

# Report

Report to:	<b>Employee Issues Forum</b>
Date of Meeting:	<b>8 December 2020</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Finance and Corporate Resources – Workforce Monitoring – July to September 2020</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for July to September 2020 relating to Finance and Corporate Resources.

## 2. Recommendation(s)

2.1. The Employee Issues Forum is asked to approve the following recommendation(s):-

(1) that the following employment information for July to September 2020 relating to Finance and Corporate 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 14 September 2020

## 3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to the Employee Issues Forum. This report for Finance and Corporate Resources provides information on the position for July to September 2020.

## 4. Monitoring Statistics

### 4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of September 2020 for Finance and Corporate Resources.

The Resource absence figure for September 2020 was 2.4%, which represents an increase of 0.4% when compared to last month and is 1.8% lower than the Council-wide figure. Compared to September 2019, the Resource absence figure has decreased by 0.9%.

Based on the absence figures at September 2020 and annual trends, the projected annual average absence for the Resource for 2020/2021 is 3.2%, compared to a Council-wide average figure of 4.4%.

For the financial year 2020/2021, the projected average days lost per employee equates to 5.6 days, compared with the overall figure for the Council of 7.5 days per employee.

Managers follow the procedures outlined in the Maximising Attendance Policy to support employees to remain at work, or to return to work after a sickness absence. There are comprehensive employee supports in place and additionally Personnel Services work in close partnership with line managers and Resource Management Teams on a case management basis to ensure that appropriate actions are taken.

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

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 39 referrals were made in this period, a decrease of 53 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, a decrease of 5 when compared to the same period last year.

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

There were no disciplinary, grievance and dignity at work hearings held within the Resource this period, this figure remains unchanged when compared to the same period last year.

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

There were 3 leavers in the Resource this period who were eligible for an exit interview. This figure has decreased by 7 when compared with the same period last year. Exit interviews were held with 100% of employees compared with 30% for the same period last year.

**4.6. When processing an employee termination, managers are asked to identify whether they intend to replace the employee who had left the Council. If they indicate that they do not intend to replace the employee, they are asked to select from four options:-**

- ◆ plan to hold for savings
- ◆ fill on a fixed term basis pending savings
- ◆ transfer budget to another post
- ◆ end of fixed term contract

**4.7. Appendix 2a provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period July to September 2020, 10 (8.46 FTE) employees in total left employment and managers indicated that all posts were being filled.**

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

**5.1. There has been a decrease of 6 in the number of employees in post from 13 June 2020 to 14 September 2020.**

**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. Climate Change, Sustainability and Environmental Implications**

- 8.1. There are no Climate Change, Sustainability and Environmental Implications arising from the information presented in this report.

## **9. Other Implications**

- 9.1. There are no implications for sustainability or risk in terms of the information contained within this report.

## **10. Equality Impact Assessment and Consultation Arrangements**

- 10.1. 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.
- 10.2. 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)**

