	629	652

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Apr-Sep 2018	Apr-Sep 2019
Community and Enterprise	24	6
Education	51	7
Finance and Corporate	12	0
Housing and Technical	21	10
Social Work	31	18
Not Disclosed	0	32
TOTAL	139	73

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 2019)	75	0	5	0	213	0	53	0	16	0	362	0
TOTAL (Apr-Sep 2018)	42	2	0	1	150	4	1	0	27	2	220	9
								Total Referrals (Apr-Sep 2019)		362		
								Total Referrals (Apr-Sep 2018)		229		

M = MANAGEMENT REFERRAL S = SELF REFERRAL

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

FROM: 1 April 2019 - 30 September 2019 comparison with 1 April 2018 - 30 September 2018

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018
Specified Injury	0	2	1	1	0	1	0	0	0	1	1	5
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	0	2	1	1	0	1	0	0	0	1	1	5
Over 7-day	21	9	3	0	0	0	6	4	8	1	38	13
Violent Incident: Physical	0	0	0	0	0	0	0	0	2	0	2	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 7-day**	21	9	3	0	0	0	6	4	10	1	40	13
Over 3-day	4	2	0	0	0	0	4	1	1	0	9	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**	4	2	0	0	0	0	4	1	1	0	9	4
Minor	35	25	8	4	1	3	10	11	10	10	64	53
Near Miss	11	7	2	0	0	0	3	2	2	1	18	10
Violent Incident: Physical	20	4	283	230	0	1	1	1	25	27	329	263
Violent Incident: Verbal	9	7	26	17	7	2	8	4	19	14	69	44
Total Minor***	75	43	319	251	8	6	22	18	56	52	480	370
Total Accidents/Incidents	100	56	323	252	8	7	32	23	67	54	530	392

*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 2019 - 30 September 2019 comparison with 1 April 2018 - 30 September 2018

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	45	N/A	45	0	7	N/A	7	0	38	N/A	38	30	11	4	91%
EDUCATION	6	0	0	6	1	0	0	1	5	0	0	5	5	0	1	83%
HOUSING & TECHNICAL	3	1	N/A	4	0	0	N/A	0	3	1	N/A	4	1	1	2	50%
SOCIAL WORK	12	9	N/A	21	3	3	N/A	3	9	6	N/A	15	6	8	7	67%
TOTAL (Apr-Sep 2018)	21	55	0	76	4	10	0	14	17	45	0	62	42	20	14	82%
TOTAL (Apr-Sep 2017)	21	64	2	87	2	14	0	16	19	50	2	71	40	30	17	80%

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 (Apr-Sep 2018)	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1	0
TOTAL (Apr-Sep 2017)	4	2	0	6	1	0	0	1	0	0	0	0	3	2	0	5	0

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 2018 - 30 September 2018

APPEAL'S PANEL	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
	0	1	2	1	4	3

RECORD OF GRIEVANCES**FROM: 1 April 2019 - 30 September 2019 comparison with 1 April 2018 - 30 September 2018**

GRIEVANCES	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (Apr-Sep 2018)	9	1	5	0	3
TOTAL (Apr-Sep 2017)	4	1	3	0	0

DIGNITY AT WORK**FROM: 1 April 2019 - 30 September 2019 comparison with 1 April 2018 - 30 September 2018**

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 (Apr-Sep 2018)	14	1	8	0	0	5
TOTAL (Apr-Sep 2017)	7	0	7	0	0	0

REFERRALS FOR WORKPLACE MEDIATION

As at September 2019

WORKPLACE MEDIATION	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19
No of Referrals	1	1	1	0	2	1
*No of Successful Cases	1	0	0	0	0	0
*No of Unsuccessful Cases	0	0	0	0	0	0
No of cases unsuitable for mediation	1	0	0	1	0	0

WORKPLACE MEDIATION	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
No of Referrals	1	2	0	0	0	0
*No of Successful Cases	1	0	0	0	0	0
*No of Unsuccessful Cases	0	0	0	0	1	0
No of cases unsuitable for mediation	1	1	0	0	0	0

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

APPENDIX 13

Employee Development
1 April 2019 - 30 September 2019

	Attended classroom based training
Community and Enterprise	2293
Education	4206
Finance and Corporate	212
Housing and Technical	1020
Social Work	3641
Total	11,372

	Courses Completed / Passed
Community and Enterprise	1750
Education	13331
Finance and Corporate	1790
Housing and Technical	2796
Social Work	10320
Total	29,987

EMPLOYEE DEVELOPMENT

Monitoring Stats for all Training - 1 April 2019 - 30 September 2019
Finance and Corporate Resources

	Percentage (%)	Count
Male	31.3%	4484
Female	68.7%	9839
Disabled	1.6%	225
Not Disabled	86.8%	12423
Not Disclosed	2.6%	368
Not Entered	9.0%	1292
White - Scottish	86.0%	12313
White - Other British	2.8%	398
White - Irish	0.5%	68
White - Any other Background	1.1%	151
Asian - Pakistani	0.1%	20
All Others	9.6%	1374
21 Years	3.4%	480
21-29 Years	17.8%	2548
30-39 Years	20.3%	2902
40-49 Years	23.6%	3376
50-59 Years	25.7%	3686
60-65 Years	7.7%	1107
Over 65 Years	1.6%	225

