

Report

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Report to: **Corporate Resources Committee**
Date of Meeting: **4 March 2009**
Report by: **Executive Director (Corporate Resources)**

Subject: **Corporate Resources - Workforce Monitoring -
November 2008 to January 2009**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for the period November 2008 to January 2009 relating to Corporate Resources

2. Recommendation(s)

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

(1) that the following employment information for the period November 2008 to January 2009 relating to Corporate Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accidents/incident statistics
- ◆ discipline, grievance and dignity at work
- ◆ analysis of leavers
- ◆ staffing watch as at 13 December 2008

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for Corporate Resources provides information on the position for the period November 2008 to January 2009.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of January 2009 for Corporate Resources.

The Resource absence figure for January 2009 was 3.8%, a decrease of 0.1% from last month and 0.6% lower than the Council-wide figure. Compared with January 2008, the Resource absence figure has increased by 1.4%.

Based on the period April 2008 to January 2009, the projected annual absence figure for the Resource is 2.4% as against a Council-wide figure of 4.1%. For the Resource this equates to 5.8 days being lost per employee for the year due to absence compared with the figure for the Council of 9.6 days per employee.

4.2 Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 25 referrals were made this period, an increase of 12 when compared with the same period last year.

4.3 Accident/Incident Statistics

There were no accidents/incidents recorded within the Resource this period. This figure remains unchanged when compared with the same period last year.

4.4 Discipline, Grievance and Dignity at Work

There was 1 disciplinary hearing held within the Resource this period, a decrease of 1 when compared with the same period last year. There were no grievances or dignity at work cases raised during the period.

4.5 Analysis of Leavers

There were 3 leavers in the Resource this period, this figure is comparable when compared with the same period last year.

5. Staffing Watch

5.1 There has been an increase of 8 employees from 13 September 2008 to 13 December 2008.

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. None

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.

Robert McIlwain
Executive Director (Corporate Resources)

8 February 2009

Link(s) to Council Values

- ◆ excellent employer
- ◆ people focused

Previous References

- ◆ 10 December 2008

List of Background Papers

- ◆ monitoring information provided by Corporate 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 - 2006/2007, 2007/2008 & 2008/2009
Corporate Resources

Resource Total (APT&C)				Council Wide			
	2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009
April	2.2	1.2	1.5	April	3.5	3.6	4.3
May	1.5	1.6	1.8	May	3.8	3.9	4.0
June	2.0	2.4	2.8	June	3.5	3.8	3.8
July	2.8	2.2	2.2	July	2.9	3.2	2.9
August	3.1	1.5	2.1	August	2.8	3.4	3.0
September	2.9	2.3	1.5	September	3.7	4.0	3.8
October	2.0	2.5	1.6	October	4.0	4.1	3.8
November	1.2	2.9	2.8	November	4.5	4.5	4.6
December	2.0	2.1	3.9	December	4.7	4.3	4.8
January	1.8	2.4	3.8	January	4.6	4.7	4.4
February	2.1	2.1		February	4.3	4.7	
March	1.0	2.7		March	4.3	4.6	
Annual Average	2.1	2.2	2.4	Annual Average	3.9	4.1	4.1
Average Apr-Jan	2.2	2.1	2.4	Average Apr-Jan	3.8	4.0	3.9

No of Employees at 31 Jan 2009	272	No of Employees at 31 Jan 2009	15769
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For Corporate Resources the absence rate for unpaid special leave was nil.
Average number of days lost per employee annually is 5.8 days.

CORPORATE RESOURCES

	Nov-Jan 2007/2008	Nov-Jan 2008/2009
MEDICAL EXAMINATIONS		
Number of Employees Attending	2	6
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	2	7
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	7	9
REFERRALS TO EMPLOYEE SUPPORT OFFICER		
	2	3
TOTAL	13	25

RECORD OF DISCIPLINARY/GRIEVANCE & DIGNITY AT WORK HEARINGS	Nov-Jan 2007/2008	Nov-Jan 2008/2009
Total Number of Hearings	2	1

ANALYSIS OF REASONS FOR LEAVING	Nov-Jan 2007/2008	Nov-Jan 2008/2009
Career Advancement	3	3
Number of Exit Interviews conducted	3	3

Total Number of Leavers Eligible for Exit Interview	3	3
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Percentage of interviews conducted	100%	100%
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1. As at 13 December 2008

Total Number of Employees					
MALE		FEMALE		TOTAL	
F/T	P/T	F/T	P/T		
63	6	157	39	265	
*Full - Time Equivalent No of Employees					
Salary Bands					
A1	A2	B	C	Other	TOTAL
9	15.6	84.2	139.2	*	248

1. As at 13 September 2008

Total Number of Employees					
MALE		FEMALE		TOTAL	
F/T	P/T	F/T	P/T		
61	5	150	41	257	
*Full - Time Equivalent No of Employees					
Salary Bands					
A1	A2	B	C	Other	TOTAL
9	15.6	73	129.9	*	227.5

A1	Salaries at or above SCP116 - £60,550+
A2	Salaries in the range SCP91-114 - £41,735 - £59,655
B	Salaries in the range SCP59-90 - £25,932 - £41,115
C	Salaries in the range 1-57 - £10,913 - £25,530
Others	Manual and Craft

* Teachers not included in salary band analysis
as not APT&C