

# Report

Report to:	<b>Employee Issues Forum</b>
Date of Meeting:	<b>26 November 2019</b>
Report by:	<b>Executive Director (Finance and Corporate Resources) and Executive Director (Housing and Technical Resources)</b>

Subject:	<b>Housing and Technical Resources – Workforce Monitoring – July to September 2019</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for July to September 2019 relating to Housing and Technical Resources

## 2. Recommendation(s)

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

- (1) that the following employment information for July to September 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 8 June 2019

## 3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to the Employee Issue Forum. This report for Housing and Technical Resources provides information on the position for the period July to September 2019.

## 4. Monitoring Statistics

### 4.1. Attendance Statistics (Appendix 1)

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

The Resource absence figure for September 2019 was 5.0%, this figure has increased by 0.3% when compared to last month and is 0.5% higher than the Council-wide figure. Compared to September 2018, the Resource absence figure has decreased by 0.2%.

Based on the absence figures at September 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 4.5%.

For the financial year 2019/2020, the projected average days lost per employee equates to 11.7 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 210 referrals were made this period. This represents an increase of 13 when compared with the same period last year.

**4.3. Accident/Incident Statistics (Appendix 2)**

There were 18 accidents/incidents recorded within the Resource this period, an increase of 8 when compared to the same period last year.

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

During the period, 3 disciplinary hearings were held within the Resource, this figure has decreased by 3 when compared to last year. During this period no appeals were heard by the Appeals Panel. Two grievance hearings were held within the Resource, this figure has increased by 2 when compared to the same period last year. No Dignity at Work complaints were raised within the Resource, this figure has decreased by 1 when compared to the same period last year.

**4.5. Analysis of Leavers (Appendix 2)**

There were a total of 17 leavers in the Resource this period, 6 of these were eligible for an exit interview. This figure remains unchanged when compared with the same period last year. Two exit interviews were conducted.

4.6. From September 2019, 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 three options:-

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

4.7. In September 2019, 6 employees in total left employment and managers indicated that all of these posts are being filled.

4.8. A reconciliation of existing workforce information at 10 October 2019 showed there were 37.49 FTE vacant posts in the Resource and no posts are being held pending savings discussions. It should be noted that some of the posts at recruitment may be currently covered on a fixed term basis pending recruitment.

**5 Staffing Watch (Appendix 3)**

5.1 There has been a decrease of 11 in the number of employee in post from 9 March 2019 to 8 June 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 (Including Environmental and Risk Issues)**

- 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)**

**Danny Lowe**  
**Executive Director (Housing and Technical Resources)**

23 October 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, 17 September 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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**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	4.2	May	3.9	6.5	5.1	May	4.1	4.8	4.5	May	4.2	4.2	4.4
June	3.9	4.0	4.8	June	4.4	6.2	5.0	June	4.1	4.9	4.9	June	3.9	4.3	4.4
July	4.3	3.7	4.1	July	4.9	6.3	5.4	July	4.5	4.8	4.6	July	3.0	3.4	3.4
August	4.7	4.1	4.0	August	4.0	5.5	5.7	August	4.4	4.6	4.7	August	3.2	3.6	3.7
September	4.3	4.5	4.4	September	4.5	6.2	5.8	September	4.4	5.2	5.0	September	4.0	4.4	4.5
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	4.3	Annual Average	5.5	6.4	6.1	Annual Average	4.9	5.1	5.0	Annual Average	4.2	4.4	4.5
Average Apr-Sep	4.3	4.0	4.2	Average Apr-Sep	4.4	6.2	5.6	Average Apr-Sep	4.3	4.9	4.8	Average Apr-Sep	3.7	4.0	4.1

No of Employees at 30 September 2019	884	No of Employees at 30 September 2019	569	No of Employees at 30 September 2019	1453	No of Employees at 30 September 2019	15781
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For the financial year 2019/20, the projected average days lost per employee equates to 11.7 days.

## HOUSING AND TECHNICAL RESOURCES

	Jul-Sep 2018	Jul-Sep 2019
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	53	86
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	11	16
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	82	67
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>		
	37	36
<b>REFERRALS TO COGNITIVE BEHAVIOUR THERAPY</b>		
	14	5
<b>TOTAL</b>	<b>197</b>	<b>210</b>

CAUSE OF ACCIDENTS/INCIDENTS	Jul-Sep 2018	Jul-Sep 2019
Over 7 day absences	3	2
Over 3 day absences**	1	2
Minor	4	9
Near Miss	0	1
Violent Incident: Verbal*****	2	4
<b>Total Accidents/Incidents</b>	<b>10</b>	<b>18</b>

\*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.

\*\*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	Jul-Sep 2018	Jul-Sep 2019
Total Number of Hearings	6	3

## Time Taken to Convene Hearing Jul - Sep 2019

0-3 Weeks  
1

4-6 Weeks  
0

Over 6 Weeks  
2

RECORD OF GRIEVANCE HEARINGS	Jul-Sep 2018	Jul-Sep 2019
Number of Grievances	0	2
Number Resolved at Stage 2	0	1
Still in Progress	0	1

RECORD OF DIGNITY AT WORK	Jul-Sep 2018	Jul-Sep 2019
Number of Incidents	1	0
Number Resolved at Formal Stage	1	0

ANALYSIS OF REASONS FOR LEAVING	Jul-Sep 2018	Jul-Sep 2019
Career Advancement	2	1
Childcare/caring responsibilities	0	1
Other	1	0
Number of Exit Interviews conducted	3	2

<b>Total Number of Leavers Eligible for Exit Interview</b>	<b>6</b>	<b>6</b>
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<b>Percentage of interviews conducted</b>	<b>50%</b>	<b>33%</b>
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**JOINT STAFFING WATCH RETURN  
HOUSING & TECHNICAL RESOURCES**

**1. As at 8 June 2019**

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
845	22	290	138	1295					
*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	189.07	652.55	351.34	37	10	2	0	0	1242.96

**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

