

Report

Report to:	Housing and Technical Resources Committee
Date of Meeting:	5 June 2019
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)

Subject:	Housing and Technical Resources – Workforce Monitoring – February to April 2019
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for February to April 2019 relating to Housing and Technical Resources

2. Recommendation(s)

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

(1) that the following employment information for February to April 2019 relating to Housing and Technical 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 9 March 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 Housing and Technical Resources provides information on the position for February to April 2019.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of April 2019 for Housing and Technical Resources.

The Resource absence figure for April 2019 was 5.0%, this figure has decreased by 0.5% when compared to last month and is 1.0% higher than the Council-wide figure. Compared to April 2018, the Resource absence figure has increased by 0.1%.

Based on the absence figures at April 2019 and annual trends, the projected annual average absence for the Resource for 2019/2020 is 5.0%, compared to a Council-wide average figure of 4.0%.

For the financial year 2019/2020, the projected average days lost per employee equates to 12.4 days, compared with the overall figure for the Council of 9.7 days per employee.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 196 referrals were made this period. This represents an increase of 24 when compared with the same period last year.

4.3. Accident/Incident Statistics

There were 14 accidents/incidents recorded within the Resource this period, a decrease of 1 when compared to the same period last year.

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

During the period, 2 disciplinary hearings were held within the Resource, this figure has increased by 1 when compared to last year. During this period no appeals were heard by the Appeals Panel. No grievance hearings were held within the Resource, this figure has decreased by 1 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 9 leavers in the Resource eligible for an exit interview this period, a decrease of 2 when compared with the same period last year. One exit interviews was conducted.

5. Staffing Watch (Appendix3)

- 5.1. There was a decrease of 21 employees in post from 8 December 2018 to 9 March 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)

10 May 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

- ◆ Housing and Technical Resources, 20 March 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:-

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APPENDIX 1

**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		May	3.9	6.5		May	4.1	4.8		May	4.2	4.2	
June	3.9	4.0		June	4.4	6.2		June	4.1	4.9		June	3.9	4.3	
July	4.3	3.7		July	4.9	6.3		July	4.5	4.8		July	3.0	3.4	
August	4.7	4.1		August	4.0	5.5		August	4.4	4.6		August	3.2	3.6	
September	4.3	4.5		September	4.5	6.2		September	4.4	5.2		September	4.0	4.4	
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	3.9	Annual Average	5.5	6.4	6.7	Annual Average	4.9	5.1	5.0	Annual Average	4.2	4.4	4.0

No of Employees at 30 April 2019	878	No of Employees at 30 April 2019	555	No of Employees at 30 April 2019	1433	No of Employees at 30 April 2019	15364
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For the financial year 2019/20, the projected average days lost per employee equates to 12.4 days.

HOUSING AND TECHNICAL RESOURCES

	Feb-Apr 2018	Feb - Apr 2019
MEDICAL EXAMINATIONS		
Number of Employees Attending	64	74
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	7	23
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	69	95
REFERRALS TO EMPLOYEE SUPPORT OFFICER		
	30	22
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY		
	9	5
TOTAL	172	196

CAUSE OF ACCIDENTS/INCIDENTS	Feb-Apr 2018	Feb - Apr 2019
Specified Injuries*	2	0
Over 7 day absences	2	4
Over 3 day absences**	0	0
Minor	8	3
Near Miss	1	1
Violent Incident: Physical****	1	1
Violent Incident: Verbal*****	1	5
Total Accidents/Incidents	15	14

*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 pen

**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	Feb-Apr 2018	Feb - Apr 2019
Total Number of Hearings	1	2
Total Number of Appeals	1	0
Appeals Pending	0	0

Time Taken to Convene Hearing Feb - Apr 2019

0-3 Weeks
0

4-6 Weeks
33

Over 6 Weeks
67

RECORD OF GRIEVANCE HEARINGS	Feb-Apr 2018	Feb - Apr 2019
Number of Grievances	1	0
Number Resolved at Stage 1	0	0
Number Resolved at Stage 2	0	0
Number Resolved at Stage 3	0	0
Still in Progress	0	0

RECORD OF DIGNITY AT WORK	Feb-Apr 2018	Feb - Apr 2019
Number of Incidents	0	1
Number Resolved at Informal Stage	0	0
Number Resolved at Formal Stage	0	0
Number of Appeals	0	0
Appeals in Process	0	0
Still in Process	0	0

ANALYSIS OF REASONS FOR LEAVING	Feb-Apr 2018	Feb - Apr 2019
Career Advancement	2	0
Other	1	1
Number of Exit Interviews conducted	3	1
Total Number of Leavers Eligible for Exit Interview	11	9
Percentage of interviews conducted	27%	11%

**JOINT STAFFING WATCH RETURN
HOUSING & TECHNICAL RESOURCES**

1. As at 9 March 2019

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
852	19	299	136						
1306									
*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	189.46	670.63	346.09	35	10	2	0	0	1254.18

1. As at 8 December 2018

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
866	19	302	140						
1327									
*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	191.83	682.36	349.56	36	11	2	0	0	1273.75