

# Report

Report to:	<b>Corporate Resources Committee</b>
Date of Meeting:	<b>20 February 2008</b>
Report by:	<b>Executive Director (Corporate Resources)</b>

Subject:	<b>Corporate Resources' Workforce Monitoring – October to December 2007</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for the period October to December 2007 relating to Corporate 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 October to December 2007 relating to Corporate Resources be noted:-
- ◆ attendance statistics
  - ◆ occupational health
  - ◆ accident/incident statistics
  - ◆ discipline, grievance and Dignity at Work
  - ◆ analysis of leavers
  - ◆ staffing watch as at 8 December 2007

## 3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for Corporate Resources provides information on the position for October to December 2007.

## 4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of December 2007 for Corporate Resources.

The Resource absence figure for December 2007 was 2.1%, a decrease of 0.8% from last month and 2.2% lower than the Council-wide figure. Compared with December 2006, the Resource absence figure has increased by 0.1%.

Based on the period April to December 2007, the projected annual average absence figure for the Resource is 2.1% as against a Council-wide average of 3.9%. For the Resource this equates to 5.0 days being lost per employee for the year due to absence compared with the figure for the Council of 9.3 days per employee.

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

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 12 referrals were made this period. This figure remains unchanged when compared with the same period last year.

#### **4.3 Accident/Incident Statistics (Appendix 2)**

There were no accidents/incidents recorded within the Resource this period. This is a decrease of 4 when compared with the same period last year.

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

There were 2 disciplines held within the Resource this period. There were no grievances or Dignity at Work cases held within the Resource this period.

#### **4.5 Analysis of Leavers (Appendix 2)**

There were 3 leavers in the Resource this period. This figure remains unchanged when compared with the same period last year. Career advancement was cited as the main reason for leaving.

### **5. Staffing Watch (Appendix 3)**

- 5.1 There has been an increase of 4 employees in post from 8 September 2007 to 8 December 2007.

### **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)**

24 January 2008

### **Link(s) to Council Objectives/Values**

- ◆ Excellent employer
- ◆ People focused

### **Previous References**

◆ 28 November 2007

### **List of Background Papers**

◆ monitoring information provided by 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 - 2005/2006, 2006/2007 & 2007/2008**  
**Corporate Resources**

Resource Total (APT&C)				Council Wide			
	2005 / 2006	2006 / 2007	2007 / 2008		2005 / 2006	2006 / 2007	2007 / 2008
April	3.5	2.2	1.2	April	3.6	3.5	3.6
May	3.2	1.5	1.6	May	3.8	3.8	3.9
June	3.7	2.0	2.4	June	3.6	3.5	3.8
July	3.6	2.8	2.2	July	3.1	2.9	3.2
August	4.3	3.1	1.5	August	3.1	2.8	3.4
September	3.7	2.9	2.3	September	3.7	3.7	4.0
October	2.5	2.0	2.5	October	3.8	4.0	4.1
November	2.7	1.2	2.9	November	4.3	4.5	4.5
December	2.6	2.0	2.1	December	3.9	4.7	4.3
January	2.3	1.8		January	3.9	4.6	
February	2.9	2.1		February	4.3	4.3	
March	4.2	1.0		March	4.4	4.3	
Annual Average	3.3	2.1	2.1	Annual Average	3.8	3.9	3.9
Average Apr-Dec	3.3	2.2	2.1	Average Apr-Dec	3.7	3.7	3.9
No of Employees at 31 Dec 2007			250	No of Employees at 31 Dec 2007			16200

For Corporate Resources the absence rate for unpaid special leave was nil.  
Average number of days lost per employee annually is 5.0 days.

## CORPORATE RESOURCES

	Oct-Dec 2006	Oct-Dec 2007
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	2	3
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	2	4
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	7	3
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>		
	1	2
<b>TOTAL</b>	<b>12</b>	<b>12</b>

CAUSE OF ACCIDENTS/INCIDENTS	Oct-Dec 2006	Oct-Dec 2007
Major*	0	0
Minor	4	0
<b>Total Accidents/Incidents</b>	<b>4</b>	<b>0</b>
Violent Incident: Physical	0	0
Violent Incident: Verbal	0	0

\*Major accidents include those defined by Health and Safety Executive (such as broken limbs, fractured skull, loss of consciousness) and also any accidents resulting in absence of more than 3 days.

RECORD OF DISCIPLINARY/GRIEVANCE & DIGNITY AT WORK HEARINGS	Oct-Dec 2006	Oct-Dec 2007
Total Number of Hearings	0	2

ANALYSIS OF REASONS FOR LEAVING	Oct-Dec 2006	Oct-Dec 2007
Career Advancement	3	2
Personal Reasons	0	1
<b>Number of Exit Interviews conducted</b>	<b>3</b>	<b>3</b>

<b>Total Number of Leavers Eligible for Exit Interview</b>	<b>3</b>	<b>3</b>
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<b>Percentage of interviews conducted</b>	<b>100%</b>	<b>100%</b>
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**1. As at 8 December 2007**

Total Number of Employees					
MALE		FEMALE		TOTAL	
F/T	P/T	F/T	P/T		
58	3	146	41	248	
*Full - Time Equivalent No of Employees					
Salary Bands					
A1	A2	B	C	Other	TOTAL
6	19.6	68.4	136.9	*	230.9

**1. As at 8 September 2007**

Total Number of Employees					
MALE		FEMALE		TOTAL	
F/T	P/T	F/T	P/T		
56	4	144	40	244	
*Full - Time Equivalent No of Employees					
Salary Bands					
A1	A2	B	C	Other	TOTAL
6	18.6	70	132.8	*	227.4

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

