

Report

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| Report to: | Social Work Resources Committee |
| Date of Meeting: | 7 February 2007 |
| Report by: | Executive Director (Corporate Resources) and Executive Director (Social Work Resources) |

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| Subject: | Social Work Resources - Workforce Monitoring - October, November and December 2006 |
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1 Purpose of Report

1.1 The purpose of the report is to:-

- ◆ provide employment information for the period October, November and December 2006, relating to Social Work 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, November and December 2006, relating to Social Work Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accidents/incidents
- ◆ discipline, grievance and dignity at work
- ◆ 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 Social Work Resources provides information on the position for the period October, November and December 2006.

4 Monitoring Statistics

4.1 Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the most recent month of December 2006 for Social Work Resources.

The Resource absence figure for December 2006 was 4.9%, this figure is comparable with last month and is 0.2% higher than the Council wide figure. Compared to December 2005 the Resource absence figure has increased by 0.5%.

Based on the period April 2006 - December 2006, the projected annual average absence figure for the Resource equates to 4.3% as against a Council wide average of 3.7%.

For the Resource this equates to 10.1 days being lost per employee for the year due to absence compared with the overall figure for the Council of 8.9 days per employee.

4.2 Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 249 referrals were made this period. This is an increase of 52, when compared to the same period last year.

4.3 Accident/Incident Statistics

There were 43 accidents/incidents recorded within the Resource this period, a decrease of 27, when compared with the same period last year.

4.4 Discipline, Grievance and Dignity at Work

During the period there were 17 disciplines, grievances and dignity at work cases held within the Resource, an increase of 6, when compared with the same period last year. These figures have been merged to ensure anonymity.

4.5 Analysis of Leavers

There were 24 leavers in the Resource this period, an increase of 2 from the same period last year. Exit interviews were held with 20 of those employees.

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.

Robert McIlwain

Executive Director (Corporate Resources)

Harry Stevenson

Executive Director (Social Work Resources)

12 January 2007

Link(s) to Council Objectives

- managing resources

Previous References

15 November 2006

List of Background Papers

- monitoring information provided by Social Work Resources.

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Pamela Forsyth - Personnel Adviser

Ext: 4647 (Tel: 01698 454647)

E-mail: Pamela.forsyth@southlanarkshire.gov.uk

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ABSENCE TRENDS - 2004/2005, 2005/2006 & 2006/2007
Social Work Resources

