

Report

Report to:	Community Services Committee
Date of Meeting:	17 February 2015
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Community and Enterprise Resources)

Subject:	Community Services - Workforce Monitoring – October to December 2014
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1 Purpose of Report

1.1 The purpose of the report is to:-

- ♦ provide employment information for the period October to December 2014 relating to Community Services

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 to December 2014 relating to Community Services be noted:-

- ♦ attendance statistics
- ♦ occupational health
- ♦ accidents/incidents statistics
- ♦ discipline, grievance and dignity at work
- ♦ analysis of leavers and exit interviews
- ♦ staffing watch as at 13 September 2014

3 Background

3.1 As part of the Council's performance management arrangements, regular Workforce Monitoring Reports are submitted to Committee. This report for Community Services Committee provides information on the position for the period October to December 2014.

4 Monitoring Statistics

4.1 Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of December 2014 for Community Services.

The Service absence rate for December 2014 was 5.3%, a decrease of 1.0% when compared with the previous month and 0.7% higher when compared with the Council wide figure. Compared to December 2013, the Service absence figure has increased by 0.2%

Based on the 2013/2014 annual trend, and the absence figures to December 2014, the overall projected annual average absence for the Service for 2014/2015 is 5.0%, compared to a projected Council wide average figure of 4.1%.

For the financial year 2014/2015, the projected average days lost per employee within the Service equates to 13 days, compared with the projected average figure for the Council of 9.7 days per employee.

Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, there were 246 referrals made this period which is an increase of 47 when compared to the same period last year.

4.2 Accident/Incident Statistics

There were 31 accidents/incidents recorded this period within the Service, an increase of 12 when compared with the same period last year.

4.3 Discipline, Grievance and Dignity at Work

In total there were 38 disciplinary hearings held during this period and this figure represents a decrease of 9 when compared with the same period last year. There were no grievances or dignity at work hearings heard during this period which remains the same when compared to the same period last year.

4.4 Analysis of Leavers and Exit Interviews

There were 25 leavers this period eligible for an exit interview, this represents no change when compared to the same period last year. There were no exit interviews conducted during this period.

5 Staffing Watch (Appendix 3)

- 5.1 There has been a decrease of 34 employees in post from 14 June 2014 to 13 September 2014.

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 Other Implications

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

9 Equality Impact Assessment and Consultation Arrangements

- 9.1 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.
- 9.2 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)

Colin McDowall
Executive Director (Community and Enterprise Resources)

20 January 2015

Link(s) to Council Objectives/Values

- ◆ Accountable, effective and efficient
- ◆ Fair and open
- ◆ Self aware and improving
- ◆ Excellent employer
- ◆ People focused
- ◆ Working with and respecting others

Previous References

- ◆ Community Services Committee 25 November 2014

List of Background Papers

- ◆ monitoring information provided by Community and Enterprise Resources

Contact for Further Information

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

Ext: 5024 (Tel: 01698 455024)

