

Report to:	Corporate Resources Committee
Date of Meeting:	29 June 2005
Report by:	Executive Director (Corporate Resources)

Subject:	Workforce Monitoring – April and May 2005
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for the period April and May 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 April and May 2005 relating to Corporate Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accidents/incidents
- ◆ disciplinary hearings
- ◆ grievances submitted
- ◆ dignity at work cases submitted
- ◆ 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 Corporate Resources provides information on the position for the period April and May 2005.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

The Resource absence figure for May 2005 was 3.2%, a decrease of 0.3% from last month and 0.6 % lower than the Council Wide figure. Compared with May 2004, the Resource absence figure has increased by 0.1%.

For the period April 2005 – March 2006, the projected annual average absence figure for the Resource equates to 7.8 days being lost per employee each year due to absence when compared with the overall figure for the Council of 9 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 comparable with the same period last year.

4.3 Accident/Incident Statistics

There were no accidents/incidents recorded within the Resource this period, a decrease of 1 from the same period last year.

4.4 Discipline, Grievance and Dignity at Work

There were no disciplinary hearings, grievances or dignity at work cases heard within the Resource this period.

4.5 Analysis of Leavers

There was 1 leaver in the Resource this period, a decrease of 1 from the same period last year. The reason for leaving was Career Advancement.

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)

7 June 2005

Link(s) to Council Objectives

- ◆ managing resources

Previous References

- ◆ 4 May 2005

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:-

Elaine Melrose, Personnel Officer

Ext: 4534 (Tel: 01698 454534)

E-mail: elaine.melrose@southlanarkshire.gov.uk

ABSENCE TRENDS - 2003/2004, 2004/2005 & 2005/2006
Corporate Resources

Resource Total (APT&C)				Council Wide			
	2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006
April	2.2	2.8	3.5	April	4.1	3.9	3.6
May	2.0	3.1	3.2	May	3.9	3.8	3.8
June	2.4	2.7		June	3.9	3.3	
July	3.5	2.0		July	3.2	2.7	
August	4.1	1.7		August	3.3	3.0	
September	3.6	1.9		September	4.1	3.8	
October	2.4	1.9		October	4.2	3.7	
November	2.7	2.1		November	5.0	4.1	
December	2.4	2.2		December	4.3	3.9	
January	2.2	3.7		January	4.3	4.1	
February	2.7	3.9		February	4.6	4.8	
March	2.8	3.9		March	4.5	4.6	
Annual Average	2.8	2.7	3.4	Annual Average	4.1	3.8	3.7
Average Apr-May	2.1	3.0	3.4	Average Apr-May	4.0	3.9	3.7

No of Employees at 31 May 2005	253	No of Employees at 31 May 2005	16147
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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 7.8 days.

CORPORATE RESOURCES

	April-May 2004	April-May 2005
MEDICAL EXAMINATIONS/EMPLOYEE COUNSELLING SERVICE/REFERRALS TO EMPLOYEE SUPPORT OFFICER/PHYSIOTHERAPY SERVICE	7	7
Number of Employees Attending		
CAUSE OF ACCIDENTS/INCIDENTS	April-May 2004	April-May 2005
Major*	1	0
Minor	0	0
Violent Incident: Physical	0	0
Violent Incident: Verbal	0	0
Total Accidents/Incidents	1	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.		
ANALYSIS OF REASONS FOR LEAVING	April-May 2004	April-May 2005
Career Advancement	1	1
Moving outwith Area	1	0
Number of Exit Interviews conducted	2	1
Total Number of Leavers	2	1
Percentage of interviews conducted	100%	100%

