

Report

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| Report to: | Finance and Corporate Resources Committee |
| Date of Meeting: | 17 March 2021 |
| Report by: | Executive Director (Finance and Corporate Resources) |

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| Subject: | Finance and Corporate Resources – Workforce Monitoring – November to December 2020 |
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for the period November to December 2020 relating to Finance and Corporate 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 November to December 2020 relating to Finance and Corporate Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ staffing watch as at 12 December 2020

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 Corporate Resources provides information on the position for the period November to December 2020.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of December 2020 for Finance and Corporate Resources.

The Resource absence figure for December 2020 was 2.8%, which has decreased by 0.4% when compared to last month and is 2.8% lower than the Council-wide figure. Compared to December 2019, the Resource absence figure has decreased by 1.7%.

Based on the absence figures at December 2020 and annual trends, the projected annual average absence for the Resource for 2020/2021 is 3.0%, compared to a Council-wide average figure of 4.4%.

For the financial year 2020/2021, the projected average days lost per employee equates to 6.1 days, compared with the overall figure for the Council of 9.4 days per employee.

Managers follow the procedures outlined in the Maximising Attendance Policy to support employees to remain at work, or to return to work after a sickness absence. There are comprehensive employee supports in place and additionally, Personnel Services work in close partnership with line managers and Resource Management Teams on a case management basis to ensure that appropriate actions are taken.

The attendance information contained in this report includes absences as a result of Covid-19, and employees are being supported through this difficult time to maintain attendance levels where they can. As this report was being prepared, at 10 February 2021, the Council overall absence level was 5.65% with 1.53% of this relating to Covid-19 for sickness and special leave.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, 42 referrals were made this period, a decrease of 2 when compared with the same period last year.

4.3. Accident/Incident Statistics (Appendix 2)

There were no accidents/incidents recorded within the Resource this period, a decrease of 5 when compared with the same period last year.

4.4. Discipline, Grievance and Dignity at Work (Appendix 2)

There were no disciplinary hearings held within the Resource this period, which remains unchanged when compared with the same period last year. There was 1 grievance raised within the Resource this period, which is an increase of 1 when compared with the same period last year. There were no Dignity at Work complaints raised within the Resource this period, which remains unchanged when compared with the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There was 1 leaver in the Resource this period who was eligible for an exit interview. This figure remains unchanged when compared with the same period last year. Exit interviews were held with 0% of employees, compared with 100% for the same period last year.

4.6. When processing an employee termination, managers are asked to identify whether they intend to replace the employee who had left the Council. If they indicate that they do not intend to replace the employee, they are asked to select from four options:-

- ◆ plan to hold for savings
- ◆ fill on a fixed term basis pending savings
- ◆ transfer budget to another post
- ◆ end of fixed term contract

4.7. Appendix 2a provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period November to December 2020, 7 employees in total left employment. Managers indicated that all posts are being replaced.

5. Staffing Watch

- 5.1. There has been a decrease of 15 in the number of employees in post from 14 September 2020 to 12 December 2020.

6. Employee Implications

- 6.1. There are no implications for employees arising from the information presented in this report.

7. Financial Implications

- 7.1. All financial implications are accommodated within existing budgets.

8. Climate Change, Sustainability and Environmental Implications

- 8.1. There are no climate change, sustainability or environmental implications arising from the information presented in this report.

9. Other Implications

- 9.1. There are no implications for risk in terms of the information contained within this report.

10. Equality Impact Assessment and Consultation Arrangements

- 10.1. 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.
- 10.2. There was no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

9 February 2021

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent
- ◆ Fair, open and sustainable
- ◆ Ambitious, self aware and improving
- ◆ Excellent employer
- ◆ Focused on people and their needs
- ◆ Working with and respecting others

Previous References

- ◆ Finance and Corporate Resources, 20 January 2021

List of Background Papers

- ◆ Monitoring information provided by Finance and Corporate 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 - 2018/2019, 2019/2020 & 2020/2021
Finance and Corporate Resources

