

Report

Report to:	Community and Enterprise Resources Committee
Date of Meeting:	3 September 2019
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Community and Enterprise Resources)

Subject:	Community and Enterprise Resources – Workforce Monitoring – May and June 2019
----------	--

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for May and June 2019 relating to Community and Enterprise Resources

2. Recommendation(s)

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

(1) that the following employment information for May and June 2019 relating to Community and Enterprise Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ staffing watch as at 8 June 2019

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for Community and Enterprise Resources provides information on the position for May and June 2019.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of June 2019 for Community and Enterprise Resources.

The Resource absence figure for June 2019 was 5.3%, this figure has increased by 0.4% when compared to the previous month and is 0.9% higher than the Council-wide figure. Compared to June 2018, the Resource absence figure has decreased by 0.2%.

Based on the absence figures at June 2019 and annual trends, the projected annual average absence for the Resource for 2019/2020 is 5.4%, compared to a Council-wide average figure of 4.5%.

For the financial year 2019/2020, the projected average days lost per employee equates to 12.1 days, compared with the overall figure for the Council of 10.2 days per employee.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 203 referrals were made this period. This represents a decrease of 68 when compared with the same period last year.

4.3. Accident/Incident Statistics

There were 36 accidents/incidents recorded within the Resource this period, an increase of 19 when compared to the same period last year.

4.4. Discipline, Grievance and Dignity at Work (Appendix 2)

During the period, 16 disciplinary hearings were held within the Resource, an increase of 4 when compared to last year. No appeals were heard by the Appeals Panel. No grievance hearings were held within the Resource. This figure remains unchanged when compared to the same period last year. One Dignity at Work complaint was raised within the Resource. This figure has increased by 1 when compared to the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There were 23 leavers in the Resource this period. This figure remains unchanged when compared with the same period last year. Four exit interviews were conducted.

5. Staffing Watch (Appendix 3)

5.1. There was an increase of 97 employees in post from 9 March to 8 June 2019.

6 Employee Implications

6.1. There are no implications for employees arising from the information presented in this report.

7. Financial Implications

7.1. All financial implications are accommodated within existing budgets.

8. Other Implications

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

9. Equality Impact Assessment and Consultation Arrangements

9.1. 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.

9.2. 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)

Michael McGlynn
Executive Director (Community and Enterprise Resources)

30 July 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

- ◆ Community and Enterprise Resources – 4 June 2019

List of Background Papers

- ◆ Monitoring information provided by Finance and Corporate Resources

Contact for Further Information

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

Janet McLuckie, Personnel Officer

Ext: 4239 (Tel: 01698 454239)

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

APPENDIX 1

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		July	4.2	4.5		July	4.0	4.4		July	3.0	3.4		
August	3.6	4.8		August	4.5	5.3		August	4.3	5.2		August	3.2	3.6		
September	3.4	6.0		September	5.0	6.2		September	4.8	6.2		September	4.0	4.4		
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	4.3	Annual Average	5.6	5.8	5.6	Annual Average	5.2	5.5	5.4	Annual Average	4.2	4.4	4.5	
Average Apr-Jun	4.2	3.3	3.8	Average Apr-Jun	5.3	5.7	5.0	Average Apr-Jun	5.0	5.3	4.8	Average Apr-Jun	4.0	4.2	4.3	
No of Employees at 30 June 2019			554	No of Employees at 30 June 2019			2819	No of Employees at 30 June 2019			3373	No of Employees at 30 June 2019			15380	

For the financial year 2019/20, the projected average days lost per employee equates to 12.1 days.

COMMUNITY AND ENTERPRISE RESOURCES

	May-Jun 2018	May-Jun 2019
MEDICAL EXAMINATIONS		
Number of Employees Attending	83	49
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	20	27
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	100	85
REFERRALS TO EMPLOYEE SUPPORT OFFICER		
	59	40
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY		
	9	2
TOTAL	271	203

CAUSE OF ACCIDENTS/INCIDENTS	May-Jun 2018	May-Jun 2019
Over 7 day absences	4	11
Over 3 day absences**	2	1
Minor	5	7
Near Miss	2	5
Violent Incident: Physical****	2	10
Violent Incident: Verbal*****	2	2
Total Accidents/Incidents	17	36

*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.

***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 "Specified" figures, where applicable, to provide the "Total Specified" 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 HEARINGS	May-Jun 2018	May-Jun 2019
Total Number of Hearings	12	16

Time Taken to Convene Hearing May - Jun 2019

0-3 Weeks	4-6 Weeks	Over 6 Weeks
10	6	0

RECORD OF GRIEVANCE HEARINGS	May-Jun 2018	May-Jun 2019
Number of Grievances	0	0

RECORD OF DIGNITY AT WORK	May-Jun 2018	May-Jun 2019
Number of Incidents	0	1
Still in Process	0	1

ANALYSIS OF REASONS FOR LEAVING	May-Jun 2018	May-Jun 2019
Career Advancement	0	1
Poor Relationship with Manager/Colleagues	0	1
Personal Reasons	2	0
Childcare/caring responsibilities	0	2
Other	5	0
Number of Exit Interviews conducted	7	4

Total Number of Leavers Eligible for Exit Interview	23	23
--	-----------	-----------

Percentage of interviews conducted	30%	17%
---	------------	------------

**JOINT STAFFING WATCH RETURN
COMMUNITY AND ENTERPRISE RESOURCES**

APPENDIX 3

1. As at 8 June 2019

Total Number of Employees				
MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
1384	211	203	1329	3127

*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
1	1565.68	416.67	234.13	48.73	17	4	6	0	2293.21

1. As at 9 March 2019

Total Number of Employees				
MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
1269	212	204	1345	3030

*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
1	1445.36	421.82	242.75	47.64	17	4	6	0	2185.57