E-mail: joanne.doyle2@southlanarkshire.gcsx.gov.uk

ABSENCE TRENDS - 2012/2013, 2013/2014 & 2014/2015
Community Services

APT&C				Manual Workers				Service Total				Council Wide							
	2012 / 2013	2013 / 2014	2014 / 2015		2012 / 2013	2013 / 2014	2014 / 2015		2012 / 2013	2013 / 2014	2014 / 2015		2012 / 2013	2013 / 2014	2014 / 2015				
April	3.1	3.0	3.0	April	5.1	4.3	4.4	April	4.9	4.2	4.2	April	4.1	3.8	3.9				
May	4.0	2.8	2.2	May	5.1	5.0	4.9	May	5.0	4.7	4.6	May	4.1	4.0	4.1				
June	2.9	2.5	2.0	June	5.2	4.7	4.8	June	4.9	4.4	4.4	June	3.7	3.6	3.7				
July	2.4	2.2	2.4	July	3.9	3.8	3.8	July	3.7	3.6	3.6	July	3.0	3.0	2.9				
August	2.2	2.1	3.1	August	4.8	4.0	4.4	August	4.5	3.7	4.3	August	3.3	3.0	3.4				
September	3.0	1.9	2.6	September	6.1	4.4	6.2	September	5.8	4.1	5.7	September	3.9	3.7	4.3				
October	3.5	2.5	2.8	October	5.4	5.2	6.4	October	5.2	4.8	6.1	October	4.2	3.7	4.5				
November	4.2	3.6	2.4	November	5.5	4.9	6.9	November	5.4	4.7	6.3	November	4.5	4.2	4.9				
December	3.8	3.2	1.9	December	5.6	5.4	5.8	December	5.4	5.1	5.3	December	4.5	4.1	4.6				
January	3.8	3.1		January	4.8	4.9		January	4.7	4.6		January	4.4	4.2					
February	4.4	4.1		February	5.2	5.4		February	5.1	5.2		February	4.5	4.6					
March	5.0	2.9		March	4.8	5.6		March	4.8	5.3		March	4.4	4.6					
Annual Average	3.5	2.8	2.7	Annual Average	5.1	4.8	5.3	Annual Average	5.0	4.5	5.0	Annual Average	4.1	3.9	4.1				
Average Apr-Dec	3.2	2.6	2.5	Average Apr-Dec	5.2	4.6	5.3	Average Apr-Dec	5.0	4.4	4.9	Average Apr-Dec	3.9	3.7	4.0				
No of Employees at 31 December 2014				382	No of Employees at 31 December 2014				2552	No of Employees at 31 December 2014				2934	No of Employees at 31 December 2014				15036
For Community Services absence rate for unpaid leave for the month was nil.																			
For the financial year 2014/15, the projected average days lost per employee equates to 13.0 days.																			

COMMUNITY SERVICES COMMITTEE

	Oct-Dec 2013	Oct-Dec 2014
MEDICAL EXAMINATIONS		
Number of Employees Attending	75	85
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	23	29
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	54	80
REFERRALS TO EMPLOYEE SUPPORT OFFICER	38	37
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	9	15
TOTAL	199	246

CAUSE OF ACCIDENTS/INCIDENTS	Oct-Dec 2013	Oct-Dec 2014
Major Injuries*	2	0
Over 7 day absences	1	6
Over 3 day absences**	0	5
Minor	16	20
Total Accidents/Incidents	19	31
Near Miss	0	2
Violent Incident: Physical****	1	1
Violent Incident: Verbal*****	1	1

*A Major injury is any fracture (other than to the fingers, thumbs or toes), amputation, dislocation of the shoulder, hip, knee or spine, loss of sight, electric shock, a chemical or hot metal burn to the eye or penetrating injury defined by the HSE.

**Over 3 day / over 7day absence. As of 1 April 2012 changes occurred to RIDDOR whereby the need to report absences of employees from work because of an injury sustained during their employment was raised from over 3 days absence to over 7 day. Therefore the monthly figures are non comparable for this category.

*** A minor injury is an injury not covered by " Over 7-day" or "Major".

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 "Major" figures, where applicable, to provide the "Total Major" 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/GRIEVANCE & DIGNITY AT WORK HEARINGS	Oct-Dec 2013	Oct-Dec 2014
Total Number of Hearings	47	38

ANALYSIS OF REASONS FOR LEAVING	Oct-Dec 2013	Oct-Dec 2014
Other	1	0
Number of Exit Interviews conducted	1	0

Total Number of Leavers Eligible for Exit Interview	25	25
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Percentage of interviews conducted	4%	0%
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**JOINT STAFFING WATCH RETURN
COMMUNITY SERVICES**

APPENDIX 3

1. As at 13 September 2014

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
1175	232	236	1460						
3103									
*Full - Time Equivalent No of Employees									
Salary Bands									
Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade5	Grade 6	Fixed SCP	Teacher	TOTAL
1	1712.44	288.42	136.6	21.86	12	3	30.99	0	2206.31

1. As at 14 June 2014

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
1191	231	243	1472						
3137									
*Full - Time Equivalent No of Employees									
Salary Bands									
Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade5	Grade 6	Fixed SCP	Teacher	TOTAL
1	1730.26	292.45	135.13	21.86	12	3	35.6	0	2231.3