

Report

Report to:	Community and Enterprise Resources Committee
Date of Meeting:	29 August 2023
Report by:	Executive Director (Finance and Corporate Resources) and Executive Director (Community and Enterprise Resources)

Subject:	Community and Enterprise Resources – Workforce Monitoring – April to June 2023
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for April to June 2023 relating to Community and Enterprise Resources

2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

(1) that the following employment information for April to June 2023 relating to Community and Enterprise Resources be noted:-

- ◆ attendance statistics;
- ◆ occupational health;
- ◆ accident/incident statistics;
- ◆ discipline, grievance and Dignity at Work cases;
- ◆ analysis of leavers and exit interviews;

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 and Enterprise Resources provides information on the position for April to June 2023.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of June 2023 for Community and Enterprise Resources.

The Resource absence figure for June 2023 was 5.7%, this figure has decreased by 0.2% when compared to last month and is 1.0% higher than the Council-wide figure. Compared to June 2022, the Resource absence figure has decreased by 1.0%.

Based on the absence figures at June 2023 and annual trends, the projected annual average absence for the Resource for 2023/2024 is 6.7%, compared to a Council-wide average figure of 5.6%.

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, 307 referrals were made this period. This represents a decrease of 19 when compared with the same period last year.

4.3. Accident/Incident Statistics

There were 37 accidents/incidents recorded within the Resource this period, an increase of 8 when compared to the same period last year.

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

During the period, 27 disciplinary hearings were held within the Resource, an increase of 7 when compared to the same period last year. During the period no appeals were heard by the Appeals Panel. No grievance hearings were raised within the Resource, this figure remains unchanged when compared to the same period last year. No Dignity at Work complaints were raised within the Resource, this figure has decreased by 2 when compared to the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There were a total of 39 leavers in the Resource this period eligible for an exit interview. This figure has increased by 2 when compared with the same period last year. Eleven exit interviews were conducted in this period, this figure has increased by 6 when compared to the same period last year.

4.6. When processing an employee termination, managers were asked to identify whether they intended to replace the employee who had left the Council. If they indicated that they did not intend to replace the employee, they were asked to select from the following options:-

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

4.7. Appendix 2a provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period April to June 2023, 112 employees (60.72 FTE) in total left employment. Managers indicated that 110 posts (60.14 FTE) were being replaced and 2 posts (0.28 FTE) were due to the end of fixed term contracts.

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. Climate Change, Sustainability and Environmental Implications

7.1. There are no climate change, sustainability and environmental Implications in terms of the information contained within this report.

8. Other Implications

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

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.

Paul Manning

Executive Director (Finance and Corporate Resources)

David Booth

Executive Director (Community and Enterprise Resources)

26 July 2023

Link(s) to Council Values/Priorities/Outcomes

- ◆ 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

- ◆ Community and Enterprise Resources Committee – 30 May 2023

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 - 2021/2022, 2022/2023 & 2023/2024

Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024				
	%	%	%		%	%	%		%	%	%		%	%	%				
April	2.3	4.4	3.6	April	5.7	7.3	6.3	April	5.2	6.9	6.0	April	4.3	5.6	5.1				
May	2.7	3.9	3.7	May	6.4	6.8	6.3	May	5.9	6.3	5.9	May	4.9	5.4	5.1				
June	2.8	3.5	4.3	June	6.6	7.2	5.9	June	6.0	6.7	5.7	June	4.7	5.3	4.7				
July	2.9	3.9		July	5.3	5.9		July	4.9	5.6		July	4.0	4.6					
August	2.9	3.4		August	6.4	6.6		August	5.9	6.1		August	4.7	4.4					
September	3.4	3.1		September	8.2	7.9		September	7.5	7.1		September	6.4	5.4					
October	3.8	5.1		October	7.9	7.5		October	7.3	7.1		October	6.3	5.8					
November	3.5	4.2		November	8.0	8.3		November	7.3	7.7		November	6.9	6.5					
December	4.2	3.7		December	8.0	8.8		December	7.4	8.0		December	6.9	7.0					
January	3.6	2.6		January	9.6	7.4		January	8.6	6.7		January	7.0	5.8					
February	4.4	3.6		February	9.5	7.4		February	8.7	6.9		February	6.6	5.9					
March	6.0	3.9		March	11.0	7.9		March	10.2	7.3		March	7.9	6.4					
Annual Average	3.5	3.8	3.8	Annual Average	7.7	7.4	7.2	Annual Average	7.1	6.9	6.7	Annual Average	5.9	5.7	5.6				
Average Apr-Jun	2.6	3.9	3.9	Average Apr-Jun	6.2	7.1	6.2	Average Apr-Jun	5.7	6.6	5.9	Average Apr-Jun	4.6	5.4	5.0				
No of Employees at 30 June 2023				509	No of Employees at 30 June 2023				2955	No of Employees at 30 June 2023				3464	No of Employees at 30 June 2023				16208

COMMUNITY AND ENTERPRISE RESOURCES

	Apr - Jun 2022	Apr - Jun 2023
MEDICAL EXAMINATIONS		
Number of Employees Attending	100	85
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	11	16
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	125	109
REFERRALS TO EMPLOYEE SUPPORT OFFICER	90	97
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	0	0
TOTAL	326	307

	Apr - Jun 2022	Apr - Jun 2023
CAUSE OF ACCIDENTS/INCIDENTS		
Specified Injuries*	0	1
Over 7 day absences	4	3
Minor	18	24
Near Miss	1	5
Violent Incident: Physical****	1	2
Violent Incident: Verbal*****	5	2
Total Accidents/Incidents	29	37

*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.

	Apr - Jun 2022	Apr - Jun 2023
RECORD OF DISCIPLINARY HEARINGS		
Total Number of Hearings	20	27
Appeals Pending	3	0

Time Taken to Convene Hearing April - June 2023

	4-6 Weeks	Over 6 Weeks
0-3 Weeks 17	7	3

	Apr - Jun 2022	Apr - Jun 2023
RECORD OF GRIEVANCE HEARINGS		
Number of Grievances	0	0

	Apr - Jun 2022	Apr - Jun 2023
RECORD OF DIGNITY AT WORK		
Number of Incidents	2	0
Number Resolved at Formal Stage	2	0

	Apr - Jun 2022	Apr - Jun 2023
ANALYSIS OF REASONS FOR LEAVING		
Career Advancement	1	5
Poor Relationship with Manager/Colleagues	0	1
Moving Outwith Area	1	0
Travelling Difficulties	0	1
Further Education	2	0
Dissatisfaction With Terms and Conditions	0	1
Other	1	3
Number of Exit Interviews conducted	5	11

Total Number of Leavers Eligible for Exit Interview	37	39
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Percentage of interviews conducted	14%	28%
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Reason	Apr - Jun 2023		Cumulative total	
	FTE	H/C	FTE	H/C
Terminations/Leavers	60.72	112	60.72	112
Being replaced	60.14	110	60.14	110
Filling on a temporary basis	0.00	0	0.00	0
Plan to transfer this budget to another post	0.00	0	0.00	0
End of fixed term contract	0.58	2	0.58	2
Held pending service Review	0.00	0	0.00	0
Plan to remove for savings	0.00	0	0.00	0