

Report

Report to:	Finance and Corporate Resources Committee
Date of Meeting:	20 January 2021
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Finance and Corporate Resources – Workforce Monitoring – September and October 2020
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for the period September and October 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 September and October 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 14 September 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 September and October 2020.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

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

The Resource absence figure for October 2020 was 3.3%, which has increased by 0.9% when compared to last month and is 1.5% lower than the Council-wide figure. Compared to October 2019, the Resource absence figure has decreased by 0.4%.

Based on the absence figures at October 2020 and annual trends, the projected annual average absence for the Resource for 2020/2021 is 3.2%, 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 5.9 days, compared with the overall figure for the Council of 8.1 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. At the time of this report, the Council's overall absence level was 6.3% with 1.7% 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, 33 referrals were made this period, a decrease of 27 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 7 when compared with the same period last year.

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

During the period no disciplinary hearings, grievance hearings or Dignity at Work complaints were raised within the Resource, which remains unchanged when compared with the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There were 3 leavers in the Resource this period who were eligible for an exit interview. This figure remains unchanged when compared with the same period last year. Exit interviews were held with 33% of employees, compared with 67% 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 September to October 2020, 9 (7.59 FTE) employees in total left employment. Managers indicated that 8 (6.59 FTE) posts are to be filled, and the remaining post is being removed for savings.

5. Staffing Watch

5.1. There has been a decrease of 6 in the number of employees in post from 13 June 2020 to 14 September 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)

8 December 2020

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, 28 October 2020

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		November	0.0	2.6		November	4.6	3.8		November	5.1	5.5		
December	3.8	4.6		December	0.0	1.3		December	3.8	4.5		December	4.8	5.7		
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	3.2	Annual Average	1.8	3.3	7.3	Annual Average	3.3	3.7	3.2	Annual Average	4.4	4.8	4.4	
Average Apr-Oct	3.0	3.4	2.4	Average Apr-Oct	1.3	3.3	10.2	Average Apr-Oct	3.0	3.4	2.5	Average Apr-Oct	4.1	4.1	3.5	
No of Employees at 31 October 2020			951	No of Employees at 31 October 2020			10	No of Employees at 31 October 2020			961	No of Employees at 31 October 2020			15834	

For the financial year 2020/21, the projected average days lost per employee equates to 5.9 days.

FINANCE AND CORPORATE RESOURCES

	Sep-Oct 2019	Sep-Oct 2020
MEDICAL EXAMINATIONS		
Number of Employees Attending	13	7
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	0	0
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	34	11
REFERRALS TO EMPLOYEE SUPPORT OFFICER	13	15
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	0	0
TOTAL	60	33

CAUSE OF ACCIDENTS/INCIDENTS	Sep-Oct 2019	Sep-Oct 2020
Minor	1	0
Violent Incident: Verbal*****	6	0
Total Accidents/Incidents	7	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	Sep-Oct 2019	Sep-Oct 2020
Total Number of Hearings	0	0

RECORD OF GRIEVANCE HEARINGS	Sep-Oct 2019	Sep-Oct 2020
Number of Grievances	0	0

RECORD OF DIGNITY AT WORK	Sep-Oct 2019	Sep-Oct 2020
Number of Incidents	0	0

ANALYSIS OF REASONS FOR LEAVING	Sep-Oct 2019	Sep-Oct 2020
Career Advancement	1	0
Moving Outwith Area	1	0
Other	0	1
Number of Exit Interviews conducted	2	1

Total Number of Leavers Eligible for Exit Interview	3	3
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Percentage of interviews conducted	67%	33%
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Appendix 2a

	Sept - Oct 2020		Reconciliation figure		Cumulative total	
			Apr - Aug 2020			
	FTE*	H/C**	FTE	H/C	FTE	H/C
Terminations/Leavers	7.59	9	12.78	16	20.37	25
Being replaced	6.59	8	12.78	16	19.37	24
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	1.00	1	0.00	0	1.00	1

* Full time equivalent

** Head count/number of employees

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

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

1. As at 13 June 2020

Total Number of Employees				
MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
205	16	366	304	891

*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	121.49	345.93	230.62	57.54	25.70	6.00	1.00	0.00	790.28