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

FROM: 1 April - 30 September 2019

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
CAREER ADVANCEMENT	1	2	3	1	0	7	17
CHILD CARING / CARING RESPONSIBILITIES	2	1	1	1	2	7	17
MOVING OUTWITH AREA	0	4	1	0	0	5	12
PERSONAL REASONS	0	0	0	1	1	2	5
WORK RELATIONSHIPS WITH MANAGERS / COLLEAGUES	1	1	0	0	0	2	5
TRAVELLING DIFFICULTIES	0	1	0	0	1	2	5
DISSATISFACTION WITH TERMS AND CONDITIONS	0	1	0	0	0	1	2
FURTHER EDUCATION	0	1	0	0	0	1	2
OTHER	3	5	0	2	5	15	36
NUMBER OF EXIT INTERVIEWS CONDUCTED	7	16	5	5	9	42	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	71	147	21	16	73	328	
% OF LEAVERS INTERVIEWED	10	11	24	31	12	13	

From 1 April - 30 September 2018

NUMBER OF EXIT INTERVIEWS CONDUCTED	15	34	11	7	22	89	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	67	133	24	16	68	308	
% OF LEAVERS INTERVIEWED	22	26	46	44	32	29	

* Note these totals include temporary employees

Appendix 14A

Posts being held

Resource	Filling fixed term	Budget to transfer to another post	Total
Community & Enterprise	3		3
Education		1	1
Finance & Corporate	1		1
Total	4	1	5

Resource	Vacancies being filled (FTE)	Vacant posts held pending savings (FTE)	Total (FTE)
Community & Enterprise	70.23	18.9	89.13
Education	58.21	3	61.21
Finance & Corporate	22.2	19.2	41.4
Housing & Technical	37.49	0	37.49
Social Work	147.29	1	148.29
Total	335.42	42.1	377.52

RECRUITMENT MONITORING

Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 April 2019 - 30 September 2019

Total Number of applications received:	11053
Total Number of Equal Opportunities Monitoring forms received:	10703 (97%)
Total Number of posts recruited for:	615
Total Number of appointments:	1403

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	10721	3423	1214
Total No of Male Applicants	3779	1189	353
Total No of Female Applicants	6723	2369	853
Total No of Disabled Applicants	571	258	50
Total No of applicants aged under 50	8529	2865	941
Total No of applicants aged over 50	2055	787	225
Total No of White applicants	10263	3559	1087
Total No of Black/Ethnic minority applicants*	300	98	18

FROM : 1 April 2018 - 30 September 2018

Total Number of applications received:	3927
Total Number of Equal Opportunities Monitoring forms received:	3912 (99%)
Total Number of posts recruited for:	350
Total Number of appointments:	434

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	3912	1153	432
Total No of Male Applicants	1469	400	115
Total No of Female Applicants	2352	799	259
Total No of Disabled Applicants	249	142	23
Total No of applicants aged under 50	3329	1028	309
Total No of applicants aged over 50	425	191	72
Total No of White applicants	3689	1174	372
Total No of Black/Ethnic minority applicants*	86	29	3

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 14 September 2019**Analysis by Resource**

Resource	Total Number of Employees				
	Male		Female		
	Total	F/T	P/T	F/T	P/T
Community & Enterprise Resources	3182	1368	218	193	1403
Education - Others	2881	139	82	481	2179
Education - Teachers	3767	699	58	2296	714
Finance & Corporate Resources	913	213	15	381	304
Housing & Technical	1316	862	21	299	134
Social Work Resources	2842	228	195	983	1436
Total All Staff	14901	3509	589	4633	6170

Full-Time Equivalent									
Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2295.78	1.00	1569.31	415.60	235.27	47.60	17.00	4.00	6.00	0.00
2062.33	1.00	1367.59	439.20	135.41	30.80	13.00	4.00	59.93	11.40
3464.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	3462.50
811.23	2.00	124.65	349.16	236.18	65.54	26.70	6.00	1.00	0.00
1262.14	1.00	208.63	653.32	351.19	36.00	10.00	2.00	0.00	0.00
2462.00	1.00	1357.30	489.10	563.60	24.00	25.00	2.00	0.00	0.00
8893.48	(excluding Teachers)								
12357.98	6.00	4627.48	2346.38	1521.65	203.94	91.70	18.00	68.93	3473.90

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 8 September 2018**Analysis by Resource**

Resource	Total Number of Employees				
	Male		Female		
	Total	F/T	P/T	F/T	P/T
Community & Enterprise Resources	3089	1356	203	202	1328
Education - Others	2505	124	78	401	1902
Education - Teachers	3691	689	59	2271	672
Finance & Corporate Resources	935	213	18	393	311
Housing & Technical	1333	872	18	303	140
Social Work Resources	2756	216	185	897	1458
Total All Staff	14309	3470	561	4467	5811

Full-Time Equivalent									
Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2267.04	1.00	1544.04	408.90	236.66	48.64	16.80	4.00	7.00	0.00
1765.96	1.00	1115.24	459.47	84.54	19.00	15.00	4.00	57.51	10.20
3395.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.60	3391.20
830.67	2.00	131.96	359.41	242.18	61.42	26.70	6.00	1.00	0.00
1280.10	1.00	196.73	682.02	352.35	34.00	12.00	2.00	0.00	0.00
2370.46	1.00	1323.97	463.08	536.41	20.00	25.00	1.00	0.00	0.00
8514.23	(excluding Teachers)								
11910.03	6.00	4311.94	2372.88	1452.14	183.06	95.50	17.00	70.11	3401.40

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

