

# Report

Report to:	<b>Social Work Resources Committee</b>
Date of Meeting:	<b>15 November 2006</b>
Report by:	<b>Executive Director (Corporate Resources) and Executive Director (Social Work Resources)</b>

Subject:	<b>Workforce Monitoring August and September 2006</b>
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## 1 Purpose of Report

1.1 The purpose of the report is to:-

- ◆ provide employment information for the period August and September 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 August and September 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 9 September 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 August and September 2006.

## 4 Monitoring Statistics

4.1 Attendance Statistics (Appendix 1)

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

The Resource absence figure for September 2006 was 4.1%, an increase of 0.6% from last month and 0.4% higher than the Council Wide figure. Compared to September 2005 the Resource absence figure has increased by 0.4%.

Based on the period April 2006 - September 2006, the projected annual average absence figure for the Resource equates to 4.1% as against a Council wide average of 3.4%.

For the Resource this equates to 9.6 days being lost per employee for the year due to absence compared with the overall figure for the Council of 8.2 days per employee.

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

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 133 referrals were made this period. This is an increase of 5 when compared to the same period last year.

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

There were 23 accidents/incidents recorded within the Resource this period, a decrease of 7 from the same period last year.

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

During the period there were 17 disciplines, grievances and dignity at work cases held within the Resource, an increase of 8 from the same period last year. These figures have been merged to ensure anonymity.

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

There were 25 leavers in the Resource this period, an increase of 3 from the same period last year. Exit interviews were held with 18 of those employees and the main reasons for leaving were moving outwith the area and career advancement.

### **5 Staffing Watch**

5.1 There has been a decrease of 12 employees in post since 20 June 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)**

13 October 2006

**Link(s) to Council Objectives**

- managing resources

**Previous References**

20 September 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:-

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**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	3.3	August	4.2	4.5	4.0	August	3.5	3.7	3.5	August	3.0	3.1	2.8				
September	3.5	3.3	3.8	September	3.7	4.7	4.8	September	3.5	3.7	4.1	September	3.8	3.7	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	3.8	Annual Average	4.8	4.7	4.7	Annual Average	4.4	4.2	4.1	Annual Average	3.8	3.8	3.4				
Average Apr-Sept	3.9	3.6	3.8	Average Apr-Sept	4.8	4.5	4.7	Average Apr-Sept	4.2	3.9	4.1	Average Apr-Sept	3.4	3.5	3.4				
No of Employees at 30 Sept 2006				1940	No of Employees at 30 Sept 2006				990	No of Employees at 30 Sept 2006				2930	No of Employees at 30 Sept 2006				16285

For Social Work Resources the absence rate for unpaid special was 0.18.

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

**SOCIAL WORK RESOURCES**

	<b>Aug-Sept 2005</b>	<b>Aug-Sept 2006</b>
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	22	32
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	17	21
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	65	48
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>		
	24	32
<b>TOTAL</b>	<b>128</b>	<b>133</b>

<b>CAUSE OF ACCIDENTS/INCIDENTS</b>	<b>Aug-Sept 2005</b>	<b>Aug-Sept 2006</b>
Major*	0	0
Minor	30	23
Violent Incident: Physical	15	10
Violent Incident: Verbal	9	12
<b>Total Accidents/Incidents</b>	<b>30</b>	<b>23</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.

<b>RECORD OF DISCIPLINARY/GRIEVANCE &amp; DIGNITY AT WORK HEARINGS</b>	<b>Aug-Sept 2005</b>	<b>Aug-Sept 2006</b>
Total Number of Hearings	9	17

<b>ANALYSIS OF REASONS FOR LEAVING</b>	<b>Aug-Sept 2005</b>	<b>Aug-Sept 2006</b>
Career Advancement	9	5
Child Caring / Caring Responsibilities	4	1
Dissatisfaction with terms and Conditions	2	2
Moving Outwith Area	1	5
Poor Relationship with Manager/Colleague	0	1
Further Education	2	3
Other	0	1
<b>Number of Exit Interviews conducted</b>	<b>18</b>	<b>18</b>

<b>Total Number of Leavers Eligible for Exit Interview</b>	<b>22</b>	<b>25</b>
<b>Percentage of interviews conducted</b>	<b>82%</b>	<b>72%</b>

**1. As at 10 September 2006**

Total Number of Employees					
MALE		FEMALE		TOTAL	
F/T	P/T	F/T	P/T		
294	121	976	1571	2962	
*Full - Time Equivalent No of Employees					
Salary Bands					
A1	A2	B	C	Other	TOTAL
6	26	544.65	1890.59	*	2467.24

**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

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