

Report

Report to:	Corporate Resources Committee
Date of Meeting:	7 May 2008
Report by:	Executive Director (Corporate Resources)

Subject:	Corporate Resources' Workforce Monitoring – January to March 2008
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for the period January to March 2008 relating to 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 January to March 2008 relating to Corporate 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 Corporate Resources provides information on the position for the period January to March 2008.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of March 2008 for Corporate Resources.

The Resource absence figure for March 2008 was 2.7%, an increase of 0.6% from last month and 1.9% lower than the Council Wide figure. Compared with March 2007, the Resource absence figure has increased by 1.7%.

Based on the period April 2007 to March 2008, the annual absence figure for the Resource is 2.2% as against a Council wide figure of 4.1%. For the Resource this equates to 5.3 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 8 referrals were made this period. This is a decrease of 7 when compared with the same period last year.

4.3 Accident/Incident Statistics

There was 1 accident/incident 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 were no disciplines, grievances or Dignity at Work cases held within the Resource this period.

4.5 Analysis of Leavers

There were 4 leavers in the Resource this period. This figure remains unchanged when compared with the same period last year. Career advancement was cited as the reason for leaving in each instance.

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)

11 April 2008

Link(s) to Council Objectives

- ◆ excellent employer
- ◆ People focused

Previous References

- ◆ Corporate Resources Committee - 20 February 2008

List of Background Papers

- ◆ monitoring information provided by 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 - 2005/2006, 2006/2007 & 2007/2008
Corporate Resources

Resource Total (APT&C)				Council Wide			
	2005 / 2006	2006 / 2007	2007 / 2008		2005 / 2006	2006 / 2007	2007 / 2008
April	3.5	2.2	1.2	April	3.6	3.5	3.6
May	3.2	1.5	1.6	May	3.8	3.8	3.9
June	3.7	2.0	2.4	June	3.6	3.5	3.8
July	3.6	2.8	2.2	July	3.1	2.9	3.2
August	4.3	3.1	1.5	August	3.1	2.8	3.4
September	3.7	2.9	2.3	September	3.7	3.7	4.0
October	2.5	2.0	2.5	October	3.8	4.0	4.1
November	2.7	1.2	2.9	November	4.3	4.5	4.5
December	2.6	2.0	2.1	December	3.9	4.7	4.3
January	2.3	1.8	2.4	January	3.9	4.6	4.7
February	2.9	2.1	2.1	February	4.3	4.3	4.7
March	4.2	1.0	2.7	March	4.4	4.3	4.6
Annual Average	3.3	2.1	2.2	Annual Average	3.8	3.9	4.1

No of Employees at 31 Mar 2008	246	No of Employees at 31 Mar 2008	16430
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For Corporate Resources the absence rate for unpaid special leave was nil.
Average number of days lost per employee annually is 5.3 days.

CORPORATE RESOURCES

	Jan-Mar 2007	Jan-Mar 2008
MEDICAL EXAMINATIONS		
Number of Employees Attending	1	0
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	4	1
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	9	7
REFERRALS TO EMPLOYEE SUPPORT OFFICER		
	1	0
TOTAL	15	8

CAUSE OF ACCIDENTS/INCIDENTS	Jan-Mar 2007	Jan-Mar 2008
Major*	0	0
Minor	1	1
Total Accidents/Incidents	1	1
Violent Incident: Physical	0	0
Violent Incident: Verbal	0	0

*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.

ANALYSIS OF REASONS FOR LEAVING	Jan-Mar 2007	Jan-Mar 2008
Career Advancement	4	4
Number of Exit Interviews conducted	4	4

Total Number of Leavers Eligible for Exit Interview	4	4
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Percentage of interviews conducted	100%	100%
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