

# Report

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| Report to:       | <b>Corporate Resources Committee</b>            |
| Date of Meeting: | <b>21 September 2005</b>                        |
| Report by:       | <b>Executive Director (Corporate Resources)</b> |

|          |  |
|----------|--|
| Subject: | <b>Corporate Resources Workforce Monitoring – June and July 2005</b> |
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for June 2005 – July 2005, 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 June and July 2005 relating to Corporate Resources be noted:-
- ◆ attendance statistics
  - ◆ occupational health
  - ◆ accidents/incidents
  - ◆ discipline, grievance and dignity at work
  - ◆ analysis of leavers
  - ◆ staffing watch as at 11 June 2005

## 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 June and July 2005.

## 4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

The Resource absence figure for July 2005 was 3.6%, a decrease of 0.1% from last month and 0.5% higher than the Council Wide figure. Compared with July 2004, the Resource absence figure has increased by 1.6%.

For the period April 2005 – July 2005, the projected annual average absence figure for the Resource equates to 8.4 days being lost per employee each year due to absence and is comparable to the Council wide figure.

4.2 **Occupational Health (Appendix 2)**

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 4 referrals were made this period. This is a decrease of 3 compared with the same period last year.

#### **4.3 Accident/Incident Statistics**

There were no accidents/incidents recorded within the Resource this period, a decrease of 1 from the same period last year.

#### **4.4 Discipline, Grievance and Dignity at Work**

There were no disciplinary hearings, grievances or dignity at work cases heard within the Resource this period.

#### **4.5 Analysis of Leavers**

There were 5 leavers in the Resource this period, an increase of 1 from the same period last year. The main reason for leaving was Career Advancement.

### **5. Staffing Watch (Appendix 3)**

5.1 There was a decrease of 3 in the total number of employees in post since 12 March 2005.

### **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. None.

### **9. Consultation**

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

**Alan Cuthbertson**

**Executive Director (Corporate Resources)**

26 August 2005

#### **Link(s) to Council Objectives**

- ♦ managing resources

#### **Previous References**

- ♦ 29 June 2005

#### **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 - 2003/2004, 2004/2005 & 2005/2006**  
**Corporate Resources**

| Resource Total (APT&C) |                |                |                | Council Wide    |                |                |                |
|------------------------|----------------|----------------|----------------|-----------------|----------------|----------------|----------------|
|                        | 2003 /<br>2004 | 2004 /<br>2005 | 2005 /<br>2006 |                 | 2003 /<br>2004 | 2004 /<br>2005 | 2005 /<br>2006 |
| April                  | 2.2            | 2.8            | 3.5            | April           | 4.1            | 3.9            | 3.6            |
| May                    | 2.0            | 3.1            | 3.2            | May             | 3.9            | 3.8            | 3.8            |
| June                   | 2.4            | 2.7            | 3.7            | June            | 3.9            | 3.3            | 3.6            |
| July                   | 3.5            | 2.0            | 3.6            | July            | 3.2            | 2.7            | 3.1            |
| August                 | 4.1            | 1.7            |                | August          | 3.3            | 3.0            |                |
| September              | 3.6            | 1.9            |                | September       | 4.1            | 3.8            |                |
| October                | 2.4            | 1.9            |                | October         | 4.2            | 3.7            |                |
| November               | 2.7            | 2.1            |                | November        | 5.0            | 4.1            |                |
| December               | 2.4            | 2.2            |                | December        | 4.3            | 3.9            |                |
| January                | 2.2            | 3.7            |                | January         | 4.3            | 4.1            |                |
| February               | 2.7            | 3.9            |                | February        | 4.6            | 4.8            |                |
| March                  | 2.8            | 3.9            |                | March           | 4.5            | 4.6            |                |
| Annual Average         | 2.8            | 2.7            | 3.5            | Annual Average  | 4.1            | 3.8            | 3.5            |
| Average Apr-Jul        | 2.5            | 2.7            | 3.5            | Average Apr-Jul | 3.8            | 3.4            | 3.5            |

  

|                                 |     |                                 |       |
|---------------------------------|-----|---------------------------------|-------|
| No of Employees at 31 July 2005 | 235 | No of Employees at 31 July 2005 | 15830 |
|---------------------------------|-----|---------------------------------|-------|

For Corporate Resources the absence rate for unpaid special leave was nil.  
Average number of days lost per employee annually is 8.4 days.

## CORPORATE RESOURCES

|  | June-July<br>2004 | June-July<br>2005 |
|--|-------------------|-------------------|
| <b>MEDICAL EXAMINATIONS/EMPLOYEE COUNSELLING SERVICE/REFERRALS TO EMPLOYEE SUPPORT OFFICER/PHYSIOTHERAPY SERVICE</b> | 7                 | 4                 |
| Number of Employees Attending  |                   |                   |

| CAUSE OF ACCIDENTS/INCIDENTS     | June-July<br>2004 | June-July<br>2005 |
|----------------------------------|-------------------|-------------------|
| Major*                           | 0                 | 0                 |
| Minor                            | 1                 | 0                 |
| Violent Incident: Physical       | 0                 | 0                 |
| Violent Incident: Verbal         | 0                 | 0                 |
| <b>Total Accidents/Incidents</b> | <b>1</b>          | <b>0</b>          |

\*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            | June-July<br>2004 | June-July<br>2005 |
|--|-------------------|-------------------|
| Career Advancement                         | 1                 | 2                 |
| Moving outwith Area                        | 2                 | 1                 |
| Other                                      | 0                 | 1                 |
| <b>Number of Exit Interviews conducted</b> | <b>3</b>          | <b>4</b>          |

|                                |          |          |
|--------------------------------|----------|----------|
| <b>Total Number of Leavers</b> | <b>4</b> | <b>5</b> |
|--------------------------------|----------|----------|

|   |            |            |
|---|------------|------------|
| <b>Percentage of interviews conducted</b> | <b>75%</b> | <b>80%</b> |
|---|------------|------------|

**1. As at 11 June 2005**

| Total Number of Employees               |      |        |       |       |       |
|---|------|--------|-------|-------|-------|
| MALE                                    |      | FEMALE |       | TOTAL |       |
| F/T                                     | P/T  | F/T    | P/T   |       |       |
| 60                                      | 3    | 149    | 35    | 247   |       |
|   |      |        |       |       |       |
| *Full - Time Equivalent No of Employees |      |        |       |       |       |
| Salary Bands                            |      |        |       |       |       |
| A1                                      | A2   | B      | C     | Other | TOTAL |
| 8                                       | 19.6 | 71.4   | 130.6 | 0     | 229.6 |

**1. As at 12 March 2005**

| Total Number of Employees               |      |        |       |       |       |
|---|------|--------|-------|-------|-------|
| MALE                                    |      | FEMALE |       | TOTAL |       |
| F/T                                     | P/T  | F/T    | P/T   |       |       |
| 62                                      | 3    | 147    | 38    | 250   |       |
|   |      |        |       |       |       |
| *Full - Time Equivalent No of Employees |      |        |       |       |       |
| Salary Bands                            |      |        |       |       |       |
| A1                                      | A2   | B      | C     | Other | TOTAL |
| 7                                       | 20.6 | 68.2   | 136.6 | 0     | 232.4 |

- A1 Salaries at or above SCP116 - £54,327  
A2 Salaries in the range SCP91-114 - £37,447 - £52,758  
B Salaries in the range SCP59-90 - £23,267 - £36,899  
C Salaries in the range SCP05-57 - £10,109 - £22,574  
Others Manual and Craft

