

# Report

Report to:	<b>Finance &amp; IT Resources Committee</b>
Date of Meeting:	<b>19 May 2009</b>
Report by:	<b>Executive Director (Corporate Resources) and Executive Director (Finance and Information Technology Resources)</b>

Subject:	<b>Finance and Information Technology Resources - Workforce Monitoring – February and March 2009</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for February and March 2009 relating to Finance and Information Technology Resources:

## 2. Recommendation(s)

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

- (1) that the following employment information for February and March 2009 relating to Finance and Information Technology Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accidents/incident statistics
- ◆ 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 Finance and Information Technology Resources provides information on the position for February and March 2009.

## 4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the most recent month of March 2009 for Finance and Information Technology Resources.

The Resource absence figure for March 2009 was 1.7%, showing a decrease of 1.0% from last month and 2.7% lower than the Council Wide figure. Compared to March 2008 the Resource absence figure has decreased by 1.8%.

Based on the period April 2008 – March 2009, the annual absence figure for the Resource equates to 2.3% as against a Council wide figure of 4.0%.

For the Resource this equates to 5.7 days being lost per employee for the year due to absence compared with the figure for the Council of 9.8 days per employee.

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

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 10 referrals were made this period, a decrease of 3 when compared with the same period last year.

#### **4.3 Accident/Incident Statistics**

There were no accidents/incidents recorded within the Resource this period, this figure remains unchanged when compared with the same period last year.

#### **4.4 Discipline, Grievance and Dignity at Work**

There was 1 disciplinary hearing held in the Resource this period. There were no grievances or dignity at work cases held within the Resource this period.

#### **4.5 Analysis of Leavers**

There were 2 leavers in the Resource this period, an increase of 1 when compared to the same period last year.

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

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

**Robert McIlwain**  
**Executive Director (Corporate Resources)**

**Linda Hardie**  
**Executive Director (Finance & IT Resources)**

26 April 2009

**Link(s) to Council Objectives**

- ◆ excellent employer and people focused

**Previous References**

- ◆ 4 March 2009

**List of Background Papers**

- ◆ monitoring information provided by Finance & IT Resources

**Contact for Further Information**

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

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APPENDIX 1

ABSENCE TRENDS - ABSENCE TRENDS - 2006/2007, 2007/2008 & 2008/2009  
Finance & IT Resources

Resource Total (APT&C)				Council Wide			
	2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009
April	2.2	2.4	3.3	April	3.5	3.6	4.3
May	3.5	2.3	2.3	May	3.8	3.9	4.0
June	3.3	2.2	1.6	June	3.5	3.8	3.8
July	2.6	2.8	1.9	July	2.9	3.2	2.9
August	2.9	2.5	2.0	August	2.8	3.4	3.0
September	5.0	2.6	1.6	September	3.7	4.0	3.8
October	4.8	2.3	1.8	October	4.0	4.1	3.8
November	3.4	2.9	2.6	November	4.5	4.5	4.6
December	2.5	3.1	3.0	December	4.7	4.3	4.8
January	3.2	4.1	2.7	January	4.6	4.7	4.4
February	2.3	3.6	2.7	February	4.3	4.7	4.5
March	2.0	3.5	1.7	March	4.3	4.6	4.4
Annual Average	3.1	2.9	2.3	Annual Average	3.9	4.1	4.0
Average Apr-Mar	3.1	2.9	2.3	Average Apr-Mar	3.9	4.1	4.0

No of Employees at 31 Mar 2009		290	No of Employees at 31 Mar 2009		15954
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For Finance & Information Technology the absence rate for unpaid special leave was nil  
Average number of days lost per employee annually is 5.7 days.

**FINANCE & IT RESOURCES**

	<b>Feb-Mar 2008</b>	<b>Feb-Mar 2009</b>
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	5	3
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	1	2
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	6	3
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>		
	1	2
<b>TOTAL</b>	<b>13</b>	<b>10</b>

	<b>Feb-Mar 2008</b>	<b>Feb-Mar 2009</b>
<b>RECORD OF DISCIPLINARY/GRIEVANCE &amp; DIGNITY AT WORK HEARINGS</b>		
Total Number of Hearings	0	1

	<b>Feb-Mar 2008</b>	<b>Feb-Mar 2009</b>
<b>ANALYSIS OF REASONS FOR LEAVING</b>		
Career Advancement	0	2
<b>Number of Exit Interviews conducted</b>	<b>0</b>	<b>2</b>

<b>Total Number of Leavers Eligible for Exit Interview</b>	<b>1</b>	<b>2</b>
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<b>Percentage of interviews conducted</b>	<b>0%</b>	<b>100%</b>
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