| APT&C | | | | Manual Workers | | | | Resource Total | | | | Council Wide | | | |
|-------------------------------------|----------------|----------------|----------------|-------------------------------------|----------------|----------------|----------------|-------------------------------------|----------------|----------------|----------------|-------------------------------------|----------------|----------------|----------------|
| | 2018 / 2019 | 2019 / 2020 | 2020 / 2021 | | 2018 / 2019 | 2019 / 2020 | 2020 / 2021 | | 2018 / 2019 | 2019 / 2020 | 2020 / 2021 | | 2018 / 2019 | 2019 / 2020 | 2020 / 2021 |
| April | 3.1 | 3.5 | 3.5 | April | 8.6 | 7.1 | 8.5 | April | 3.2 | 3.6 | 3.6 | April | 4.1 | 4.0 | 4.4 |
| May | 3.3 | 3.2 | 2.3 | May | 0.4 | 0.0 | 16.0 | May | 3.2 | 3.2 | 2.4 | May | 4.2 | 4.4 | 3.1 |
| June | 2.5 | 3.3 | 1.9 | June | 0.0 | 0.5 | 7.4 | June | 2.5 | 3.2 | 1.9 | June | 4.3 | 4.4 | 2.7 |
| July | 2.9 | 3.3 | 2.0 | July | 0.0 | 2.4 | 3.5 | July | 2.9 | 3.2 | 2.0 | July | 3.4 | 3.4 | 2.3 |
| August | 2.8 | 3.6 | 1.8 | August | 0.4 | 5.9 | 12.1 | August | 2.8 | 3.6 | 2.0 | August | 3.6 | 3.7 | 3.1 |
| September | 3.1 | 3.3 | 2.3 | September | 0.0 | 3.5 | 13.4 | September | 3.0 | 3.3 | 2.4 | September | 4.4 | 4.5 | 4.2 |
| October | 3.6 | 3.7 | 3.2 | October | 0.0 | 3.6 | 10.2 | October | 3.6 | 3.7 | 3.3 | October | 4.4 | 4.6 | 4.8 |
| November | 4.6 | 3.9 | 3.1 | November | 0.0 | 2.6 | 11.4 | November | 4.6 | 3.8 | 3.2 | November | 5.1 | 5.5 | 5.8 |
| December | 3.8 | 4.6 | 2.7 | December | 0.0 | 1.3 | 11.4 | December | 3.8 | 4.5 | 2.8 | December | 4.8 | 5.7 | 5.6 |
| January | 3.6 | 3.9 | | January | 0.0 | 0.0 | | January | 3.5 | 3.9 | | January | 4.9 | 5.3 | |
| February | 3.7 | 4.1 | | February | 2.3 | 7.6 | | February | 3.6 | 4.1 | | February | 5.2 | 5.6 | |
| March | 3.2 | 4.5 | | March | 9.8 | 4.6 | | March | 3.3 | 4.5 | | March | 4.9 | 6.2 | |
| Annual Average | 3.4 | 3.7 | 2.9 | Annual Average | 1.8 | 3.3 | 8.8 | Annual Average | 3.3 | 3.7 | 3.0 | Annual Average | 4.4 | 4.8 | 4.4 |
| Average Apr-Dec | 3.3 | 3.6 | 2.5 | Average Apr-Dec | 1.0 | 3.0 | 10.4 | Average Apr-Dec | 3.3 | 3.6 | 2.6 | Average Apr-Dec | 4.3 | 4.5 | 4.0 |
| | | | | | | | | | | | | | | | |
| No of Employees at 31 December 2020 | | | 944 | No of Employees at 31 December 2020 | | 9 | | No of Employees at 31 December 2020 | | 953 | | No of Employees at 31 December 2020 | | 15813 | |

For the financial year 2020/21, the projected average days lost per employee equates to 6.1 days.

FINANCE AND CORPORATE RESOURCES

| | Nov - Dec 2019 | Nov - Dec 2020 |
|---|-------------------|-------------------|
| MEDICAL EXAMINATIONS | | |
| Number of Employees Attending | 10 | 12 |
| EMPLOYEE COUNSELLING SERVICE | | |
| Total Number of Referrals | 0 | 0 |
| PHYSIOTHERAPY SERVICE | | |
| Total Number of Referrals | 25 | 14 |
| REFERRALS TO EMPLOYEE SUPPORT OFFICER | | |
| | 9 | 16 |
| REFERRALS TO COGNITIVE BEHAVIOUR THERAPY | | |
| | 0 | 0 |
| TOTAL | 44 | 42 |

| CAUSE OF ACCIDENTS/INCIDENTS | Nov - Dec 2019 | Nov - Dec 2020 |
|----------------------------------|-------------------|-------------------|
| Violent Incident: Physical**** | 1 | 0 |
| Violent Incident: Verbal***** | 4 | 0 |
| Total Accidents/Incidents | 5 | 0 |

*A Specified Injury is any fracture (other than to the fingers, thumbs or toes), amputation, loss of sight, serious burns, crushing injury, scalping, loss of consciousness caused by asphyxiation/ head injury, a chemical or hot metal burn to the eye or penetrating injury as defined by the HSE.

