



# Report

Report to: **Employee Issues Forum**  
 Date of Meeting: **5 February 2019**  
 Report by: **Executive Director (Finance and Corporate Resources)**  
**Executive Director (Community and Enterprise Resources)**

Subject: **Community and Enterprise Resources – Workforce Monitoring – October to December 2018**

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for October to December 2018 relating to Community and Enterprise Resources

## 2. Recommendation(s)

2.1. The Employee Issues Forum is asked to approve the following recommendation(s):-

(1) that the following employment information for October to December 2018 relating to Community and Enterprise Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ Staffing Watch as at 8 Sep 2018

## 3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to the Employee Issues Forum. This report for Community and Enterprise Resources provides information on the position for the period October to December 2018.

## 4. Monitoring Statistics

### 4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of December 2018 for Community and Enterprise Resources.

The Resource absence figure for December 2018 was 5.7%, a decrease of 0.3% when compared to last month and is 0.9% higher than the Council-wide figure. Compared to December 2017, the Resource absence figure has decreased by 0.2%.

Based on the absence figures at December 2018 and annual trends, the annual average absence for the Resource for 2018/2019 is 5.5%, compared to a Council-wide average figure of 4.4%.

For the financial year 2018/2019, the average days lost per employee within the Resource equates to 13.8 days, compared with the overall figure for the Council of 10.1 days per employee.

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

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 386 referrals were made this period, an increase of 30 when compared with the same period last year.

**4.3. Accident/Incident Statistics**

There were 32 accidents/incidents recorded within the Resource this period, a decrease of 12 when compared to the same period last year.

**4.4. Discipline, Grievance and Dignity at Work (Appendix 2)**

During the period, 14 disciplinary hearings were held within the Resource, a decrease of 11 when compared to last year. During this period, 1 appeal was heard by the Appeals Panel. No grievance hearings were held within the Resource, this figure remains unchanged when compared to the same period last year. One Dignity at Work complaint was raised within the Resource, this figure has increased by 1 when compared to the same period last year.

**4.5. Analysis of Leavers (Appendix 2)**

There were 63 leavers in the Resource eligible for an exit interview this period, an increase of 15 when compared with the same period last year. Three exit interviews were conducted.

**5 Staffing Watch (Appendix3)**

- 5.1. There was a decrease of 30 employees in post from 9 June 2018 to 8 September 2018.

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

**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.

**Paul Manning**  
**Executive Director (Finance and Corporate Resources)**

**Michael McGlynn**  
**Executive Director (Community and Enterprise Resources)**

15 January 2019

**Link(s) to Council Values/Ambitions/Objectives**

- ◆ Accountable, effective, efficient and transparent
- ◆ Excellent employer
- ◆ Focused on people and their needs
- ◆ Working with and respecting others

**Previous References**

- ◆ Employee Issues Forum – 31 October 2017

**List of Background Papers**

- ◆ Monitoring information provided by Finance and 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 - 2016/2017, 2017/2018 & 2018/2019**  
**Community and Enterprise Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019				
April	4.0	3.9	3.2	April	5.8	5.2	5.4	April	5.3	4.8	5.0	April	4.3	3.9	4.1				
May	4.2	4.4	2.8	May	5.6	5.7	6.0	May	5.2	5.4	5.5	May	4.4	4.2	4.2				
June	3.4	4.2	3.8	June	5.5	5.1	5.8	June	4.9	4.9	5.5	June	4.1	3.9	4.3				
July	2.5	3.4	4.3	July	4.4	4.2	4.5	July	3.9	4.0	4.4	July	3.3	3.0	3.4				
August	2.9	3.6	4.8	August	5.0	4.5	5.3	August	4.4	4.3	5.2	August	3.6	3.2	3.6				
September	4.4	3.4	6.0	September	5.6	5.0	6.2	September	5.3	4.8	6.2	September	4.1	4.0	4.4				
October	4.8	3.8	3.8	October	5.8	5.6	5.8	October	5.5	5.3	5.5	October	4.4	4.1	4.4				
November	5.5	4.5	4.8	November	6.7	6.2	6.2	November	6.4	5.9	6.0	November	4.9	4.8	5.1				
December	5.3	3.6	4.1	December	6.2	6.4	6.0	December	6.0	5.9	5.7	December	4.9	5.1	4.8				
January	4.4	3.0		January	5.7	6.3		January	5.4	5.7		January	4.5	5.0					
February	4.5	3.0		February	6.4	6.8		February	5.9	6.1		February	5.0	5.0					
March	4.2	3.4		March	5.9	6.1		March	5.4	5.6		March	4.7	4.7					
Annual Average	4.2	3.7	3.9	Annual Average	5.7	5.6	5.9	Annual Average	5.3	5.2	5.5	Annual Average	4.4	4.2	4.4				
Average Apr-Dec	4.1	3.9	4.2	Average Apr-Dec	5.6	5.3	5.7	Average Apr-Dec	5.2	5.0	5.4	Average Apr-Dec	4.2	4.0	4.3				
No of Employees at 31 December 2018				540	No of Employees at 31 December 2018				2733	No of Employees at 31 December 2018				3273	No of Employees at 31 December 2018				15152

