

# Report

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| Report to:       | <b>Housing and Technical Resources Committee</b>   |
| Date of Meeting: | <b>17 June 2009</b>  |
| Report by:       | <b>Executive Director (Corporate Resources)<br/>Executive Director (Housing and Technical Resources)</b> |

|          |  |
|----------|--|
| Subject: | <b>Workforce Monitoring March and April 2009</b> |
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## 1 Purpose of Report

1.1 The purpose of the report is to:-

- ◆ provide employment information for the period March and April 2009 relating to Housing and Technical 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 March and April 2009 relating to Housing and Technical Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accidents/incidents
- ◆ discipline, grievance and dignity at work
- ◆ analysis of leavers
- ◆ staffing watch as at 8 March 2009

## 3 Background

3.1 As part of the Council's performance management arrangements, regular Workforce Monitoring Reports are submitted to Committee. This report for Housing and Technical Resources provides information on the position for the period March and April 2009.

## 4 Monitoring Statistics

4.1 Attendance Statistics (Appendix 1)

Information on absence statistics are analysed for the most recent month of April 2009 for Housing and Technical Resources.

The Resource absence figure for April 2009 was 3.5%, a decrease of 0.1% when compared with last month and is 0.1% lower than the Council wide figure. Compared to April 2008, the Resource absence figure has decreased by 1.5%.

Based on the annual trends and the period April 2009, the annual average absence figure for the Resource equates to 3.5% as against a Council wide average of 3.6%.

For the Resource this equates to 8.4 days being lost per employee for the year, due to absence, compared with the overall figure for the Council of 9.6 days per employee.

### **Occupational Health (Appendix 2)**

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 106 referrals were made this period, a decrease of 13 when compared to the same period last year.

#### **4.2 Accident/Incident Statistics**

There were 20 accidents/incidents recorded within the Resource this period, a decrease of 1 when compared to the same period last year.

#### **4.3 Discipline/Grievance and Dignity at Work**

There were 12 disciplines/grievances and dignity at work hearings held within the Resource this period, a decrease of 1 when compared with the same period last year.

#### **4.4 Analysis of Leavers**

There were 2 leavers in the Resource this period, a decrease of 17 when compared with the same period last year.

### **5 Staffing Watch**

- 5.1 There has been a decrease of 6 employees in post since 13 December 2008 to 8 March 2009.

### **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 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.

**Robert McIlwain**  
**Executive Director (Corporate Resources)**

**Jim Hayton**  
**Executive Director (Housing and Technical Resources)**

24 May 2009

**Link(s) to Council Values**

- ◆ excellent employer
- ◆ people focus

**Previous References**

- ◆ Housing and Technical Resources Committee 1 April 2009

**List of Background Papers**

- ◆ monitoring information provided by Housing and Technical 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 - 2007/2008, 2008/2009 & 2009/2010**  
**Housing & Technical Resources**

