

Report

Report to:	Corporate Resources Committee
Date of Meeting:	9 March 2005
Report by:	Executive Director (Corporate Resources)

Subject:	Workforce Monitoring Information November 2004 – January 2005
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1 Purpose of Report

1.1 The purpose of the report is to:-

- provide employment information for the period November 2004 – January 2005, 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 November 2004 – January 2005 relating to Corporate Resources be noted:-

- attendance statistics
- occupational health
- accidents/incidents
- disciplinary hearings
- grievances submitted
- exit interviews
- staffing watch as at 11 December 2004

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 the period November 2004 – January 2005.

4 Monitoring Statistics

4.1 Attendance Statistics (Appendix 1)

The Resource absence figure for January 2005 was 3.7%, an increase of 1.5% from the same period last year and 0.4% lower than the Council Wide figure.

For the period April 2004 - March 2005, the annual average absence figure for the Resource equates to 5.8 days being lost per employee each year due to absence when compared with the overall figure for the Council of 8.7 days.

4.2 Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 7 referrals were made this period. This is an overall increase of 1 when compared to the same period last year.

4.3 Accident/Incident Statistics

There were no accidents/incidents recorded within the Resource this period.

4.4 Discipline, Grievance and Dignity at Work

There were no Disciplinary Hearings, Grievances or Dignity at Work cases raised within the Resource this period.

4.5 Analysis of Leavers

There were 5 leavers in the Resource this period, this is an increase of 1 from the same period last year. Exit interviews were held with 2 of those employees.

4.6 Staffing Watch (Appendix 3)

There was an increase of 1 in the total number of employees in post since 11 September 2004.

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 Consultation

- 8.1 There was no requirement to undertake any consultation in terms of the information contained in this report.

Alan Cuthbertson

Executive Director (Corporate Resources)

10 February 2005

Link(s) to Council Objectives

- managing resources

Previous References

- 15 December 2004

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 - 2002/2003, 2003/2004, 2004/2005
Corporate Resources

Resource Total (APT&C)				Council Wide			
	2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005
April	3.5	2.2	2.8	April	4.6	4.1	3.9
May	3.6	2.0	3.1	May	4.8	3.9	3.8
June	2.6	2.4	2.7	June	4.2	3.9	3.3
July	1.5	3.5	2.0	July	3.6	3.2	2.7
August	1.9	4.1	1.7	August	3.6	3.3	3.0
September	3.8	3.6	1.9	September	4.3	4.1	3.8
October	5.0	2.4	1.9	October	4.5	4.2	3.7
November	4.3	2.7	2.1	November	4.9	5.0	4.1
December	2.9	2.4	2.2	December	4.2	4.3	3.9
January	3.1	2.2	3.7	January	4.3	4.3	4.1
February	2.7	2.7		February	4.6	4.6	
March	3.4	2.8		March	4.8	4.5	
Annual Average	3.2	2.8	2.4	Annual Average	4.4	4.1	3.6
Average Apr-Jan	3.2	2.8	2.4	Average Apr-Jan	4.3	4.0	3.6

No of Employees at 31 Jan 2005	252	No of Employees at 31 Jan 2005	15812
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For Corporate Resources the absence rate for unpaid special leave was nil.
Average number of days lost per employee annually is 5.8 days.

CORPORATE RESOURCES

	November-January 2003/2004	November-January 2004/2005
MEDICAL EXAMINATIONS/EMPLOYEE COUNSELLING SERVICE/REFERRALS TO EMPLOYEE SUPPORT OFFICER/PHYSIOTHERAPY SERVICE	6	7
Number of Employees Attending		

ANALYSIS OF REASONS FOR LEAVING	November-January 2003/2004	November-January 2004/2005
Career Advancement	2	2
Number of Exit Interviews conducted	2	2

Total Number of Leavers	4	5
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Percentage of interviews conducted	50%	40%
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CORPORATE RESOURCES STAFFING WATCH

1. As at 11 December 2004

Total Number of Employees					
MALE		FEMALE		TOTAL	
F/T	P/T	F/T	P/T		
62	2	149	36	249	
*Full - Time Equivalent No of Employees					
Salary Bands					
A1	A2	B	C	Other	TOTAL
7	20.6	70.2	134.7	0	232.5

1. As at 11 September 2004

Total Number of Employees					
MALE		FEMALE		TOTAL	
F/T	P/T	F/T	P/T		
63	1	148	36	248	
*Full - Time Equivalent No of Employees					
Salary Bands					
A1	A2	B	C	Other	TOTAL
7	20.6	68.2	136.6	0	232.4

- A1 Salaries at or above SCP116 - £54,327
A2 Salaries in the range SCP91-114 - £37,447 - £52,758
B Salaries in the range SCP59-90 - £23,267 - £36,899
C Salaries in the range SCP05-57 - £10,109 - £22,574
Others Manual and Craft