

# Report

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Report to:	<b>Enterprise Services Committee</b>
Date of Meeting:	<b>4 February 2014</b>
Report by:	<b>Executive Director (Finance and Corporate Resources) and Executive Director (Community and Enterprise Resources)</b>

Subject:	<b>Enterprise Services - Workforce Monitoring – October and November 2013</b>
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## 1 Purpose of Report

1.1 The purpose of the report is to:-

- ◆ provide employment information for the period October and November 2013 relating to Enterprise Services.

## 2 Recommendation(s)

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

(1) that the following employment information for the period October and November 2013 relating to Enterprise Services be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accidents/incidents statistics
- ◆ discipline, grievance and dignity at work
- ◆ analysis of leavers and exit interviews
- ◆ staffing watch as at 14 September 2013

## 3 Background

3.1 As part of the Council's performance management arrangements, regular Workforce Monitoring Reports are submitted to Committee. This report for Enterprise Services Committee provides information on the position for the period October 2013 to November 2013.

## 4 Monitoring Statistics

### 4.1 Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of November 2013 for Enterprise Services.

The Service absence figure for November 2013 was 4.4%, a decrease of 0.5% when compared with last month and 0.2% higher when compared with the Council wide figure. Compared to November 2012, the Service absence figure has decreased by 0.2%.

Based on annual trends from 2012/13, and the absence rate from April 2013 to November 2013, the overall projected average absence figure for the Service for the financial year 2013/2014 is 4.3%, compared to a projected Council wide average figure of 3.9%.

For the financial year 2013/2014, the Service projected average number of days lost per employee due to absence is 10.6 days, compared with the average figure for the Council of 8.9 days per employee.

#### **4.2 Occupational Health (Appendix 2)**

In terms of referrals to occupational health, which include medical examinations and physiotherapy, there were 46 referrals were made in total this period which is an increase of 11 when compared to the same period last year.

#### **4.3 Accident/Incident Statistics**

There were 5 accidents/incidents recorded this period within the Service, a decrease of 3 when compared with the same period last year.

#### **4.4 Discipline, Grievance and Dignity at Work**

There were 12 disciplinary hearings held this period, this figure has increased by 1 when compared with the same period last year. There were no grievances or dignity at work hearings heard during the period.

#### **4.5 Analysis of Leavers and Exit Interviews**

There was 1 leaver this period eligible for an exit interview, a decrease of 1 when compared to the same period last year. No exit interviews were held.

### **5 Staffing Watch (Appendix 3)**

- 5.1 There has been no change with the number of employees in post from 8 June 2013 to 14 September 2013.

### **6 Financial Implications**

- 6.1 All financial implications are accommodated within existing budgets.

### **7 Other Implications**

- 7.1 There are no implications for sustainability or risk in terms of the information contained within this report.

### **8 Equality Impact Assessment and Consultation Arrangements**

- 8.1 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.
- 8.2 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)**

**Colin McDowall**  
**Executive Director (Community and Enterprise Resources)**

**15 January 2014**

**Link(s) to Council Objectives/Values**

- ◆ Accountable, effective and efficient
- ◆ Fair and open
- ◆ Self aware and improving
- ◆ Excellent employer
- ◆ People focused
- ◆ Working with and respecting others

**Previous References**

- ◆ 12 November 2013

**List of Background Papers**

- ◆ monitoring information provided by Community and Enterprise Resources

**Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

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**ABSENCE TRENDS - 2011/2012, 2012/2013 & 2013/2014**  
**Enterprise Services**

