

Report

Report to:	Housing and Technical Resources Committee
Date of Meeting:	7 February 2024
Report by:	Head of Finance (Strategy) Executive Director (Housing and Technical Resources)

Subject:	Housing and Technical Resources – Workforce Monitoring – September to November 2023
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for September to November 2023 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 September to November 2023 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 September 2023

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 September to November 2023.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of November 2023 for Housing and Technical Resources.

The Resource absence figure for November 2023 was 5.6%, this figure has increased by 0.6% when compared to last month and is 0.6% lower than the Council-wide figure. Compared to November 2022, the Resource absence figure has decreased by 0.3%.

Based on the absence figures at November 2023 and annual trends, the projected annual average absence for the Resource for 2023/2024 is 5.7% compared to a Council-wide average figure of 5.4%.

Managers follow the procedures outlined in the Maximising Attendance Policy to support employees to remain at work or to return to work after a sickness absence. There are comprehensive employee supports in place and additionally, Personnel Services works in close partnership with line managers and Resource Management Teams on a case management basis to ensure that appropriate actions are taken.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 190 referrals were made this period. This represents an increase of 27 when compared with the same period last year.

4.3. Accident/Incident Statistics (Appendix 2)

There were 10 accidents/incidents recorded within the Resource this period, this figure remains unchanged when compared to the same period last year.

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

During the period, 1 disciplinary hearing was held within the Resource, this figure remains unchanged when compared to the same period last year. During this period no appeals were heard by the Appeals Panel. Three Appeals Panels were pending, an increase of 3 when compared to the same period last year. One grievance was raised within the Resource, this figure has increased by 1 when compared to the same period last year. One Dignity at Work complaint was raised within the Resource, this figure remains unchanged when compared to the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There was a total of 19 leavers in the Resource this period eligible for an exit interview. This figure has increased by 7 when compared with the same period last year. Four exit interviews were conducted in this period, a decrease of 2 when compared with the same period last year.

4.6. When processing an employee termination, managers were asked to identify whether they intended to replace the employee who had left the Council. If they indicated that they did not intend to replace the employee, they were asked to select from the following options:-

- ◆ plan to hold for savings
- ◆ fill on a fixed term basis pending savings
- ◆ transfer budget to another post
- ◆ end of fixed term contract

4.7. Appendix 2a provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period September to November 2023, 37 employees (31.62 FTE) in total left employment, managers indicated that 33 posts (27.91 FTE) were being replaced, 2 posts (1.71 FTE) were due to end of fixed term contracts and 2 posts (2.00 FTE) are being held pending service reviews.

5. Staffing Watch

5.1. There has been a decrease of 2 in the number of employees in post from 10 June 2023 to 9 September 2023.

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. Climate Change, Sustainability and Environmental Implications

- 8.1. There are no climate change, sustainability and environmental implications in terms of the information contained within this report.

9. Other Implications

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

10. Equality Impact Assessment and Consultation Arrangements

- 10.1. 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.
- 10.2. There was no requirement to undertake any consultation in terms of the information contained in this report.

Jackie Taylor
Head of Finance (Strategy)

Stephen Gibson
Executive Director (Housing and Technical Resources)

