

Report

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Report to:	Community Resources Committee
Date of Meeting:	11 November 2008
Report by:	Executive Director (Corporate Resources) and Executive Director (Community Resources)

Subject:	Community Resources - Workforce Monitoring August and September 2008
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1. Purpose of Report

1.1 The purpose of the report is to:-

- provide employment information for the period August and September 2008 relating to Community 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 August and September 2008 relating to Community Resources be noted:-

- attendance statistics
- occupational health
- accidents/incidents statistics
- discipline, grievance and dignity at work
- analysis of leavers

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 Resources provides information on the position for the period August and September 2008.

4. Monitoring Statistics

4.1 Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the most recent month of September 2008 for Community Resources.

The Resource absence figure for September 2008 was 4.3%, an increase of 1.0% from last month and 0.5% higher than the Council wide figure. Compared to September 2007, the Resource absence figure has reduced by 0.5%.

Based on the period April 2008 to September 2008, the projected annual average figure for the Resource equates to 4.6% as against a Council wide average of 4.1%.

For the Resource this equates to 10.6 days being lost per employee for the year, due to absence, compared with the overall figure for the Council of 8.8 days per employee.

4.2 Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 119 referrals were made this period. This represents a decrease of 24 when compared to the same period last year.

4.3 Accident/Incident Statistics

There were 23 accidents/incidents recorded within the Resource this period, a decrease of 5 from the same period last year.

4.4 Discipline, Grievance and Dignity at Work

During the period there were 24 disciplinary hearings held within the Resource this period, a decrease of 22 when compared with the same period last year. There were no grievances or dignity at work cases held during the period.

4.5 Analysis of Leavers

There were 40 leavers in the Resource this period, this is a decrease of 45 from the same period last year. Exit interviews were held with 38 of those employees.

5. Employee Implications

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

6. Financial Implications

6.1 All financial implications are accommodated within existing budgets.

7. Other Implications

7.1 None

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.

Robert McIlwain
Executive Director (Corporate Resources)

Norrie Anderson
Executive Director (Community Resources)

19 October 2008

Link(s) to Council Objectives

- excellent employer values
- people focus

Previous References

- 2 September 2008

List of Background Papers

- monitoring information provided by Community 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
Community Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009				
April	3.6	5.4	5.9	April	4.0	4.0	4.5	April	4.0	4.2	4.7	April	3.5	3.6	4.3				
May	2.9	4.6	3.8	May	3.9	4.3	4.9	May	3.7	4.3	4.7	May	3.8	3.9	4.0				
June	2.7	2.9	3.4	June	3.5	4.3	4.4	June	3.4	4.1	4.3	June	3.5	3.8	3.8				
July	3.4	4.3	3.2	July	2.7	3.5	2.8	July	2.8	3.6	2.8	July	2.9	3.2	2.9				
August	3.7	3.4	4.0	August	2.9	4.1	3.1	August	3.1	4.0	3.3	August	2.8	3.4	3.0				
September	3.7	4.0	3.8	September	4.1	4.9	4.4	September	4.1	4.8	4.3	September	3.7	4.0	3.8				
October	3.9	4.0		October	4.5	4.8		October	4.4	4.7		October	4.0	4.1					
November	4.3	3.9		November	5.0	5.4		November	4.9	5.2		November	4.5	4.5					
December	4.2	4.0		December	5.2	5.6		December	5.1	5.3		December	4.7	4.3					
January	4.2	3.9		January	5.2	5.7		January	5.0	5.4		January	4.6	4.7					
February	4.6	5.2		February	5.0	5.5		February	5.0	5.5		February	4.3	4.7					
March	4.6	5.2		March	5.0	4.9		March	5.0	5.0		March	4.3	4.6					
Annual Average	3.8	4.2	4.2	Annual Average	4.3	4.8	4.7	Annual Average	4.2	4.7	4.6	Annual Average	3.9	4.1	4.1				
Average Apr-Sep	3.3	4.1	4.0	Average Apr-Sep	3.5	4.2	4.0	Average Apr-Sep	3.5	4.2	4.0	Average Apr-Sep	3.4	3.7	3.6				
No of Employees at 30 Sep 2008				522	No of Employees at 30 Sep 2008				2826	No of Employees at 30 Sep 2008				3348	No of Employees at 30 Sep 2008				16136

For Community Resources the absence rate for unpaid special leave was nil.

Average number of days lost per employee annually is 10.6 days.

COMMUNITY RESOURCES

	Aug-Sept 2007	Aug-Sept 2008
MEDICAL EXAMINATIONS		
Number of Employees Attending	58	33
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	14	22
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	51	40
REFERRALS TO EMPLOYEE SUPPORT OFFICER		
	20	24
TOTAL	143	119

CAUSE OF ACCIDENTS/INCIDENTS	Aug-Sept 2007	Aug-Sept 2008
Major Injuries*	2	0
Over 3 day absences**	2	5
Minor	24	18
Total Accidents/Incidents	28	23
Violent Incident: Physical****	5	2
Violent Incident: Verbal*****	3	3

* A major injury as defined by HSE is an accident connected with work and your employee, or self employed person working on the premises sustaining an injury such as those identified in the OHSMS Work Instruction 3.B.3

**An Over 3-day injury is one which is not "Major" but results in the injured person being away from work OR unable to do their full range of their normal duties for more than three days, including any days they would not normally be expected to work such as weekends, rests days or holidays, not counting the day of the injury itself.

*** A minor injury is an injury not covered by "Over 3-day" or "Major"

**** 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" figures, where applicable, to provide the "Total Over 3-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	Aug-Sept 2007	Aug-Sept 2008
Total Number of Hearings	46	24

ANALYSIS OF REASONS FOR LEAVING	Aug-Sept 2007	Aug-Sept 2008
Career Advancement	15	5
Child Caring / Caring Responsibilities	2	6
Dissatisfaction With Terms and Conditions	1	1
Moving Outwith Area	0	3
Personal Reasons	16	12
Further Education	0	3
Other	49	8
Number of Exit Interviews conducted	83	38

Total Number of Leavers Eligible for Exit Interview	85	40
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Percentage of interviews conducted	98%	95%
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