

Report

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Report to:	Social Work Resources Committee
Date of Meeting:	28 June 2006
Report by:	Executive Director (Corporate Resources) and Executive Director (Social Work Resources)

Subject:	Workforce Monitoring April and May 2006
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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 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 April and May 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 April and May 2006.

4 Monitoring Statistics

4.1 Attendance Statistics (Appendix 1)

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

The Resource absence figure for May 2006 was 4.3%, a decrease of 0.3% from last month and 0.5% higher than the Council Wide figure. Compared to May 2005 the Resource absence figure has increased by 0.2%.

For the period April 2006 – May 2006, the projected annual average absence figure for the Resource equates to 10.2 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 117 referrals were made this period. This is a decrease of 34 when compared to the same period last year.

4.3 Accident/Incident Statistics

There were 47 accidents/incidents recorded within the Resource this period, an increase of 18 from the same period last year.

4.4 Discipline, Grievance and Dignity at Work

During the period there were 15 disciplines, grievances and dignity at work cases held within the Resource, an increase of 7 from the same period last year. These figures have been merged to ensure anonymity.

4.5 Analysis of Leavers

There were 18 leavers in the Resource this period, a decrease of 4 from the same period last year. Exit interviews were held with all of those employees leavers and the main reason cited 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.

Robert McIlwain

Executive Director (Corporate Resources)

Harry Stevenson

Executive Director (Social Work Resources)

12 June 2006

Link(s) to Council Objectives

- managing resources

Previous References

3 May 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:-

Elaine Melrose - Personnel Officer

Ext: 4534 (Tel: 01698 454534)

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

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		June	4.9	4.2		June	4.2	3.7		June	3.3	3.6		
July	3.1	3.2		July	4.4	4.2		July	3.5	3.5		July	2.7	3.1		
August	3.2	3.3		August	4.2	4.5		August	3.5	3.7		August	3.0	3.1		
September	3.5	3.3		September	3.7	4.7		September	3.5	3.7		September	3.8	3.7		
October	4.0	4.0		October	4.1	4.8		October	4.0	4.3		October	3.7	3.8		
November	4.5	4.6		November	4.5	4.5		November	4.5	4.5		November	4.1	4.3		
December	4.1	4.5		December	4.7	4.3		December	4.3	4.4		December	3.9	3.9		
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	5.5	Annual Average	4.4	4.2	4.5	Annual Average	3.8	3.8	3.7	
Average Apr-May	4.8	4.2	4.0	Average Apr-May	5.9	4.6	5.5	Average Apr-May	5.1	4.4	4.5	Average Apr-May	3.9	3.7	3.7	
No of Employees at 31 May 2006			1934	No of Employees at 31 May 2006			986	No of Employees at 31 May 2006			2920	No of Employees at 31 May 2006			16368	

For Social Work Resources the absence rate for unpaid special is so small as to be negligible.
Average number of days lost per employee annually is 10.2 days.

SOCIAL WORK RESOURCES

	Apr-May 2005	Apr-May 2006
MEDICAL EXAMINATIONS		
Number of Employees Attending	35	28
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	23	17
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	67	55
REFERRALS TO EMPLOYEE SUPPORT OFFICER		
	26	17
TOTAL	151	117

CAUSE OF ACCIDENTS/INCIDENTS	Apr-May 2005	Apr-May 2006
Major*	0	2
Minor	29	45
Violent Incident: Physical	12	24
Violent Incident: Verbal	11	17
Total Accidents/Incidents	29	47

*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/GREIVENCE AND DIGNITY AT WORK HEARINGS	Apr-May 2005	Apr-May 2006
Total Number of Hearings	8	15

ANALYSIS OF REASONS FOR LEAVING	Apr-May 2005	Apr-May 2006
Career Advancement	11	13
Child Caring / Caring Responsibilities	1	1
Dissatisfaction with terms and Conditions	0	1
Moving Outwith Area	3	1
Travelling Difficulties	2	0
Personal Reasons	1	0
Further Education	0	2
Other	0	0
Number of Exit Interviews conducted	18	18

Total Number of Leavers Eligible for Exit Interview	22	18
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Percentage of interviews conducted	82%	100%
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