**Over 3 day / over 7 day absence is an injury sustained outwith specified injury category that results in a period of absence of absence as defined by the HSE.

***Near Miss - Any unexpected, unplanned occurrence (except Dangerous Occurrences) that does not lead to injury of persons, damage to property, plant or equipment but may have done so in different circumstance.

****Physical violent incidents are included in the "Specified" figures, where applicable, to provide the "Total Specified" figures.

****Physical violent incidents and ***** Verbal Violent Incidents are included in the "Over 3-day or Over 7-day" figures, where applicable, to provide the "Total Over 3-day or Over 7-day" figures.

****Physical Violent Incidents and ***** Verbal Violent Incidents are included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.

| RECORD OF DISCIPLINARY HEARINGS | Nov - Dec 2019 | Nov - Dec 2020 |
|---------------------------------|-------------------|-------------------|
| Total Number of Hearings | 0 | 0 |

| RECORD OF GRIEVANCE HEARINGS | Nov - Dec 2019 | Nov - Dec 2020 |
|------------------------------|-------------------|-------------------|
| Number of Grievances | 0 | 1 |
| Still in Progress | 0 | 1 |

| RECORD OF DIGNITY AT WORK | Nov - Dec 2019 | Nov - Dec 2020 |
|---------------------------|-------------------|-------------------|
| Number of Incidents | 0 | 0 |

| ANALYSIS OF REASONS FOR LEAVING | Nov - Dec 2019 | Nov - Dec 2020 |
|--|-------------------|-------------------|
| Poor Relationship with Manager/Colleagues | 1 | 0 |
| Number of Exit Interviews conducted | 1 | 0 |

| | | |
|--|----------|----------|
| Total Number of Leavers Eligible for Exit Interview | 1 | 1 |
|--|----------|----------|

| | | |
|---|-------------|-----------|
| Percentage of interviews conducted | 100% | 0% |
|---|-------------|-----------|

| | Nov - Dec 2020 | | Reconciliation figure | | Cumulative total | |
|--|----------------|-------|-----------------------|-----|------------------|-----|
| | | | Apr - Oct 2020 | | | |
| | FTE* | H/C** | FTE | H/C | FTE | H/C |
| Terminations/Leavers | 4.59 | 7 | 20.37 | 25 | 24.96 | 32 |
| Being replaced | 4.59 | 7 | 19.37 | 24 | 23.96 | 31 |
| Filled on fixed term basis | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Plan to transfer this budget to another post | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| End of fixed term contract | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Held pending service Review | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Plan to remove for savings | 0.00 | 0 | 1.00 | 1 | 1.00 | 1 |

* Full time equivalent

** Head count/number of employees

**JOINT STAFFING WATCH RETURN
FINANCE AND CORPORATE RESOURCES**

1. As at 12 December 2020

| Total Number of Employees | | | | | | | | | |
|---|---------|---------|---------|---------|---------|---------|-----------|---------|--------|
| MALE | | FEMALE | | TOTAL | | | | | |
| F/T | P/T | F/T | P/T | | | | | | |
| 200 | 16 | 351 | 303 | 870 | | | | | |
| | | | | | | | | | |
| *Full - Time Equivalent No of Employees | | | | | | | | | |
| Salary Bands | | | | | | | | | |
| Director | Grade 1 | Grade 2 | Grade 3 | Grade 4 | Grade 5 | Grade 6 | Fixed SCP | Teacher | TOTAL |
| 2.00 | 111.50 | 340.25 | 228.96 | 54.54 | 25.10 | 6.00 | 1.00 | 0.00 | 769.35 |

1. As at 14 September 2020

| Total Number of Employees | | | | | | | | | |
|---|---------|---------|---------|---------|---------|---------|-----------|---------|--------|
| MALE | | FEMALE | | TOTAL | | | | | |
| F/T | P/T | F/T | P/T | | | | | | |
| 203 | 16 | 359 | 307 | 885 | | | | | |
| | | | | | | | | | |
| *Full - Time Equivalent No of Employees | | | | | | | | | |
| Salary Bands | | | | | | | | | |
| Director | Grade 1 | Grade 2 | Grade 3 | Grade 4 | Grade 5 | Grade 6 | Fixed SCP | Teacher | TOTAL |
| 2.00 | 116.60 | 345.47 | 229.92 | 56.54 | 25.10 | 6.00 | 1.00 | 0.00 | 782.63 |