

Report

Report to:	Housing and Technical Resources Committee
Date of Meeting:	23 May 2018
Report by:	Executive Director (Finance and Corporate Resources) and Executive Director (Housing and Technical Resources)

Subject:	Housing and Technical Resources – Workforce Monitoring – January to March 2018
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for January to March 2018 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 January to March 2018 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

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 January to March 2018.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of March 2018 for Housing and Technical Resources.

The Resource absence figure for March 2018 was 5.4%, a decrease of 0.2% when compared to last month and is 0.7% higher than the Council-wide figure. Compared to March 2017, the Resource absence figure has increased by 0.8%.

Based on the absence figures at March 2018 and annual trends, the annual average absence for the Resource for 2017/2018 is 4.9%, compared to a Council-wide average figure of 4.2%.

For the financial year 2017/2018, the average days lost per employee within the Resource equates to 12.1 days, compared with the overall figure for the Council of 10.1 days per employee.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 183 referrals were made this period, a decrease of 5 when compared with the same period last year.

4.3. Accident/Incident Statistics

There were 17 accidents/incidents recorded within the Resource this period, an increase of 7 when compared to the same period last year.

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

During the period, 2 disciplinary hearings were held within the Resource, a decrease of 7 when compared to last year. During this period 1 appeal was heard by the Appeals Panel. Two grievance hearings were held within the Resource, this figure has decreased by 2 when compared to the same period last year. No Dignity at Work complaints were raised within the Resource, which is a decrease of 1 when compared to the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There were 10 leavers in the Resource eligible for an exit interview this period, an increase of 5 when compared with the same period last year. No exit interviews were conducted.

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

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.

Paul Manning
Executive Director (Finance and Corporate Resources)

12 April 2018

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, 7 March 2018

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:-

Janet McLuckie, Personnel Officer

Ext: 4239 (Tel: 01698 454239)

E-mail: janet.mcluckie@southlanarkshire.gov.uk

ABSENCE TRENDS - 2015/2016, 2016/2017 & 2017/2018
Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018	
April	4.5	4.6	4.3	April	5.0	6.3	4.5	April	4.7	5.1	4.4	April	3.8	4.3	3.9	
May	3.6	4.3	4.2	May	4.7	5.0	3.9	May	3.9	4.5	4.1	May	3.9	4.4	4.2	
June	3.8	4.3	3.9	June	4.6	5.5	4.4	June	4.0	4.7	4.1	June	3.5	4.1	3.9	
July	3.5	4.1	4.3	July	4.1	4.5	4.9	July	3.7	4.2	4.5	July	2.9	3.3	3.0	
August	3.7	4.9	4.7	August	4.3	5.7	4.0	August	3.9	5.1	4.4	August	3.3	3.6	3.2	
September	3.5	5.1	4.3	September	3.8	4.6	4.5	September	3.6	5.0	4.4	September	3.8	4.1	4.0	
October	4.2	5.5	3.8	October	4.1	5.0	4.4	October	4.2	5.3	4.0	October	4.1	4.4	4.1	
November	4.4	4.9	4.9	November	4.5	6.7	6.4	November	4.5	5.5	5.5	November	4.7	4.9	4.8	
December	4.0	5.0	5.0	December	4.9	6.7	9.0	December	4.3	5.6	6.6	December	4.7	4.9	5.1	
January	3.9	5.0	5.4	January	4.9	4.3	7.3	January	4.2	4.8	6.2	January	4.6	4.5	5.0	
February	4.2	4.9	5.2	February	6.5	4.7	6.1	February	4.9	4.8	5.6	February	5.0	5.0	5.0	
March	4.9	4.7	5.1	March	7.3	4.6	6.0	March	5.7	4.6	5.4	March	5.2	4.7	4.7	
Annual Average	4.0	4.8	4.6	Annual Average	4.9	5.3	5.5	Annual Average	4.3	4.9	4.9	Annual Average	4.1	4.4	4.2	
Average Apr-Mar	4.0	4.8	4.6	Average Apr-Mar	4.9	5.3	5.5	Average Apr-Mar	4.3	4.9	4.9	Average Apr-Mar	4.1	4.4	4.2	
No of Employees at 31 March 2018			897	No of Employees at 31 March 2018			558	No of Employees at 31 March 2018			1455	No of Employees at 31 March 2018			15012	

For the financial year 2017/18, the average days lost per employee equates to 12.1 days.

HOUSING AND TECHNICAL RESOURCES

	Jan-Mar 2017	Jan-Mar 2018
MEDICAL EXAMINATIONS		
Number of Employees Attending	49	66
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	18	7
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	87	74
REFERRALS TO EMPLOYEE SUPPORT OFFICER	29	28
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	5	8
TOTAL	188	183

CAUSE OF ACCIDENTS/INCIDENTS	Jan-Mar 2017	Jan-Mar 2018
Specified Injuries*	0	2
Over 7 day absences	1	4
Over 3 day absences**	1	0
Minor	4	8
Violent Incident: Physical****	2	0
Violent Incident: Verbal*****	2	3
Total Accidents/Incidents	10	17

*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 pen

**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	Jan-Mar 2017	Jan-Mar 2018
Total Number of Hearings	9	2
Total Number of Appeals	0	1

Time Taken to Convene Hearing Jan-Mar 2018

0-3 Weeks
2

4-6 Weeks
0

Over 6 Weeks
0

RECORD OF GRIEVANCE HEARINGS	Jan-Mar 2017	Jan-Mar 2018
Number of Grievances	4	2
Number Resolved at Stage 1	1	1
Number Resolved at Stage 2	3	0
Still in Progress	0	1

RECORD OF DIGNITY AT WORK	Jan-Mar 2017	Jan-Mar 2018
Number of Incidents	1	0
Number Resolved at Formal Stage	1	0

ANALYSIS OF REASONS FOR LEAVING	Jan-Mar 2017	Jan-Mar 2018
Personal Reasons	1	0
Number of Exit Interviews conducted	1	0

Total Number of Leavers Eligible for Exit Interview	5	10
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Percentage of interviews conducted	20%	0%
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