21 December 2023

Link(s) to Council Values/Priorities/Outcomes

- ◆ 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 – 8 November 2023

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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Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024				
	%	%	%		%	%	%		%	%	%		%	%	%				
April	3.2	5.5	5.7	April	3.6	10.6	6.9	April	3.3	7.6	6.2	April	4.3	5.6	5.1				
May	2.9	4.5	4.9	May	4.2	8.1	6.1	May	3.4	6.0	5.4	May	4.9	5.4	5.1				
June	3.5	4.9	5.4	June	6.2	8.5	6.8	June	4.6	6.4	6.0	June	4.7	5.3	4.7				
July	4.0	5.5	5.0	July	5.7	8.9	8.1	July	4.7	6.9	6.2	July	4.0	4.6	3.8				
August	4.9	4.7	5.1	August	7.9	7.1	8.5	August	6.2	5.7	6.4	August	4.7	4.4	4.1				
September	5.8	4.5	4.7	September	8.1	6.3	7.8	September	6.8	5.2	6.0	September	6.4	5.4	5.3				
October	5.2	4.3	4.9	October	9.0	7.8	5.2	October	6.8	5.8	5.0	October	6.3	5.8	5.1				
November	5.7	4.6	4.8	November	9.2	7.8	6.7	November	7.2	5.9	5.6	November	6.9	6.5	6.2				
December	4.6	4.4		December	9.5	7.2		December	6.7	5.6		December	6.9	7.0					
January	5.2	4.5		January	8.8	5.5		January	6.7	4.9		January	7.0	5.8					
February	6.4	4.4		February	8.5	6.2		February	7.3	5.1		February	6.6	5.9					
March	7.8	5.3		March	10.7	6.8		March	9.0	5.9		March	7.9	6.4					
Annual Average	4.9	4.8	4.9	Annual Average	7.6	7.6	6.8	Annual Average	6.1	5.9	5.7	Annual Average	5.9	5.7	5.4				
Average Apr-Nov	4.4	4.8	5.1	Average Apr-Nov	6.7	8.1	7.0	Average Apr-Nov	5.4	6.2	5.9	Average Apr-Nov	5.3	5.4	4.9				
No of Employees at 30 November 2023				889	No of Employees at 30 November 2023				561	No of Employees at 30 November 2023				1450	No of Employees at 30 November 2023				16242

HOUSING AND TECHNICAL RESOURCES		
	Sep - Nov 2022	Sep - Nov 2023
MEDICAL EXAMINATIONS		
Number of Employees Attending	53	70
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	23	18
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	55	66
REFERRALS TO EMPLOYEE SUPPORT OFFICER	32	36
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	0	0
TOTAL	163	190
CAUSE OF ACCIDENTS/INCIDENTS	Sep - Nov 2022	Sep - Nov 2023
Over 7 day absences	0	2
Over 3 day absences**	1	0
Minor	5	6
Near Miss	2	0
Violent Incident: Verbal*****	2	2
Total Accidents/Incidents	10	10
<p>*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.</p> <p>**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.</p> <p>***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.</p> <p>****Physical violent incidents are included in the "Specified" figures, where applicable, to provide the "Total Specified" figures.</p> <p>*****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.</p> <p>*****Physical Violent Incidents and ***** Verbal Violent Incidents are included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.</p>		
RECORD OF DISCIPLINARY HEARINGS	Sep - Nov 2022	Sep - Nov 2023
Total Number of Hearings	1	1
Appeals Pending	0	3
Time Taken to Convene Hearing September - November 2023		
0-3 Weeks	4-6 Weeks	Over 6 Weeks
0	1	0
RECORD OF GRIEVANCE HEARINGS	Sep - Nov 2022	Sep - Nov 2023
Number of Grievances	0	1
Number Resolved at Stage 2	0	1
RECORD OF DIGNITY AT WORK	Sep - Nov 2022	Sep - Nov 2023
Number of Incidents	1	1
Number Resolved at Formal Stage	1	0
Still in Process	0	1
ANALYSIS OF REASONS FOR LEAVING	Sep - Nov 2022	Sep - Nov 2023
Career Advancement	4	3
Poor Relationship with Manager/Colleagues	0	1
Moving Outwith Area	1	0
Personal Reasons	1	0
Number of Exit Interviews conducted	6	4
Total Number of Leavers Eligible for Exit Interview	12	19
Percentage of interviews conducted	50%	21%

Reason	Sep - Nov 2023		Cumulative total	
	FTE	H/C	FTE	H/C
Terminations/Leavers	31.62	37	67.84	84
Being replaced	27.91	33	63.73	79
Filling on a temporary basis	0.00	0	0.00	0
Plan to transfer this budget to another post	0.00	0	0.00	0
End of fixed term contract	1.71	2	2.11	3
Held pending service Review	2.00	2	2.00	2
Plan to remove for savings	0.00	0	0.00	0

JOINT STAFFING WATCH RETURN HOUSING & TECHNICAL RESOURCES									
As at 9 September 2023									
Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
802	25	332	127	1286					
*Full - Time Equivalent No of Employees									
Salary Bands									
Chief Officer	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
3.00	205.10	623.16	357.38	29.60	10.00	0.00	0.00	0.00	1228.24
As at 10 June 2023									
Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
805	27	329	127	1288					
*Full - Time Equivalent No of Employees									
Salary Bands									
Chief Officer	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
3.00	204.26	628.88	352.43	30.60	10.00	0.00	0.00	0.00	1229.17