

Report

| | |
|------------------|---|
| Report to: | Community Services Committee |
| Date of Meeting: | 30 October 2012 |
| Report by: | Executive Director (Finance and Corporate Resources) Executive Director (Community and Enterprise Resources) |

| | |
|----------|---|
| Subject: | Community and Enterprise Resources - Workforce Monitoring – July and August 2012 |
|----------|---|

1 Purpose of Report

1.1 The purpose of the report is to:-

- ◆ provide employment information for the period July and August 2012 relating to Community and Enterprise 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 July and August 2012 relating to Community and Enterprise Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accidents/incidents 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 Community and Enterprise Resources provides information on the position for the period July and August 2012.

4 Monitoring Statistics

4.1 Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the most recent month of August 2012 for Community and Enterprise Resources.

The Resource absence figure for August 2012 was 4.7%, an increase of 0.9% when compared with last month and is 1.4% higher than the Council wide figure. Compared to August 2011, the Resource absence figure has increased by 1%.

Based on annual trends and the absence rate for August 2012 the overall absence rate for the Resource for the financial year 2012/2013 is 4.7% as against a Council wide average 4%.

For the Resource this equates to an average of 12 days being lost per employee for August 2012 due to absence compared with the figure for the Council of 8.8 days.

4.2 Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 199 referrals were made this period, an increase of 79 when compared to the same period last year.

4.3 Accident/Incident Statistics

There were 22 accidents/incidents recorded within the Resource this period, a decrease of 10 when compared with the same period last year.

4.4 Discipline, Grievance and Dignity at Work

There were 28 disciplinary hearings held within the Resource this period, a decrease of 4 when compared with the same period last year. There were no grievances or dignity at work hearings held within the Resource this period.

4.5 Analysis of Leavers

There were 21 leavers in the Resource this period, a decrease of 4 from the same period last year. Exit interviews were held with 7 of those employees.

5 Financial Implications

5.1 All financial implications are accommodated within existing budgets.

6 Other Implications

6.1 There are no implications for sustainability or risk in terms of the information contained within this report.

7 Equality Impact Assessment and Consultation Arrangements

7.1 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.

7.2 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)

Colin McDowall

Executive Director (Community and Enterprise Resources)

1 October 2012

Link(s) to Council Objectives/Values/Improvement Themes

- ◆ efficient and effective use of resources
- ◆ performance management and improvement

Previous References

- ◆ Community Services Committee 21 August 2012

List of Background Papers

- ◆ monitoring information provided by Community and Enterprise Resources

Contact for Further Information

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

Eileen McPake - Personnel Officer

Ext: 4534 (Tel: 01698 454534)

E-mail: Eileen.mcpake@southlanarkshire.gov.uk

ABSENCE TRENDS - 2010/2011, 2011/2012 & 2012/2013
Community and Enterprise Resources

