

# **Report**

**5**

Report to:	<b>Corporate Resources Committee</b>
Date of Meeting:	<b>15 December 2004</b>
Report by:	<b>Executive Director (Corporate Resources)</b>

Subject:	<b>Workforce Monitoring September-October 2004</b>
----------	--

## **1 Purpose of Report**

1.1 The purpose of the report is to:-

- provide employment information for the period September-October 2004, 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 September-October 2004 relating to Corporate Resources be noted:-

- |                         |                         |
|-------------------------|-------------------------|
| • attendance statistics | October 2004            |
| • occupational health   | September-October 2004  |
| • accidents/incidents   | September-October 2004  |
| • disciplinary hearings | September-October 2004  |
| • grievances submitted  | September-October 2004  |
| • exit interviews       | September-October 2004  |
| • staffing watch        | as at 11 September 2004 |

## **3 Background**

3.1 As part of the Council's performance management arrangements, regular Workforce Monitoring Reports were submitted to Committee. This report for Corporate Resources provides information on the position for the period September-October 2004.

## **4 Monitoring Statistics**

4.1 Attendance Statistics (Appendix 1)

The Resource absence figure for October 2004 was 1.9%, a decrease of 0.5% from the same period last year and 1.8% lower than the Council Wide figure.

For the period April 2004-March 2005, the annual average absence figure for the Resource equates to 5.7 days being lost per employee each year due to absence when compared with the overall figure for the Council of 8.4 days.

4.2 Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 9 referrals were made this period. This is an overall increase of 5 when compared to the same period last year.

#### 4.3 Accident/Incident Statistics

There were no accidents/incidents recorded within the Resource this period.

#### 4.4 Discipline, Grievance and Dignity at Work

There were no Disciplinary Hearings, Grievances, or Dignity at Work incidents reported in the Resource this period.

#### 4.5 Analysis of Leavers

There were 3 leavers in the Resource this period, an increase of 1 from the same period last year. Exit interviews were held with all employees leaving within this period.

#### 4.6 Staffing Watch (Appendix 3)

There was a decrease of 2 in the total number of employees in post since 12 June 2004.

### 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 Consultation

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

**Alan Cuthbertson**

**Executive Director (Corporate Resources)**

18 November 2004

### Link(s) to Council Objectives

- managing resources

### Previous References

- 20 October 2004

### 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:-

Elaine Melrose - Personnel Officer

Ext: 4534 (Tel: 01698 454534)

E-mail: [elaine.melrose@southlanarkshire.gov.uk](mailto:elaine.melrose@southlanarkshire.gov.uk)

**ABSENCE TRENDS - 2002/2003, 2003/2004, 2004/2005**  
**Corporate Resources**

Resource Total (APT&C)				Council Wide			
	2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005
April	3.5	2.2	2.8	April	4.6	4.1	3.9
May	3.6	2.0	3.1	May	4.8	3.9	3.8
June	2.6	2.4	2.7	June	4.2	3.9	3.3
July	1.5	3.5	2.0	July	3.6	3.2	2.7
August	1.9	4.1	1.7	August	3.6	3.3	3.0
September	3.8	3.6	1.9	September	4.3	4.1	3.8
October	5.0	2.4	1.9	October	4.5	4.2	3.7
November	4.3	2.7		November	4.9	5.0	
December	2.9	2.4		December	4.2	4.3	
January	3.1	2.2		January	4.3	4.3	
February	2.7	2.7		February	4.6	4.6	
March	3.4	2.8		March	4.8	4.5	
Annual Average	3.2	2.8	2.3	Annual Average	4.4	4.1	3.5
Average Apr-Oct	3.1	2.9	2.3	Average Apr-Oct	4.2	3.8	3.5

  

No of Employees at 31 Oct 2004	245	No of Employees at 31 Oct 2004	15977
--------------------------------	-----	--------------------------------	-------

For Corporate Resources the absence rate for unpaid special leave was nil.  
Average number of days lost per employee annually is 5.7 days.

## CORPORATE RESOURCES

	September - October 2003	September - October 2004
<b>MEDICAL EXAMINATIONS/EMPLOYEE COUNSELLING SERVICE/REFERRALS TO EMPLOYEE SUPPORT OFFICER/PHYSIOTHERAPY SERVICE</b>	4	9
Number of Employees Attending		

<b>ANALYSIS OF REASONS FOR LEAVING</b>	September - October 2003	September - October 2004
Career Advancement	1	3
<b>Number of Exit Interviews conducted</b>	<b>1</b>	<b>3</b>

<b>Total Number of Leavers</b>	<b>2</b>	<b>3</b>
--------------------------------	----------	----------

<b>Percentage of interviews conducted</b>	<b>50%</b>	<b>100%</b>
---	------------	-------------

**1. As at 11 September 2004**

Total Number of Employees					
MALE		FEMALE		TOTAL	
F/T	P/T	F/T	P/T		
63	1	148	36	248	
*Full - Time Equivalent No of Employees					
Salary Bands					
A1	A2	B	C	Other	TOTAL
7	20.6	68.2	136.6	0	232.4

**1. As at 12 June 2004**

Total Number of Employees					
MALE		FEMALE		TOTAL	
F/T	P/T	F/T	P/T		
64	1	149	36	250	
*Full - Time Equivalent No of Employees					
Salary Bands					
A1	A2	B	C	Other	TOTAL
7	20.6	68.8	138.2	0	234.6

- A1 Salaries at or above SCP66 - £52,272  
 A2 Salaries in the range SCP50-65 - £36,132 - £51,045  
 B Salaries in the range SCP31-49 - £22,398 - £35,343  
 C Salaries in the range SCP01-30 - £10,068 - £21,732  
 Others Manual and Craft