

Report

Report to:	Community Resources Committee
Date of Meeting:	15 September 2009
Report by:	Executive Director (Corporate Resources) and Executive Director (Community Resources)

Subject:	Community Resources - Workforce Monitoring - May, June and July 2009
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1. Purpose of Report

1.1 The purpose of the report is to:-

- ◆ provide employment information for the period May, June and July 2009 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 May, June and July 2009 relating to Community Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accidents/incidents statistics
- ◆ discipline, grievance and dignity at work
- ◆ analysis of leavers
- ◆ staffing watch as at 13 June 2009

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 May, June and July 2009.

4. Monitoring Statistics

4.1 Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the most recent month of July 2009 for Community Resources.

The Resource absence figure for July 2009 was 3.3%, a decrease of 0.9% from last month and 0.5% higher than the Council wide figure. Compared to July 2008, the Resource absence figure has increased by 0.5%.

Based on annual trends and the period July 2009, the annual average figure for the Resource equates to 4.3% as against a Council wide average of 4.0%.

For the Resource this equates to 10.5 days being lost per employee for the year, due to absence, compared with the overall figure for the Council of 8.7 days per employee.

4.2 Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 201 referrals were made this period, a decrease of 40 when compared to the same period last year.

4.3 Accident/Incident Statistics

There were 34 accidents/incidents recorded within the Resource this period, a decrease of 13 from the same period last year.

4.4 Discipline, Grievance and Dignity at Work

During the period there were 48 disciplines/grievances and dignity at work hearings held within the Resource this period, a decrease of 7 when compared with the same period last year. These figures have been merged to ensure anonymity.

4.5 Analysis of Leavers

There were 28 leavers in the Resource this period, a decrease of 24 from the same period last year. Exit interviews were held with 10 of those employees.

5. Staffing Watch

- 5.1 There has been an increase of 374 employees in post since 8 March 2009 to 13 June 2009.

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 None

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.

Robert McIlwain
Executive Director (Corporate Resources)

Norrie Anderson
Executive Director (Community Resources)

19 August 2009

Link(s) to Council Values

- ◆ Excellent employer
- ◆ People focused

Previous References

- ◆ 16 June 2009

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 - 2007/2008, 2008/2009 & 2009/2010
Community Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010				
April	5.4	5.9	2.5	April	4.0	4.5	4.1	April	4.2	4.7	3.9	April	3.6	4.3	3.6				
May	4.6	3.8	2.5	May	4.3	4.9	4.8	May	4.3	4.7	4.5	May	3.9	4.0	4.0				
June	2.9	3.4	2.6	June	4.3	4.4	4.5	June	4.1	4.3	4.2	June	3.8	3.8	3.7				
July	4.3	3.2	2.6	July	3.5	2.8	3.5	July	3.6	2.8	3.3	July	3.2	2.9	2.8				
August	3.4	4.0		August	4.1	3.1		August	4.0	3.3		August	3.4	3.0					
September	4.0	3.8		September	4.9	4.4		September	4.8	4.3		September	4.0	3.8					
October	4.0	4.0		October	4.8	4.7		October	4.7	4.6		October	4.1	3.8					
November	3.9	4.5		November	5.4	5.2		November	5.2	5.1		November	4.5	4.6					
December	4.0	4.5		December	5.6	5.3		December	5.3	5.2		December	4.3	4.8					
January	3.9	4.0		January	5.7	4.6		January	5.4	4.5		January	4.7	4.4					
February	5.2	3.7		February	5.5	4.8		February	5.5	4.6		February	4.7	4.5					
March	5.2	3.4		March	4.9	4.7		March	5.0	4.5		March	4.6	4.4					
Annual Average	4.2	4.0	3.5	Annual Average	4.8	4.5	4.5	Annual Average	4.7	4.4	4.3	Annual Average	4.1	4.0	4.0				
Average Apr-Jul	4.3	4.1	2.6	Average Apr-Jul	4.0	4.2	4.2	Average Apr-Jul	4.1	4.1	4.0	Average Apr-Jul	3.6	3.8	3.5				
No of Employees at 31 July 2009				520	No of Employees at 31 July 2009				3030	No of Employees at 31 July 2009				3550	No of Employees at 31 July 2009				16010

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

Average number of days lost per employee annually is 10.5 days.

COMMUNITY RESOURCES

	May-July 2008	May-July 2009
MEDICAL EXAMINATIONS		
Number of Employees Attending	79	57
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	52	48
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	76	58
REFERRALS TO EMPLOYEE SUPPORT OFFICER		
	34	38
TOTAL	241	201

CAUSE OF ACCIDENTS/INCIDENTS	May-July 2008	May-July 2009
Major Injuries*	0	1
Over 3 day absences**	4	7
Minor	43	26
Total Accidents/Incidents	47	34
Near Miss	0	0
Violent Incident: Physical****	1	3
Violent Incident: Verbal*****	12	2

* 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 HEARINGS/DIGNITY AT WORK	May-July 2008	May-July 2009
Total Number of Hearings	55	48

ANALYSIS OF REASONS FOR LEAVING	May-July 2008	May-July 2009
Career Advancement	20	4
Child Caring / Caring Responsibilities	2	1
Moving Outwith Area	2	0
Personal Reasons	13	2
Other	11	3
Number of Exit Interviews conducted	48	10

Total Number of Leavers Eligible for Exit Interview	52	28
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Percentage of interviews conducted	92%	36%
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APPENDIX 3

1. As at 13 June 2009

Total Number of Employees					
MALE		FEMALE		TOTAL	
F/T	P/T	F/T	P/T		
1427	192	298	1569	3486	
*Full - Time Equivalent No of Employees					
Salary Bands					
A1	A2	B	C	Other	TOTAL
5	15	172.13	301.62	2058.68	2552.43

1. As at 8 March 2009

Total Number of Employees					
MALE		FEMALE		TOTAL	
F/T	P/T	F/T	P/T		
1151	174	265	1522	3112	
*Full - Time Equivalent No of Employees					
Salary Bands					
A1	A2	B	C	Other	TOTAL
5	16	161.99	328.8	1784.22	2296.01

A1	Salaries at or above SCP116 - £58,780
A2	Salaries in the range SCP91-114 - £40,513 - £57,046
B	Salaries in the range SCP59-90 - £25,184 - £39,911
C	Salaries in the range 1-57 - £10,603 - £24,417
Others	Manual and Craft

* Teachers not included in salary band analysis
as not APT&C