| APT&C | | | | Manual Workers | | | | Resource Total | | | | Council Wide | | | | |
|--------------------------------|----------------|----------------|----------------|--------------------------------|----------------|----------------|----------------|--------------------------------|----------------|----------------|----------------|--------------------------------|----------------|----------------|----------------|--|
| | 2010 / 2011 | 2011 / 2012 | 2012 / 2013 | | 2010 / 2011 | 2011 / 2012 | 2012 / 2013 | | 2010 / 2011 | 2011 / 2012 | 2012 / 2013 | | 2010 / 2011 | 2011 / 2012 | 2012 / 2013 | |
| April | 2.2 | 2.7 | 2.8 | April | 4.6 | 4.2 | 5.2 | April | 4.1 | 3.9 | 4.7 | April | 3.7 | 3.5 | 4.1 | |
| May | 2.4 | 2.1 | 3.1 | May | 4.7 | 4.1 | 5.2 | May | 4.2 | 3.7 | 4.8 | May | 3.9 | 3.4 | 4.1 | |
| June | 2.5 | 1.7 | 2.9 | June | 4.2 | 4.2 | 5.2 | June | 3.8 | 3.7 | 4.7 | June | 3.3 | 3.1 | 3.7 | |
| July | 2.0 | 1.5 | 2.8 | July | 3.3 | 3.4 | 4.0 | July | 3.0 | 3.0 | 3.8 | July | 2.7 | 2.6 | 3.0 | |
| August | 2.7 | 2.2 | 2.8 | August | 3.9 | 4.0 | 5.1 | August | 3.6 | 3.7 | 4.7 | August | 3.2 | 2.9 | 3.3 | |
| September | 2.7 | 2.7 | | September | 4.4 | 4.9 | | September | 4.0 | 4.4 | | September | 3.7 | 3.8 | | |
| October | 2.3 | 3.4 | | October | 4.4 | 4.5 | | October | 3.9 | 4.3 | | October | 3.7 | 3.9 | | |
| November | 2.8 | 3.1 | | November | 5.2 | 4.9 | | November | 4.7 | 4.5 | | November | 4.2 | 4.3 | | |
| December | 3.5 | 3.8 | | December | 5.6 | 5.6 | | December | 5.2 | 5.2 | | December | 4.2 | 4.3 | | |
| January | 3.6 | 2.9 | | January | 5.5 | 5.1 | | January | 5.1 | 4.7 | | January | 4.5 | 4.1 | | |
| February | 2.4 | 2.8 | | February | 5.2 | 5.4 | | February | 4.6 | 4.9 | | February | 4.3 | 4.5 | | |
| March | 2.3 | 2.9 | | March | 5.4 | 5.9 | | March | 4.7 | 5.3 | | March | 4.3 | 5.0 | | |
| Annual Average | 2.6 | 2.7 | 3.0 | Annual Average | 4.7 | 4.7 | 5.1 | Annual Average | 4.2 | 4.3 | 4.7 | Annual Average | 3.8 | 3.8 | 4.0 | |
| Average Apr-Aug | 2.4 | 2.0 | 2.9 | Average Apr-Aug | 4.1 | 4.0 | 4.9 | Average Apr-Aug | 3.7 | 3.6 | 4.5 | Average Apr-Aug | 3.4 | 3.1 | 3.6 | |
| No of Employees at 31 Aug 2012 | | | 654 | No of Employees at 31 Aug 2012 | | | 2600 | No of Employees at 31 Aug 2012 | | | 3254 | No of Employees at 31 Aug 2012 | | | 14868 | |

For Community and Enterprise the absence rate for unpaid special leave was nil.
Average number of days lost per employee annually is 12 days.

COMMUNITY AND ENTERPRISE SERVICES COMMITTEE

| | Jul-Aug 2011 | Jul-Aug 2012 |
|--|-----------------|-----------------|
| MEDICAL EXAMINATIONS | | |
| Number of Employees Attending | 27 | 56 |
| EMPLOYEE COUNSELLING SERVICE | | |
| Total Number of Referrals | 22 | 32 |
| PHYSIOTHERAPY SERVICE | | |
| Total Number of Referrals | 46 | 65 |
| REFERRALS TO EMPLOYEE SUPPORT OFFICER | | |
| | 25 | 46 |
| TOTAL | 120 | 199 |

| CAUSE OF ACCIDENTS/INCIDENTS | Jul-Aug 2011 | Jul-Aug 2012 |
|----------------------------------|-----------------|-----------------|
| Major Injuries* | 2 | 0 |
| Over 7 day absences | 0 | 2 |
| Over 3 day absences** | 8 | 0 |
| Minor | 22 | 20 |
| Total Accidents/Incidents | 32 | 22 |
| Near Miss | 1 | 3 |
| Violent Incident: Physical**** | 1 | 1 |
| Violent Incident: Verbal***** | 4 | 2 |

*A Major injury is any fracture (other than to the fingers, thumbs or toes), amputation, dislocation of the shoulder, hip, knee or spine, loss of sight, electric shock, a chemical or hot metal burn to the eye or penetrating injury defined by the HSE.

**Over 3 day / over 7day absence. As of 1 April 2012 changes occurred to RIDDOR whereby the need to report absences of employees from work because of an injury sustained during their employment was raised from over 3 days absence to over 7 day. Therefore the monthly figures are non comparable for this category.

*** A minor injury is an injury not covered by " Over 7-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 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/GRIEVANCE & DIGNITY AT WORK HEARINGS | Jul-Aug 2011 | Jul-Aug 2012 |
|---|-----------------|-----------------|
| Total Number of Hearings | 32 | 28 |

| ANALYSIS OF REASONS FOR LEAVING | Jul-Aug 2011 | Jul-Aug 2012 |
|--|-----------------|-----------------|
| Career Advancement | 0 | 3 |
| Moving Outwith Area | 1 | 1 |
| Personal Reasons | 1 | 2 |
| Further Education | 1 | 0 |
| Other | 0 | 1 |
| Number of Exit Interviews conducted | 3 | 7 |

| | | |
|--|-----------|-----------|
| Total Number of Leavers Eligible for Exit Interview | 25 | 21 |
|--|-----------|-----------|

| | | |
|---|------------|------------|
| Percentage of interviews conducted | 12% | 33% |
|---|------------|------------|