9 November 2020

## **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**

- ◆ Employee Issues Forum – 17 September 2019

## **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 - 2018/2019, 2019/2020 & 2020/2021**  
**Finance and Corporate Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021				
April	3.1	3.5	3.5	April	8.6	7.1	8.5	April	3.2	3.6	3.6	April	4.1	4.0	4.4				
May	3.3	3.2	2.3	May	0.4	0.0	16.0	May	3.2	3.2	2.4	May	4.2	4.4	3.1				
June	2.5	3.3	1.9	June	0.0	0.5	7.4	June	2.5	3.2	1.9	June	4.3	4.4	2.7				
July	2.9	3.3	2.0	July	0.0	2.4	3.5	July	2.9	3.2	2.0	July	3.4	3.4	2.3				
August	2.8	3.6	1.8	August	0.4	5.9	12.1	August	2.8	3.6	2.0	August	3.6	3.7	3.1				
September	3.1	3.3	2.3	September	0.0	3.5	13.4	September	3.0	3.3	2.4	September	4.4	4.5	4.2				
October	3.6	3.7		October	0.0	3.6		October	3.6	3.7		October	4.4	4.6					
November	4.6	3.9		November	0.0	2.6		November	4.6	3.8		November	5.1	5.5					
December	3.8	4.6		December	0.0	1.3		December	3.8	4.5		December	4.8	5.7					
January	3.6	3.9		January	0.0	0.0		January	3.5	3.9		January	4.9	5.3					
February	3.7	4.1		February	2.3	7.6		February	3.6	4.1		February	5.2	5.6					
March	3.2	4.5		March	9.8	4.6		March	3.3	4.5		March	4.9	6.2					
Annual Average	3.4	3.7	3.2	Annual Average	1.8	3.3	6.7	Annual Average	3.3	3.7	3.2	Annual Average	4.4	4.8	4.4				
Average Apr-Sep	3.0	3.4	2.3	Average Apr-Sep	1.6	3.2	10.2	Average Apr-Sep	2.9	3.4	2.4	Average Apr-Sep	4.0	4.1	3.3				
No of Employees at 30 September 2020				959	No of Employees at 30 September 2020				10	No of Employees at 30 September 2020				969	No of Employees at 30 September 2020				15829

For the financial year 2020/21, the projected average days lost per employee equates to 5.6 days.

## FINANCE AND CORPORATE RESOURCES

	Jul-Sep 2019	Jul-Sep 2020
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	29	9
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	0	0
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	35	10
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>	28	20
<b>REFERRALS TO COGNITIVE BEHAVIOUR THERAPY</b>	0	0
<b>TOTAL</b>	92	39

CAUSE OF ACCIDENTS/INCIDENTS	Jul-Sep 2019	Jul-Sep 2020
Minor	1	0
Violent Incident: Verbal*****	4	0
<b>Total Accidents/Incidents</b>	5	0

\*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	Jul-Sep 2019	Jul-Sep 2020
Total Number of Hearings	0	0

RECORD OF GRIEVANCE HEARINGS	Jul-Sep 2019	Jul-Sep 2020
Number of Grievances	0	0

RECORD OF DIGNITY AT WORK	Jul-Sep 2019	Jul-Sep 2020
Number of Incidents	0	0

ANALYSIS OF REASONS FOR LEAVING	Jul-Sep 2019	Jul-Sep 2020
Career Advancement	1	0
Moving Outwith Area	1	0
Personal Reasons	0	1
Childcare/caring responsibilities	1	0
Other	0	2
<b>Number of Exit Interviews conducted</b>	3	3

<b>Total Number of Leavers Eligible for Exit Interview</b>	10	3
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<b>Percentage of interviews conducted</b>	30%	100%
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	July - September 2020		Apr 2020 - June 2020		Cumulative total	
	FTE*	H/C**	FTE	H/C	FTE	H/C
Terminations/Leavers	8.46	10	7.78	10	16.24	20
Being replaced	0.00	0	0.00	0	0.00	0
Held pending savings	0.00	0	0.00	0	0.00	0
Filled on fixed term basis	0.00	0	0.00	0	0.00	0
Budget transfer to other post	0.00	0	0.00	0	0.00	0
End of fixed term contract	0.00	0	0.00	0	0.00	0
No reason provided	0.00	0	0.00	0	0.00	0

\* Full time equivalent

\*\* Head count/number of employees

JOINT STAFFING WATCH RETURN  
FINANCE AND CORPORATE RESOURCES

**1. As at 14 September 2020**

Total Number of Employees				
MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
203	16	359	307	885

  

*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
2.00	116.60	345.47	229.92	56.54	25.10	6.00	1.00	0.00	782.63

**1. As at 13 June 2020**

Total Number of Employees				
MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
205	16	366	304	891

  

*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
2.00	121.49	345.93	230.62	57.54	25.70	6.00	1.00	0.00	790.28