| APT&C | | | | Manual Workers | | | | Resource Total | | | | Council Wide | | | | |
|--------------------------------|----------------|----------------|----------------|--------------------------------|----------------|----------------|----------------|--------------------------------|----------------|----------------|----------------|--------------------------------|----------------|----------------|----------------|--|
| | 2004 / 2005 | 2005 / 2006 | 2006 / 2007 | | 2004 / 2005 | 2005 / 2006 | 2006 / 2007 | | 2004 / 2005 | 2005 / 2006 | 2006 / 2007 | | 2004 / 2005 | 2005 / 2006 | 2006 / 2007 | |
| April | 5.0 | 4.5 | 4.1 | April | 5.9 | 4.8 | 5.5 | April | 5.3 | 4.6 | 4.6 | April | 3.9 | 3.6 | 3.5 | |
| May | 4.5 | 3.9 | 3.9 | May | 5.8 | 4.4 | 5.4 | May | 4.9 | 4.1 | 4.3 | May | 3.8 | 3.8 | 3.8 | |
| June | 3.8 | 3.4 | 3.9 | June | 4.9 | 4.2 | 4.5 | June | 4.2 | 3.7 | 4.1 | June | 3.3 | 3.6 | 3.5 | |
| July | 3.1 | 3.2 | 3.6 | July | 4.4 | 4.2 | 3.9 | July | 3.5 | 3.5 | 3.7 | July | 2.7 | 3.1 | 2.9 | |
| August | 3.2 | 3.3 | 3.3 | August | 4.2 | 4.5 | 4.0 | August | 3.5 | 3.7 | 3.5 | August | 3.0 | 3.1 | 2.8 | |
| September | 3.5 | 3.3 | 3.8 | September | 3.7 | 4.7 | 4.8 | September | 3.5 | 3.7 | 4.1 | September | 3.8 | 3.7 | 3.7 | |
| October | 4.0 | 4.0 | 4.6 | October | 4.1 | 4.8 | 5.7 | October | 4.0 | 4.3 | 5.0 | October | 3.7 | 3.8 | 4.0 | |
| November | 4.5 | 4.6 | 4.6 | November | 4.5 | 4.5 | 5.6 | November | 4.5 | 4.5 | 4.9 | November | 4.1 | 4.3 | 4.5 | |
| December | 4.1 | 4.5 | 4.4 | December | 4.7 | 4.3 | 5.9 | December | 4.3 | 4.4 | 4.9 | December | 3.9 | 3.9 | 4.7 | |
| January | 4.7 | 4.2 | | January | 4.9 | 4.7 | | January | 4.8 | 4.3 | | January | 4.1 | 3.9 | | |
| February | 5.1 | 4.0 | | February | 5.3 | 4.6 | | February | 5.2 | 4.2 | | February | 4.8 | 4.3 | | |
| March | 5.0 | 4.6 | | March | 5.3 | 6.2 | | March | 5.1 | 5.1 | | March | 4.6 | 4.4 | | |
| Annual Average | 4.2 | 4.0 | 4.0 | Annual Average | 4.8 | 4.7 | 5.0 | Annual Average | 4.4 | 4.2 | 4.3 | Annual Average | 3.8 | 3.8 | 3.7 | |
| Average Apr-Dec | 4.0 | 3.9 | 4.0 | Average Apr-Dec | 4.7 | 4.5 | 5.0 | Average Apr-Dec | 4.2 | 4.1 | 4.3 | Average Apr-Dec | 3.6 | 3.7 | 3.7 | |
| No of Employees at 31 Dec 2006 | | | 1924 | No of Employees at 31 Dec 2006 | | | 1000 | No of Employees at 31 Dec 2006 | | | 2924 | No of Employees at 31 Dec 2006 | | | 16189 | |

For Social Work Resources the absence rate for unpaid special wasso small it was negligible.

Average number of days lost per employee annually is 10.1 days.

SOCIAL WORK RESOURCES

| | Oct-Dec 2005 | Oct-Dec 2006 |
|--|-------------------------|-------------------------|
| MEDICAL EXAMINATIONS | | |
| Number of Employees Attending | 33 | 56 |
| EMPLOYEE COUNSELLING SERVICE | | |
| Total Number of Referrals | 35 | 43 |
| PHYSIOTHERAPY SERVICE | | |
| Total Number of Referrals | 84 | 92 |
| REFERRALS TO EMPLOYEE SUPPORT OFFICER | | |
| | 45 | 58 |
| TOTAL | 197 | 249 |

| CAUSE OF ACCIDENTS/INCIDENTS | Oct-Dec 2005 | Oct-Dec 2006 |
|-------------------------------------|-------------------------|-------------------------|
| Major* | 0 | 4 |
| Minor | 70 | 39 |
| Violent Incident: Physical | 59 | 17 |
| Violent Incident: Verbal | 3 | 17 |
| Total Accidents/Incidents | 70 | 43 |

*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 2005 | Oct-Dec 2006 |
|--|-------------------------|-------------------------|
| Total Number of Hearings | 11 | 17 |

| ANALYSIS OF REASONS FOR LEAVING | Oct-Dec 2005 | Oct-Dec 2006 |
|--|-------------------------|-------------------------|
| Career Advancement | 10 | 9 |
| Child Caring / Caring Responsibilities | 3 | 4 |
| Dissatisfaction with terms and Conditions | 3 | 0 |
| Moving Outwith Area | 0 | 1 |
| Travelling Difficulties | 1 | 1 |
| Personal Reasons | 0 | 2 |
| Poor Relationship with Manager/Colleague | 3 | 3 |
| Other | 1 | 1 |
| Number of Exit Interviews conducted | 21 | 20 |

| | | |
|--|------------|------------|
| Total Number of Leavers Eligible for Exit Interview | 22 | 24 |
| Percentage of interviews conducted | 95% | 83% |