For the financial year 2018/19, the projected average days lost per employee equates to 13.8 days.

## COMMUNITY AND ENTERPRISE RESOURCES

	Oct-Dec 2017	Oct-Dec 2018
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	106	128
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	39	54
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	131	126
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>	75	66
<b>REFERRALS TO COGNITIVE BEHAVIOUR THERAPY</b>	5	12
<b>TOTAL</b>	<b>356</b>	<b>386</b>

CAUSE OF ACCIDENTS/INCIDENTS	Oct-Dec 2017	Oct-Dec 2018
Over 7 day absences	7	4
Over 3 day absences**	3	2
Minor	19	14
Near Miss	3	4
Violent Incident: Physical****	7	6
Violent Incident: Verbal*****	5	2
<b>Total Accidents/Incidents</b>	<b>44</b>	<b>32</b>

\*A Specified Injury is any fracture (other than to the fingers, thumbs or toes), amputation, loss of sight, serious burns, crushing injury, scalping, loss of consciousness caused by asphyxiation/ head injury, a chemical or hot metal burn to the eye or penetrating injury as defined by the HSE.

\*\*Over 3 day / over 7day absence is an injury sustained outwith specified injury category that results in a period of absence of absence as defined by the HSE.

\*\*\*Near Miss - Any unexpected, unplanned occurrence (except Dangerous Occurrences) that does not lead to injury of persons, damage to property, plant or equipment but may have done so in different circumstance.

\*\*\*\*Physical violent incidents are included in the "Specified" figures, where applicable, to provide the "Total Specified" 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 HEARINGS	Oct-Dec 2017	Oct-Dec 2018
Total Number of Hearings	25	14
Total Number of Appeals	3	1

## Time Taken to Convene Hearing Oct-Dec 2018

0-3 Weeks  
11

4-6 Weeks  
3

Over 6 Weeks  
0

RECORD OF DIGNITY AT WORK	Oct-Dec 2017	Oct-Dec 2018
Number of Incidents	0	1
Still in Process	0	1

ANALYSIS OF REASONS FOR LEAVING	Oct-Dec 2017	Oct-Dec 2018
Moving Outwith Area	0	1
Other	1	2
<b>Number of Exit Interviews conducted</b>	<b>1</b>	<b>3</b>

<b>Total Number of Leavers Eligible for Exit Interview</b>	<b>48</b>	<b>63</b>
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<b>Percentage of interviews conducted</b>	<b>2%</b>	<b>5%</b>
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**JOINT STAFFING WATCH RETURN  
COMMUNITY AND ENTERPRISE RESOURCES**

**1. As at 8 September 2018**

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
1356	203	202	1328	3089					
*Full - Time Equivalent No of Employees									
Salary Bands									
Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
1	1544.04	408.9	236.66	48.64	16.8	4	7	0	2267.04

**1. As at 9 June 2018**

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
1366	207	209	1337	3119					
*Full - Time Equivalent No of Employees									
Salary Bands									
Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
1	1556.9	408.34	246.57	47.44	16.8	4	8	0	2289.05