

# Report

Report to:	<b>Corporate Resources Committee</b>
Date of Meeting:	<b>16 November 2005</b>
Report by:	<b>Executive Director (Corporate Resources)</b>

Subject:	<b>Corporate Resources' Workforce Monitoring – August and September 2005</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for August and September 2005 relating to Corporate Resources

## 2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

(1) that the following employment information for August and September 2005 relating to Corporate Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accidents/incidents
- ◆ discipline, grievance and dignity at work
- ◆ analysis of leavers
- ◆ staffing watch as at 10 September 2005

## 3. Background

3.1. As part of the Council's performance management arrangements, regular Workforce Monitoring Reports are submitted to Committee. This report for Corporate Resources provides information on the position for August and September 2005.

## 4. Attendance Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics are analysed for the most recent month of September 2005 for Corporate Resources.

The Resource absence figure for September 2005 was 3.7%, a decrease of 0.6% from last month and comparable with the Council Wide figure. Compared with September 2004, the Resource absence figure has increased by 1.8%.

For the period August and September 2005, the projected annual average absence figure for the Resource equates to 8.8 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 13 referrals were made this period. This is an increase of 6 compared with the same period last year.

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

There were no accidents/incidents recorded within the Resource this period, and is comparable with the same period last year.

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

There were no disciplinary hearings, grievances or dignity at work cases heard within the Resource this period.

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

There were 6 leavers in the Resource this period, an increase of 4 from the same period last year. The main reason for leaving was Career Advancement.

### **5. Staffing Watch**

- 5.1 There was a decrease of 14 in the total number of employees in post since 11 June 2005.

### **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.

**Alan Cuthbertson**  
**Executive Director (Corporate Resources)**

17 October 2005

#### **Link(s) to Council Objectives**

- ◆ managing resources

#### **Previous References**

- ◆ 21 September 2005

#### **List of Background Papers**

- ◆ monitoring information provided by 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 - 2003/2004, 2004/2005 & 2005/2006**  
**Corporate Resources**

Resource Total (APT&C)				Council Wide			
	2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006
April	2.2	2.8	3.5	April	4.1	3.9	3.6
May	2.0	3.1	3.2	May	3.9	3.8	3.8
June	2.4	2.7	3.7	June	3.9	3.3	3.6
July	3.5	2.0	3.6	July	3.2	2.7	3.1
August	4.1	1.7	4.3	August	3.3	3.0	3.1
September	3.6	1.9	3.7	September	4.1	3.8	3.7
October	2.4	1.9		October	4.2	3.7	
November	2.7	2.1		November	5.0	4.1	
December	2.4	2.2		December	4.3	3.9	
January	2.2	3.7		January	4.3	4.1	
February	2.7	3.9		February	4.6	4.8	
March	2.8	3.9		March	4.5	4.6	
Annual Average	2.8	2.7	3.7	Annual Average	4.1	3.8	3.5
Average Apr-Sept	3.0	2.4	3.7	Average Apr-Sept	3.8	3.4	3.5

No of Employees at 30 Sept 2005	241	No of Employees at 30 Sept 2005	16169
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For Corporate Resources the absence rate for unpaid special leave was nil.  
Average number of days lost per employee annually is 8.8 days.

## CORPORATE RESOURCES

	Aug & Sept 2004	Aug & Sept 2005
<b>MEDICAL EXAMINATIONS/EMPLOYEE COUNSELLING SERVICE/REFERRALS TO EMPLOYEE SUPPORT OFFICER/PHYSIOTHERAPY SERVICE</b>	7	13
Number of Employees Attending		

<b>ANALYSIS OF REASONS FOR LEAVING</b>	Aug & Sept 2004	Aug & Sept 2005
Career Advancement	1	3
Moving outwith Area	1	0
Personal Reasons	0	2
Further Education	0	1
<b>Number of Exit Interviews conducted</b>	<b>2</b>	<b>6</b>

<b>Total Number of Leavers</b>	<b>2</b>	<b>6</b>
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<b>Percentage of interviews conducted</b>	<b>100%</b>	<b>100%</b>
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**1. As at 10 September 2005**

Total Number of Employees					
MALE		FEMALE		TOTAL	
F/T	P/T	F/T	P/T		
59	3	139	32	233	
*Full - Time Equivalent No of Employees					
Salary Bands					
A1	A2	B	C	Other	TOTAL
8	19.6	68.3	122.3	0	218.2

**1. As at 11 June 2005**

Total Number of Employees					
MALE		FEMALE		TOTAL	
F/T	P/T	F/T	P/T		
60	3	149	35	247	
*Full - Time Equivalent No of Employees					
Salary Bands					
A1	A2	B	C	Other	TOTAL
8	19.6	71.4	130.6	0	229.6

- 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