| APT&C          |                |                |                | Manual Workers |                |                |                | Resource Total |                |                |                | Council Wide   |                |                |                |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                | 2007 /<br>2008 | 2008 /<br>2009 | 2009 /<br>2010 |                | 2007 /<br>2008 | 2008 /<br>2009 | 2009 /<br>2010 |                | 2007 /<br>2008 | 2008 /<br>2009 | 2009 /<br>2010 |                | 2007 /<br>2008 | 2008 /<br>2009 | 2009 /<br>2010 |
| April          | 3.1            | 4.3            | 3.4            | April          | 4              | 6.7            | 3.7            | April          | 3.4            | 5.0            | 3.5            | April          | 3.6            | 4.3            | 3.6            |
| May            | 3.3            | 4.4            |                | May            | 3.5            | 5.8            |                | May            | 3.3            | 4.8            |                | May            | 3.9            | 4.0            |                |
| June           | 3.4            | 4.5            |                | June           | 4.4            | 7.1            |                | June           | 3.7            | 5.2            |                | June           | 3.8            | 3.8            |                |
| July           | 3.9            | 4.5            |                | July           | 4.8            | 7.3            |                | July           | 4.1            | 5.3            |                | July           | 3.2            | 2.9            |                |
| August         | 3.6            | 4.0            |                | August         | 5.1            | 6.6            |                | August         | 4.1            | 4.8            |                | August         | 3.4            | 3.0            |                |
| September      | 4.0            | 4.3            |                | September      | 5.0            | 5.9            |                | September      | 4.3            | 4.7            |                | September      | 4.0            | 3.8            |                |
| October        | 4.1            | 4.7            |                | October        | 5.2            | 5.1            |                | October        | 4.5            | 4.8            |                | October        | 4.1            | 3.8            |                |
| November       | 4.5            | 4.7            |                | November       | 5.6            | 5.7            |                | November       | 4.7            | 5.0            |                | November       | 4.5            | 4.6            |                |
| December       | 4.1            | 4.9            |                | December       | 6.1            | 4.7            |                | December       | 4.7            | 4.8            |                | December       | 4.3            | 4.8            |                |
| January        | 4.4            | 4.2            |                | January        | 5.7            | 4.1            |                | January        | 4.8            | 4.2            |                | January        | 4.7            | 4.4            |                |
| February       | 4.7            | 4.1            |                | February       | 7.5            | 4.5            |                | February       | 5.5            | 4.2            |                | February       | 4.7            | 4.5            |                |
| March          | 4.1            | 3.5            |                | March          | 7.3            | 3.7            |                | March          | 4.9            | 3.6            |                | March          | 4.6            | 4.4            |                |
| Annual Average | 3.9            | 4.3            | 3.4            | Annual Average | 5.4            | 5.6            | 3.7            | Annual Average | 4.3            | 4.7            | 3.5            | Annual Average | 4.1            | 4.0            | 3.6            |

|                                  |  |  |  |      |                                  |  |  |  |     |                                  |  |  |  |      |                                  |  |  |  |       |
|----------------------------------|--|--|--|------|----------------------------------|--|--|--|-----|----------------------------------|--|--|--|------|----------------------------------|--|--|--|-------|
| No of Employees at 30 April 2009 |  |  |  | 1505 | No of Employees at 30 April 2009 |  |  |  | 533 | No of Employees at 30 April 2009 |  |  |  | 2038 | No of Employees at 30 April 2009 |  |  |  | 15988 |
|----------------------------------|--|--|--|------|----------------------------------|--|--|--|-----|----------------------------------|--|--|--|------|----------------------------------|--|--|--|-------|

For Housing & Technical Resources the rate of unpaid special leave was nil.  
Average number of days lost per employee annually is 8.4 days.

**HOUSING & TECHNICAL RESOURCES**

|  | <b>Mar-Apr<br/>2008</b> | <b>Mar-Apr<br/>2009</b> |
|--|-------------------------|-------------------------|
| <b>MEDICAL EXAMINATIONS</b>                  |                         |                         |
| Number of Employees Attending                | 43                      | 37                      |
| <b>EMPLOYEE COUNSELLING SERVICE</b>          |                         |                         |
| Total Number of Referrals                    | 14                      | 17                      |
| <b>PHYSIOTHERAPY SERVICE</b>                 |                         |                         |
| Total Number of Referrals                    | 42                      | 39                      |
| <b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b> |                         |                         |
|  | 20                      | 13                      |
| <b>TOTAL</b>                                 | <b>119</b>              | <b>106</b>              |

| <b>CAUSE OF ACCIDENTS/INCIDENTS</b> | <b>Mar-Apr<br/>2008</b> | <b>Mar-Apr<br/>2009</b> |
|-------------------------------------|-------------------------|-------------------------|
| Major Injuries*                     | 1                       | 1                       |
| Over 3 day absences**               | 2                       | 2                       |
| Minor                               | 18                      | 17                      |
| <b>Total Accidents/Incidents</b>    | <b>21</b>               | <b>20</b>               |
| Violent Incident: Physical****      | 1                       | 3                       |
| Violent Incident: Verbal*****       | 6                       | 5                       |

\* A major injury as defined by HSE is an accident connected with work and your employee, or self employed person working on the premises sustaining an injury such as those identified in the OHSMS Work Instruction 3.B.3

\*\*An Over 3-day injury is one which is not "Major" but results in the injured person being away from work OR unable to do their full range of their normal duties for more than three days, including any days they would not normally be expected to work such as weekends, rests days or holidays, not counting the day of the injury itself.