APT&C				Manual Workers				Service Total				Council Wide							
	2011 / 2012	2012 / 2013	2013 / 2014		2011 / 2012	2012 / 2013	2013 / 2014		2011 / 2012	2012 / 2013	2013 / 2014		2011 / 2012	2012 / 2013	2013 / 2014				
April	1.6	2.4	3.1	April	3.4	5.7	7.1	April	2.2	3.7	4.6	April	3.5	4.1	3.8				
May	1.0	2.3	2.6	May	4.6	6.7	5.1	May	2.3	4.0	3.8	May	3.4	4.1	4.0				
June	0.9	2.9	3.3	June	5.2	5.0	4.2	June	2.4	3.7	3.7	June	3.1	3.7	3.6				
July	1.1	3.1	4.1	July	3.7	5.5	6.4	July	2.0	4.0	5.2	July	2.6	3.0	3.0				
August	1.9	3.5	2.2	August	6.5	8.7	5.7	August	3.5	5.5	3.8	August	2.9	3.3	3.0				
September	2.5	2.2	1.3	September	5.9	6.0	6.6	September	3.8	3.7	3.7	September	3.8	3.9	3.7				
October	2.7	3.5	1.5	October	2.4	8.7	6.6	October	2.6	5.5	3.9	October	3.9	4.2	3.7				
November	2.6	3.1	2.4	November	3.9	6.9	6.5	November	3.1	4.6	4.4	November	4.3	4.5	4.2				
December	3.0	3.1		December	4.3	7.6		December	3.5	4.9		December	4.3	4.5					
January	2.3	2.3		January	4.1	7.4		January	3.0	4.4		January	4.1	4.4					
February	2.7	2.4		February	5.6	6.2		February	3.8	3.9		February	4.5	4.5					
March	2.6	3.5		March	6.8	6.7		March	4.2	4.8		March	5.0	4.4					
Annual Average	2.1	2.9	2.7	Annual Average	4.7	6.8	6.3	Annual Average	3.0	4.4	4.3	Annual Average	3.8	4.1	3.9				
Average Apr-Nov	1.8	2.9	2.6	Average Apr-Nov	4.5	6.7	6.0	Average Apr-Nov	2.7	4.3	4.1	Average Apr-Nov	3.4	3.9	3.6				
No of Employees at 30 Nov 2013				257	No of Employees at 30 Nov 2013				235	No of Employees at 30 Nov 2013				492	No of Employees at 30 Nov 2013				15238

For Enterprise Services the absence rate for unpaid special leave was nil  
 Projected average number of days lost from April 2013 to date, per employee annually is 10.6 days.

## ENTERPRISE SERVICES COMMITTEE

	Oct-Nov 2012	Oct-Nov 2013
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	12	17
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	2	5
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	18	20
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>		
	3	4
<b>TOTAL</b>	<b>35</b>	<b>46</b>

CAUSE OF ACCIDENTS/INCIDENTS	Oct-Nov 2012	Oct-Nov 2013
Major Injuries*	0	0
Over 7 day absences	1	1
Over 3 day absences**	0	0
Minor	7	4
<b>Total Accidents/Incidents</b>	<b>8</b>	<b>5</b>
Near Miss	2	2
Violent Incident: Physical****	0	0
Violent Incident: Verbal*****	0	0

\*A Major injury is any fracture (other than to the fingers, thumbs or toes), amputation, dislocation of the shoulder, hip, knee or spine, loss of sight, electric shock, a chemical or hot metal burn to the eye or penetrating injury defined by the HSE.

\*\*Over 3 day / over 7 day absence. As of 1 April 2012 changes occurred to RIDDOR whereby the need to report absences of employees from work because of an injury sustained during their employment was raised from over 3 days absence to over 7 day. Therefore t

\*\*\* A minor injury is an injury not covered by " Over 7-day" or "Major".

Near Miss - Any unexpected, unplanned occurrence (except Dangerous Occurrences) that does not lead to injury of persons, damage to property, plant or equipment but may have done so in different circumstance.

\*\*\*\*Physical violent incidents are included in the "Major" figures, where applicable, to provide the "Total Major" figures.

\*\*\*\*Physical violent incidents and \*\*\*\*\* Verbal Violent Incidents are included in the "Over 3-day or Over 7-day" figures, where applicable, to provide the "Total Over 3-day or Over 7-day" figures.

\*\*\*\*Physical Violent Incidents and \*\*\*\*\* Verbal Violent Incidents are included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.

RECORD OF DISCIPLINARY/GRIEVANCE & DIGNITY AT WORK HEARINGS	Oct-Nov 2012	Oct-Nov 2013
Total Number of Hearings	11	12

ANALYSIS OF REASONS FOR LEAVING	Oct-Nov 2012	Oct-Nov 2013
Number of Exit Interviews conducted	0	0

Total Number of Leavers Eligible for Exit Interview	2	1
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Percentage of interviews conducted	0%	0%
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JOINT STAFFING WATCH RETURN  
ENTERPRISE SERVICES

APPENDIX 3

**1. As at 14 September 2013**

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
393	11	63	17	484					
*Full - Time Equivalent No of Employees									
Salary Bands									
Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
0	71.74	200.98	146.64	36.8	12	3	2	0	473.16

**1. As at 8 June 2013**

Total Number of Employees				
MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
393	11	64	16	484

*Full - Time Equivalent No of Employees									
Salary Bands									
Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
0	73.14	198.64	147.85	35.75	13	3	3	0	474.38