

# Report

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Report to:	<b>Community Resources Committee</b>
Date of Meeting:	<b>31 March 2009</b>
Report by:	<b>Executive Director (Corporate Resources) and Executive Director (Community Resources)</b>

Subject:	<b>Community Resources - Workforce Monitoring - January and February 2009</b>
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## 1 Purpose of Report

1.1 The purpose of the report is to:-

- provide employment information for the period January and February 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 January and February 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 December 2008

## 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 January and February 2009.

## 4 Monitoring Statistics

4.1 Attendance Statistics (Appendix 1)

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

The Resource absence figure for February 2009 was 4.6%, an increase of 0.1% from last month and 0.1% higher than the Council wide figure. Compared to February 2008, the Resource absence figure has decreased by 0.9%.

Based on the period April 2008 to February 2009, the projected annual average figure for the Resource equates to 4.4% as against a Council wide average of 4.0%.

For the Resource this equates to 11.4 days being lost per employee for the year, due to absence, compared with the overall figure for the Council of 9.6 days per employee.

#### **4.2 Occupational Health (Appendix 2)**

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 209 referrals were made this period, an increase of 38 when compared to the same period last year.

#### **4.3 Accident/Incident Statistics**

There were 19 accidents/incidents recorded within the Resource this period, a decrease of 12 from the same period last year.

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

During the period there were 37 disciplines/grievances and dignity at work hearings held within the Resource this period, an increase of 16 when compared with the same period last year. These figures have been merged to ensure anonymity.

#### **4.5 Analysis of Leavers**

There were 20 leavers in the Resource this period, a decrease of 11 from the same period last year. Exit interviews were held with 16 of those employees.

### **5 Staffing Watch**

- 5.1 There has been a decrease of 246 employees in post since 13 September 2008 to 13 December 2008.

### **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)**

**11 March 2009**

**Link(s) to Council Values**

- excellent employer
- people focus

**Previous References**

- 3 February 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 - 2006/2007, 2007/2008 & 2008/2009**  
**Community Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009				
April	3.6	5.4	5.9	April	4.0	4.0	4.5	April	4.0	4.2	4.7	April	3.5	3.6	4.3				
May	2.9	4.6	3.8	May	3.9	4.3	4.9	May	3.7	4.3	4.7	May	3.8	3.9	4.0				
June	2.7	2.9	3.4	June	3.5	4.3	4.4	June	3.4	4.1	4.3	June	3.5	3.8	3.8				
July	3.4	4.3	3.2	July	2.7	3.5	2.8	July	2.8	3.6	2.8	July	2.9	3.2	2.9				
August	3.7	3.4	4.0	August	2.9	4.1	3.1	August	3.1	4.0	3.3	August	2.8	3.4	3.0				
September	3.7	4.0	3.8	September	4.1	4.9	4.4	September	4.1	4.8	4.3	September	3.7	4.0	3.8				
October	3.9	4.0	4.0	October	4.5	4.8	4.7	October	4.4	4.7	4.6	October	4.0	4.1	3.8				
November	4.3	3.9	4.5	November	5.0	5.4	5.2	November	4.9	5.2	5.1	November	4.5	4.5	4.6				
December	4.2	4.0	4.5	December	5.2	5.6	5.3	December	5.1	5.3	5.2	December	4.7	4.3	4.8				
January	4.2	3.9	4.0	January	5.2	5.7	4.6	January	5.0	5.4	4.5	January	4.6	4.7	4.4				
February	4.6	5.2	3.7	February	5.0	5.5	4.8	February	5.0	5.5	4.6	February	4.3	4.7	4.5				
March	4.6	5.2		March	5.0	4.9		March	5.0	5.0		March	4.3	4.6					
Annual Average	3.8	4.2	4.2	Annual Average	4.3	4.8	4.5	Annual Average	4.2	4.7	4.4	Annual Average	3.9	4.1	4.0				
Average Apr-Feb	3.7	4.1	4.1	Average Apr-Feb	4.2	4.7	4.4	Average Apr-Feb	4.1	4.6	4.4	Average Apr-Feb	3.8	4.0	4.0				
No of Employees at 28 Feb 2009				517	No of Employees at 28 Feb 2009				2745	No of Employees at 28 Feb 2009				3262	No of Employees at 28 Feb 2009				15716

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

Average number of days lost per employee annually is 11.4 days.

**COMMUNITY RESOURCES**

	Jan-Feb 2008	Jan-Feb 2009
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	60	76
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	32	37
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	47	65
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>		
	32	31
<b>TOTAL</b>	171	209

CAUSE OF ACCIDENTS/INCIDENTS	Jan-Feb 2008	Jan-Feb 2009
Major Injuries*	1	0
Over 3 day absences**	5	5
Minor	25	14
<b>Total Accidents/Incidents</b>	<b>31</b>	<b>19</b>
Violent Incident: Physical****	2	1
Violent Incident: Verbal*****	6	3

\* 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

\*\*\* 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 & DIGNITY AT WORK HEARINGS	Jan-Feb 2008	Jan-Feb 2009
Total Number of Hearings	21	37

ANALYSIS OF REASONS FOR LEAVING	Jan-Feb 2008	Jan-Feb 2009
Career Advancement	9	8
Child Caring / Caring Responsibilities	1	0
Dissatisfaction With Terms and Conditions	0	1
Moving Outwith Area	1	1
Personal Reasons	12	3
Further Education	1	0
Travelling Difficulties	1	0
Other	6	3
<b>Number of Exit Interviews conducted</b>	<b>31</b>	<b>16</b>

<b>Total Number of Leavers Eligible for Exit Interview</b>	<b>31</b>	<b>20</b>
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<b>Percentage of interviews conducted</b>	<b>100%</b>	<b>80%</b>
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**1. As at 13 December 2008**

Total Number of Employees					
MALE		FEMALE		TOTAL	
F/T	P/T	F/T	P/T		
1160	174	278	1539	3151	
*Full - Time Equivalent No of Employees					
Salary Bands					
A1	A2	B	C	Other	TOTAL
5	17	156.87	236.51	1816.78	2232.16

**1. As at 13 September 2008**

Total Number of Employees					
MALE		FEMALE		TOTAL	
F/T	P/T	F/T	P/T		
1411	175	282	1529	3397	
*Full - Time Equivalent No of Employees					
Salary Bands					
A1	A2	B	C	Other	TOTAL
5	18	155.04	1180.17	1856.67	3214.88

A1	Salaries at or above SCP116 - £60,550+
A2	Salaries in the range SCP91-114 - £41,735 - £59,655
B	Salaries in the range SCP59-90 - £25,932 - £41,115
C	Salaries in the range 1-57 - £10,913 - £25,530
Others	Manual and Craft

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