

Report

Report to:	Social Work Resources Committee
Date of Meeting:	19 September 2018
Report by:	Executive Director (Finance and Corporate Resources) Director, Health and Social Care

Subject:	Social Work Resources – Workforce Monitoring – May to July 2018
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1. Purpose of Report

1.1 The purpose of the report is to:-

- ◆ provide employment information for May to July 2018 relating to Social Work Resources

2. Recommendation(s)

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

(1) that the following employment information for May to July 2018 relating to Social Work 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 June 2018.

3. Background

3.1 As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for Social Work Resources provides information on the position for May to July 2018.

4. Monitoring Statistics

4.1 Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of July 2018 for Social Work Resources.

The Resource absence figure for July 2018 was 5.6%, which represents no change when compared to the previous month and is 2.2% higher than the Council-wide figure. Compared to July 2017, the Resource absence figure has increased by 0.8%.

Based on the absence figures at July 2018 and annual trends, the projected annual average absence for the Resource for 2018/2019 is 5.5%, compared to a Council-wide average figure of 4.3%.

For the financial year 2018/2019, the projected average days lost per employee within the Resource equates to 12.2 days, compared with the projected average figure for the Council of 9.5 days per employee.

4.2 Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, 436 referrals were made this period, an increase of 50 when compared with the same period last year.

4.3 Accident/Incident Statistics (Appendix 2)

There were 17 accidents/incidents recorded within the Resource this period, a decrease of 13 when compared to the same period last year.

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

There were 6 disciplinary hearings held within the Resource this period, a decrease of 7 when compared with the same period last year. There were no grievance hearings, which remains unchanged when compared to the same period last year. There was 1 Dignity at Work complaint raised within the Resource this period, a decrease of 1 when compared with the same period last year.

4.5 Analysis of Leavers (Appendix 2)

There were 35 leavers in the Resource this period, a decrease of 2 when compared with the same period last year. Exit interviews were held with 13 employees.

5. Staffing Watch (Appendix 3)

5.1 There has been a decrease of 8 in the number of employees in post from 10 March 2018 to 9 June 2018.

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 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)

Val de Souza
Director, Health and Social Care

14 August 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

- ◆ Social Work Resources – 20 June 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:-

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ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019
April	4.8	5.0	5.3	April	6.6	5.6	6.2	April	5.4	5.2	5.6	April	4.3	3.9	4.1
May	5.3	4.9	5.1	May	6.9	4.1	6.2	May	5.8	4.6	5.4	May	4.4	4.2	4.2
June	5.2	5.3	5.2	June	6.2	4.6	6.3	June	5.5	5.1	5.6	June	4.1	3.9	4.3
July	5.0	4.8	5.2	July	5.7	4.9	6.4	July	5.3	4.8	5.6	July	3.3	3.0	3.4
August	4.8	4.9		August	5.4	4.7		August	5.0	4.8		August	3.6	3.2	
September	4.3	5.0		September	5.3	5.2		September	4.7	5.1		September	4.1	4.0	
October	4.7	4.2		October	5.6	5.8		October	5.0	4.8		October	4.4	4.1	
November	5.1	4.4		November	5.4	5.9		November	5.2	4.9		November	4.9	4.8	
December	5.6	5.6		December	6.1	6.1		December	5.8	5.7		December	4.9	5.1	
January	5.5	5.5		January	5.5	7.3		January	5.5	6.1		January	4.5	5.0	
February	5.8	6.1		February	4.8	5.8		February	5.4	6.0		February	5.0	5.0	
March	5.6	5.7		March	4.8	6.5		March	5.3	5.9		March	4.7	4.7	
Annual Average	5.1	5.1	5.2	Annual Average	5.7	5.5	6.0	Annual Average	5.3	5.3	5.5	Annual Average	4.4	4.2	4.3
Average July	5.1	5.0	5.2	Average July	6.4	4.8	6.3	Average July	5.5	4.9	5.6	Average July	4.0	3.8	4.0

No of Employees at 31 July 2018			1828	No of Employees at 31 July 2018			1054	No of Employees at 31 July 2018			2882	No of Employees at 31 July 2018			14970
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For the financial year 2018/19, the projected average days lost per employee equates to 12.2 days.

SOCIAL WORK RESOURCES

	May-Jul 2017	May-Jul 2018
MEDICAL EXAMINATIONS		
Number of Employees Attending	110	147
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	49	50
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	162	157
REFERRALS TO EMPLOYEE SUPPORT OFFICER	50	69
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	15	13
TOTAL	386	436

CAUSE OF ACCIDENTS/INCIDENTS	May-Jul 2017	May-Jul 2018
Over 7 day absences	1	0
Minor	10	5
Near Miss	3	1
Violent Incident: Physical****	12	10
Violent Incident: Verbal*****	4	1
Total Accidents/Incidents	30	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 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	May-Jul 2017	May-Jul 2018
Total Number of Hearings	13	6
Total Number of Appeals	0	1

Time Taken to Convene Hearing May - Jul 2018

0-3 Weeks
3

4-6 Weeks
3

Over 6 Weeks
0

RECORD OF GRIEVANCE HEARINGS	May-Jul 2017	May-Jul 2018
Number of Grievances	0	0

RECORD OF DIGNITY AT WORK	May-Jul 2017	May-Jul 2018
Number of Incidents	2	1
Number Resolved at Informal Stage	1	0
Number Resolved at Formal Stage	1	0
Still in Process	0	1

ANALYSIS OF REASONS FOR LEAVING	May-Jul 2017	May-Jul 2018
Career Advancement	0	3
Poor Relationship with Manager/Colleagues	1	3
Moving Outwith Area	2	3
Childcare/caring responsibilities	0	1
Other	0	3
Number of Exit Interviews conducted	3	13

Total Number of Leavers Eligible for Exit Interview	37	35
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Percentage of interviews conducted	8%	37%
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**JOINT STAFFING WATCH RETURN
SOCIAL WORK RESOURCES**

APPENDIX 3

1. As at 9 June 2018

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
216	191	896	1489	2792					
*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	1342.3	471.78	534.11	21	26	2	0	0	2398.19

1. As at 10 March 2018

Total Number of Employees				
MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
222	189	901	1488	2800

*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	1344.61	470.83	542.79	19	26	2	0	0	2406.23