

Report

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Report to:	Housing and Technical Resources Committee
Date of Meeting:	25 November 2009
Report by:	Executive Director (Corporate Resources) Executive Director (Housing and Technical Resources)

Subject:	Workforce Monitoring August and September 2009
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1 Purpose of Report

1.1 The purpose of the report is to:-

- ◆ provide employment information for the period August and September 2009 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 the period August and September 2009 relating to Housing and Technical Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accidents/incidents
- ◆ discipline, grievance and dignity at work
- ◆ analysis of leavers

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 the period August and September 2009.

4 Monitoring Statistics

4.1 Attendance Statistics (Appendix 1)

Information on absence statistics are analysed for the most recent month of September 2009 for Housing and Technical Resources.

The Resource absence figure for September 2009 was 4.1%, an increase of 0.1% when compared with last month and is 0.1% higher than the Council wide figure. Compared to September 2008, the Resource absence figure has decreased by 0.6%.

Based on the annual trends and the period 2009, the annual average absence figure for the Resource equates to 4.1% as against a Council wide average of 4%.

For the Resource this equates to 9.4 days being lost per employee for the year, due to absence, compared with the overall figure for the Council of 8.8 days per employee.

Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 131 referrals were made this period, an increase of 12 when compared to the same period last year.

4.2 Accident/Incident Statistics

There were 15 accidents/incidents recorded within the Resource this period, a decrease of 2 when compared to the same period last year.

4.3 Discipline/Grievance and Dignity at Work

There were 13 disciplines/grievances and dignity at work hearings held within the Resource this period, an increase of 2 when compared with the same period last year. These figures have been merged to ensure anonymity.

4.4 Analysis of Leavers

There were 10 leavers in the Resource this period, an increase of 2 when compared with the same period last year. Exit interviews were held with 6 of those employees.

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 None

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.

Robert McIlwain
Executive Director (Corporate Resources)

Jim Hayton
Executive Director (Housing and Technical Resources)

3 November 2009

Link(s) to Connect Priorities

- ◆ efficient and effective use of resources
- ◆ performance management and improvement

Previous References

- ◆ Housing and Technical Resources Committee, 16 September 2009

List of Background Papers

- ◆ monitoring information provided by Housing and Technical 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
Housing & Technical 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	3.1	4.3	3.4	April	4	6.7	3.7	April	3.4	5.0	3.5	April	3.6	4.3	3.6
May	3.3	4.4	3.5	May	3.5	5.8	4.5	May	3.3	4.8	3.8	May	3.9	4.0	4.0
June	3.4	4.5	3.0	June	4.4	7.1	4.9	June	3.7	5.2	3.5	June	3.8	3.8	3.7
July	3.9	4.5	3.2	July	4.8	7.3	5.4	July	4.1	5.3	3.8	July	3.2	2.9	2.8
August	3.6	4.0	3.5	August	5.1	6.6	5.4	August	4.1	4.8	4.0	August	3.4	3.0	3.2
September	4.0	4.3	3.7	September	5.0	5.9	5.0	September	4.3	4.7	4.1	September	4.0	3.8	4.0
October	4.1	4.7		October	5.2	5.1		October	4.5	4.8		October	4.1	3.8	
November	4.5	4.7		November	5.6	5.7		November	4.7	5.0		November	4.5	4.6	
December	4.1	4.9		December	6.1	4.7		December	4.7	4.8		December	4.3	4.8	
January	4.4	4.2		January	5.7	4.1		January	4.8	4.2		January	4.7	4.4	
February	4.7	4.1		February	7.5	4.5		February	5.5	4.2		February	4.7	4.5	
March	4.1	3.5		March	7.3	3.7		March	4.9	3.6		March	4.6	4.4	
Annual Average	3.9	4.3	3.9	Annual Average	5.4	5.6	4.7	Annual Average	4.3	4.7	4.1	Annual Average	4.1	4.0	4.0
Average Apr-Sep	3.4	4.4	3.4	Average Apr-Sep	4.2	6.7	4.8	Average Apr-Sep	3.6	5.1	3.8	Average Apr-Sep	3.6	3.8	3.6
No of Employees at 30 Sep 2009			1564	No of Employees at 30 Sep 2009			555	No of Employees at 30 Sep 2009			2119	No of Employees at 30 Sep 2009			15914

For Housing & Technical Resources the rate of unpaid special leave was nil.
Average number of days lost per employee annually is 9.4 days.

HOUSING & TECHNICAL RESOURCES

	Aug-Sep 2008	Aug-Sep 2009
MEDICAL EXAMINATIONS		
Number of Employees Attending	52	41
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	17	16
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	40	56
REFERRALS TO EMPLOYEE SUPPORT OFFICER		
	10	18
TOTAL	119	131

CAUSE OF ACCIDENTS/INCIDENTS	Aug-Sep 2008	Aug-Sep 2009
Major Injuries*	0	0
Over 3 day absences**	7	2
Minor	10	13
Total Accidents/Incidents	17	15
Near Miss	0	1
Violent Incident: Physical****	0	0
Violent Incident: Verbal*****	0	5

* 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	Aug-Sep 2008	Aug-Sep 2009
Total Number of Hearings	11	13

ANALYSIS OF REASONS FOR LEAVING	Aug-Sep 2008	Aug-Sep 2009
Career Advancement	3	2
Poor Relationship with Manager/Colleagues	1	0
Moving Outwith Area	1	0
Further Education	0	2
Dissatisfaction With Terms and Conditions	1	0
Other	0	2
Number of Exit Interviews conducted	6	6

Total Number of Leavers Eligible for Exit Interview	8	10
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Percentage of interviews conducted	75%	60%
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