

Report

Report to:	Social Work Resources Committee
Date of Meeting:	22 August 2007
Report by:	Executive Director (Corporate Resources) and Executive Director (Social Work Resources)

Subject:	Workforce Monitoring May and June 2007
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1 Purpose of Report

1.1 The purpose of the report is to:-

- provide employment information for the period May and June 2007, 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 May and June 2007, 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 May and June 2007.

4 Monitoring Statistics

4.1 Attendance Statistics (Appendix 1)

Information on absence statistics are analysed for the most recent month of June 2007 for Social Work Resources.

The Resource absence figure for June 2007 was 4.4%, an increase of 0.1% from last month and 0.6% higher than the Council Wide figure. Compared to June 2006 the Resource absence figure has increased by 0.3%.

Based on the period April 2007 to June 2007, the projected annual average figure for the Resource equates to 4.4% as against a Council wide average of 3.8%.

For the Resource this equates to 9.6 days being lost per employee for the year, due to absence, compared with the overall figure for the Council of 9.2 days per employee.

4.2 Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 111 referrals were made this period. This is a decrease of 10 when compared to the same period last year.

4.3 Accident/Incident Statistics

There were 29 accidents/incidents recorded within the Resource this period, a decrease of 7 from the same period last year.

4.4 Discipline, Grievance and Dignity at Work

During the period there were 16 disciplines, grievances and dignity at work case held within the Resource, an increase of 3 from the same period last year. These figures have been merged to ensure anonymity.

4.5 Analysis of Leavers

There were 25 leavers in the Resource this period, an increase of 8 from the same period last year. 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 Equality Impact Assessment and Consultation Arrangements

- 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)

22 July 2007

Link(s) to Council Objectives

- managing resources

Previous References

13 June 2007

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:-

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ABSENCE TRENDS - 2005/2006, 2006/2007 & 2007/2008
Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2005 / 2006	2006 / 2007	2007 / 2008		2005 / 2006	2006 / 2007	2007 / 2008		2005 / 2006	2006 / 2007	2007 / 2008		2005 / 2006	2006 / 2007	2007 / 2008	
April	4.5	4.1	3.8	April	4.8	5.5	5.7	April	4.6	4.6	4.4	April	3.6	3.5	3.6	
May	3.9	3.9	3.9	May	4.4	5.4	5.2	May	4.1	4.3	4.3	May	3.8	3.8	3.9	
June	3.4	3.9	3.9	June	4.2	4.5	5.4	June	3.7	4.1	4.4	June	3.6	3.5	3.8	
July	3.2	3.6		July	4.2	3.9		July	3.5	3.7		July	3.1	2.9		
August	3.3	3.3		August	4.5	4.0		August	3.7	3.5		August	3.1	2.8		
September	3.3	3.8		September	4.7	4.8		September	3.7	4.1		September	3.7	3.7		
October	4.0	4.6		October	4.8	5.7		October	4.3	5.0		October	3.8	4.0		
November	4.6	4.6		November	4.5	5.6		November	4.5	4.9		November	4.3	4.5		
December	4.5	4.4		December	4.3	5.9		December	4.4	4.9		December	3.9	4.7		
January	4.2	4.7		January	4.7	6.6		January	4.3	5.3		January	3.9	4.6		
February	4.0	4.2		February	4.6	6.5		February	4.2	4.9		February	4.3	4.3		
March	4.6	4.6		March	6.2	5.3		March	5.1	4.8		March	4.4	4.3		
Annual Average	4.0	4.1	3.9	Annual Average	4.7	5.3	5.4	Annual Average	4.2	4.5	4.4	Annual Average	3.8	3.9	3.8	
Average Apr-Jun	3.9	4.0	3.9	Average Apr-Jun	4.5	5.1	5.4	Average Apr-Jun	4.1	4.3	4.4	Average Apr-Jun	3.7	3.6	3.8	
No of Employees at 30 June 2007			1949	No of Employees at 30 June 2007			965	No of Employees at 30 June 2007			2914	No of Employees at 30 June 2007			16540	

For Social Work Resources the absence rate for unpaid special was nil.

Average number of days lost per employee annually is 9.6 days.

SOCIAL WORK RESOURCES

	May-June 2006	May-June 2007
MEDICAL EXAMINATIONS		
Number of Employees Attending	22	30
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	29	17
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	50	44
REFERRALS TO EMPLOYEE SUPPORT OFFICER		
	20	20
TOTAL	121	111

CAUSE OF ACCIDENTS/INCIDENTS	May-June 2006	May-June 2007
Major*	2	0
Minor	34	29
Total Accidents/Incidents	36	29
Violent Incident: Physical**	17	13
Violent Incident: Verbal**	13	9

*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.

** Violent incidents are included in the major and minor figures

RECORD OF DISCIPLINARY/GRIEVANCE & DIGNITY AT WORK HEARINGS	May-June 2006	May-June 2007
Total Number of Hearings	13	16

ANALYSIS OF REASONS FOR LEAVING	May-June 2006	May-June 2007
Career Advancement	10	9
Child Caring / Caring Responsibilities	1	2
Dissatisfaction with terms and Conditions	2	1
Moving Outwith Area	2	3
Travelling Difficulties	0	2
Further Education	1	1
Number of Exit Interviews conducted	16	18

Total Number of Leavers Eligible for Exit Interview	17	25
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