

Report

Report to:	Social Work Resources Committee
Date of Meeting:	20 September 2006
Report by:	Executive Director (Corporate Resources) and Executive Director (Social Work Resources)

Subject:	Workforce Monitoring June and July 2006
----------	--

1 Purpose of Report

1.1 The purpose of the report is to:-

- ◆ provide employment information for the period June and July 2006, relating to Social Work 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 June and July 2006, relating to Social Work Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accidents/incidents
- ◆ discipline, grievance and dignity at work
- ◆ analysis of leavers
- ◆ staffing watch as at 10 June 2006

3 Background

3.1 As part of the Council's performance management arrangements, regular Workforce Monitoring Reports are submitted to Committee. This report for Social Work Resources provides information on the position for the period June and July 2006.

4 Monitoring Statistics

4.1 Attendance Statistics (Appendix 1)

Information on absence statistics are analysed for the most recent month of July 2006 for Social Work Resources.

The Resource absence figure for July 2006 was 3.7%, a decrease of 0.4% from last month and 0.8% higher than the Council Wide figure. Compared to July 2005 the Resource absence figure has increased by 0.2%.

For the period April 2006 - July 2006, the projected annual average absence figure for the Resource equates to 9.6 days being lost per employee each year due to absence when compared with the overall figure for the Council of 8.4 days.

4.2 Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 116 referrals were made this period. This is an increase of 27 when compared to the same period last year.

4.3 Accident/Incident Statistics

There were 29 accidents/incidents recorded within the Resource this period, a decrease of 11 from the same period last year.

4.4 Discipline, Grievance and Dignity at Work

During the period there were 7 disciplines, grievances and dignity at work cases held within the Resource, a decrease of 5 from the same period last year. These figures have been merged to ensure anonymity.

4.5 Analysis of Leavers

There were 21 leavers in the Resource this period, an increase of 4 from the same period last year. Exit interviews were held with 20 of those employees.

5 Staffing Watch

5.1 There has been an increase of 18 employees in post since 11 March 2006.

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.

Robert McIlwain

Executive Director (Corporate Resources)

Harry Stevenson

Executive Director (Social Work Resources)

11 August 2006

Link(s) to Council Objectives

- managing resources

Previous References

28 June 2006

List of Background Papers

- monitoring information provided by Social Work Resources.

Contact for Further Information

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

Elaine Melrose - Personnel Officer

Ext: 4534 (Tel: 01698 454534)

E-mail: elaine.melrose@southlanarkshire.gov.uk

I:\Personnel Services\Reports\Resource Cttees\Resource Committees 2006\Social Work\Social Work ResourceJune&July06.doc

ABSENCE TRENDS - 2004/2005, 2005/2006 & 2006/2007
Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2004 / 2005	2005 / 2006	2006 / 2007		2004 / 2005	2005 / 2006	2006 / 2007		2004 / 2005	2005 / 2006	2006 / 2007		2004 / 2005	2005 / 2006	2006 / 2007				
April	5.0	4.5	4.1	April	5.9	4.8	5.5	April	5.3	4.6	4.6	April	3.9	3.6	3.5				
May	4.5	3.9	3.9	May	5.8	4.4	5.4	May	4.9	4.1	4.3	May	3.8	3.8	3.8				
June	3.8	3.4	3.9	June	4.9	4.2	4.5	June	4.2	3.7	4.1	June	3.3	3.6	3.5				
July	3.1	3.2	3.6	July	4.4	4.2	3.9	July	3.5	3.5	3.7	July	2.7	3.1	2.9				
August	3.2	3.3		August	4.2	4.5		August	3.5	3.7		August	3.0	3.1					
September	3.5	3.3		September	3.7	4.7		September	3.5	3.7		September	3.8	3.7					
October	4.0	4.0		October	4.1	4.8		October	4.0	4.3		October	3.7	3.8					
November	4.5	4.6		November	4.5	4.5		November	4.5	4.5		November	4.1	4.3					
December	4.1	4.5		December	4.7	4.3		December	4.3	4.4		December	3.9	3.9					
January	4.7	4.2		January	4.9	4.7		January	4.8	4.3		January	4.1	3.9					
February	5.1	4.0		February	5.3	4.6		February	5.2	4.2		February	4.8	4.3					
March	5.0	4.6		March	5.3	6.2		March	5.1	5.1		March	4.6	4.4					
Annual Average	4.2	4.0	3.9	Annual Average	4.8	4.7	4.8	Annual Average	4.4	4.2	4.2	Annual Average	3.8	3.8	3.4				
Average Apr-Jul	4.1	3.8	3.9	Average Apr-Jul	5.3	4.4	4.8	Average Apr-Jul	4.5	4.0	4.2	Average Apr-Jul	3.4	3.5	3.4				
No of Employees at 31 July 2006				1932	No of Employees at 31 July 2006				1010	No of Employees at 31 July 2006				2942	No of Employees at 31 July 2006				16048

For Social Work Resources the absence rate for unpaid special is so small as to be negligible.

Average number of days lost per employee annually is 9.6 days.

SOCIAL WORK RESOURCES

	June-July 2005	June-July 2006
MEDICAL EXAMINATIONS		
Number of Employees Attending	19	14
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	17	24
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	35	53
REFERRALS TO EMPLOYEE SUPPORT OFFICER		
	18	25
TOTAL	89	116

CAUSE OF ACCIDENTS/INCIDENTS	June-July 2005	June-July 2006
Major*	0	1
Minor	40	28
Violent Incident: Physical	18	13
Violent Incident: Verbal	14	8
Total Accidents/Incidents	40	29

*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.

RECORD OF DISCIPLINARY/GRIEVANCE AND DIGNITY AT WORK HEARINGS	June-July 2005	June-July 2006
Total Number of Hearings	12	7

ANALYSIS OF REASONS FOR LEAVING	June-July 2005	June-July 2006
Career Advancement	6	10
Child Caring / Caring Responsibilities	3	3
Dissatisfaction with terms and Conditions	2	4
Moving Outwith Area	1	2
Travelling Difficulties	0	1
Number of Exit Interviews conducted	12	20

Total Number of Leavers Eligible for Exit Interview	17	21
--	-----------	-----------

Percentage of interviews conducted	71%	95%
---	------------	------------

1. As at 10 June 2006

Total Number of Employees					
MALE		FEMALE		TOTAL	
F/T	P/T	F/T	P/T		
295	125	954	1600	2974	
*Full - Time Equivalent No of Employees					
Salary Bands					
A1	A2	B	C	Other	TOTAL
6	27	536.71	1897.37	*	2467.08

1. As at 11 March 2006

Total Number of Employees					
MALE		FEMALE		TOTAL	
F/T	P/T	F/T	P/T		
291	124	952	1589	2956	
*Full - Time Equivalent No of Employees					
Salary Bands					
A1	A2	B	C	Other	TOTAL
7	22	525.94	1888.8	0	2443.74

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