\*\*\* A minor injury is an injury not covered by "Over 3-day" or "Major"

\*\*\*\* 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" figures, where applicable, to provide the "Total Over 3-day" figures.

\*\*\*\*Physical Violent Incidents and \*\*\*\*\*Verbal Violent Incidents are included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.

| <b>RECORD OF DISCIPLINARY/GRIEVANCE<br/>HEARINGS/DIGNITY AT WORK</b> | <b>Mar-Apr<br/>2008</b> | <b>Mar-Apr<br/>2009</b> |
|--|-------------------------|-------------------------|
| Total Number of Hearings   | 13                      | 12                      |

| <b>ANALYSIS OF REASONS FOR LEAVING</b>     | <b>Mar-Apr<br/>2008</b> | <b>Mar-Apr<br/>2009</b> |
|--|-------------------------|-------------------------|
| Career Advancement                         | 6                       | 0                       |
| Poor Relationship with Manager/Colleagues  | 1                       | 0                       |
| Moving Outwith Area                        | 1                       | 0                       |
| Dissatisfaction With Terms and Conditions  | 1                       | 0                       |
| <b>Number of Exit Interviews conducted</b> | <b>9</b>                | <b>0</b>                |

|  |           |          |
|--|-----------|----------|
| <b>Total Number of Leavers Eligible for Exit Interview</b> | <b>19</b> | <b>2</b> |
|--|-----------|----------|

|   |            |           |
|---|------------|-----------|
| <b>Percentage of interviews conducted</b> | <b>47%</b> | <b>0%</b> |
|---|------------|-----------|

**1. As at 8 March 2009**

| Total Number of Employees               |       |        |         |        |         |
|---|-------|--------|---------|--------|---------|
| MALE                                    |       | FEMALE |         | TOTAL  |         |
| F/T                                     | P/T   | F/T    | P/T     |        |         |
| 1078                                    | 10    | 757    | 259     | 2104   |         |
|   |       |        |         |        |         |
| *Full - Time Equivalent No of Employees |       |        |         |        |         |
| Salary Bands                            |       |        |         |        |         |
| A1                                      | A2    | B      | C       | Other  | TOTAL   |
| 10                                      | 41.91 | 326.56 | 1047.17 | 563.75 | 1989.39 |

**1. As at 13 December 2008**

| Total Number of Employees               |      |        |        |       |        |
|---|------|--------|--------|-------|--------|
| MALE                                    |      | FEMALE |        | TOTAL |        |
| F/T                                     | P/T  | F/T    | P/T    |       |        |
| 1093                                    | 9    | 744    | 264    | 2110  |        |
|   |      |        |        |       |        |
| *Full - Time Equivalent No of Employees |      |        |        |       |        |
| Salary Bands                            |      |        |        |       |        |
| A1                                      | A2   | B      | C      | Other | TOTAL  |
| 10                                      | 41.9 | 326.7  | 1068.7 | 547   | 1994.3 |

|        |   |
|--------|---|
| A1     | Salaries at or above SCP116 - £58,780               |
| A2     | Salaries in the range SCP91-114 - £40,513 - £57,046 |
| B      | Salaries in the range SCP59-90 - £25,184 - £39,911  |
| C      | Salaries in the range 1-57 - £10,603 - £24,417      |
| Others | Manual and Craft                                    |

\* Teachers not included in salary band analysis  
as not APT&C