

# Report

Report to: **Social Work Resources Committee**  
 Date of Meeting: **28 November 2018**  
 Report by: **Executive Director (Finance and Corporate Resources) and Director, Health and Social Care**

Subject: **Social Work Resources – Workforce Monitoring – August and September 2018**

## **1. Purpose of Report**

1.1. The purpose of the report is to:-

- ◆ provide employment information for August and September 2018 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 August and September 2018 relating to Social Work Resources be noted:-

- ◆ attendance statistics;
- ◆ occupational health;
- ◆ accident/incident statistics;
- ◆ discipline, grievance and Dignity at Work cases;
- ◆ analysis of leavers and exit interviews.

## **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 August and September 2018.

## **4. Monitoring Statistics**

### **4.1. Attendance Statistics (Appendix 1)**

Information on absence statistics is analysed for the month of September 2018 for Social Work Resources.

The Resource absence figure for September 2018 was 5.4%, which represents an increase of 0.1% when compared to the previous month and is 1.0% higher than the Council-wide figure. Compared to September 2017, the Resource absence figure has increased by 0.3%.

Based on the absence figures at September 2018 and annual trends, the projected 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 projected average days lost per employee equates to 12.0 days, compared with the overall figure for the Council of 9.4 days per employee.

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

In terms of referrals to occupational health, which include medical examinations and physiotherapy, 263 referrals were made this period, an increase of 24 when compared with the same period last year.

**4.3. Accident/Incident Statistics (Appendix 2)**

There were 23 accidents/incidents recorded within the Resource this period, a decrease of 3 when compared to the same period last year.

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

There were 6 disciplinary hearings held within the Resource this period, a decrease of 12 when compared with the same period last year. There was 1 grievance hearing, a decrease of 1 when compared with the same period last year. There was 1 Dignity at Work complaint raised within the Resource this period, a decrease of 1 when compared with the same period last year.

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

There were 26 leavers in the Resource this period, a decrease of 14 when compared with the same period last year. Exit interviews were held with 5 employees.

**5. Employee Implications**

- 5.1. There are no implications for employees arising from the information presented in this report.

**6. Financial Implications**

- 6.1. All financial implications are accommodated within existing budgets.

**7. Other Implications**

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

**8. Equality Impact Assessment and Consultation Arrangements**

- 8.1. 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.
- 8.2. 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)**

**Val de Souza**

**Director, Health and Social Care**

23 October 2018

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

- ◆ Accountable, effective, efficient and transparent
- ◆ Fair, open and sustainable
- ◆ Ambitious, self aware and improving
- ◆ Excellent employer
- ◆ Focused on people and their needs
- ◆ Working with and respecting others

**Previous References**

- ◆ Social Work Resources – 19 September 2018

**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**  
**Social Work 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	4.8	5.0	5.3	April	6.6	5.6	6.2	April	5.4	5.2	5.6	April	4.3	3.9	4.1
May	5.3	4.9	5.1	May	6.9	4.1	6.2	May	5.8	4.6	5.4	May	4.4	4.2	4.2
June	5.2	5.3	5.2	June	6.2	4.6	6.3	June	5.5	5.1	5.6	June	4.1	3.9	4.3
July	5.0	4.8	5.2	July	5.7	4.9	6.4	July	5.3	4.8	5.6	July	3.3	3.0	3.4
August	4.8	4.9	5.0	August	5.4	4.7	5.9	August	5.0	4.8	5.3	August	3.6	3.2	3.6
September	4.3	5.0	5.0	September	5.3	5.2	6.1	September	4.7	5.1	5.4	September	4.1	4.0	4.4
October	4.7	4.2		October	5.6	5.8		October	5.0	4.8		October	4.4	4.1	
November	5.1	4.4		November	5.4	5.9		November	5.2	4.9		November	4.9	4.8	
December	5.6	5.6		December	6.1	6.1		December	5.8	5.7		December	4.9	5.1	
January	5.5	5.5		January	5.5	7.3		January	5.5	6.1		January	4.5	5.0	
February	5.8	6.1		February	4.8	5.8		February	5.4	6.0		February	5.0	5.0	
March	5.6	5.7		March	4.8	6.5		March	5.3	5.9		March	4.7	4.7	
Annual Average	5.1	5.1	5.2	Annual Average	5.7	5.5	6.2	Annual Average	5.3	5.3	5.5	Annual Average	4.4	4.2	4.4
Average Apr-Sep	4.9	5.0	5.1	Average Apr-Sep	6.0	4.9	6.2	Average Apr-Sep	5.3	4.9	5.5	Average Apr-Sep	4.0	3.7	4.0

No of Employees at 30 September 2018	1815	No of Employees at 30 September 2018	1054	No of Employees at 30 September 2018	2869	No of Employees at 30 September 2018	15106
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For the financial year 2018/19, the projected average days lost per employee equates to 12.0 days.

## SOCIAL WORK RESOURCES

	Aug-Sep 2017	Aug-Sep 2018
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	84	103
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	18	6
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	95	103
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>	33	38
<b>REFERRALS TO COGNITIVE BEHAVIOUR THERAPY</b>	9	13
<b>TOTAL</b>	239	263

CAUSE OF ACCIDENTS/INCIDENTS	Aug-Sep 2017	Aug-Sep 2018
Specified Injuries*	0	1
Over 7 day absences	0	1
Minor	3	3
Near Miss	3	0
Violent Incident: Physical****	18	11
Violent Incident: Verbal*****	2	7
<b>Total Accidents/Incidents</b>	26	23

\*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	Aug-Sep 2017	Aug-Sep 2018
Total Number of Hearings	18	6

## Time Taken to Convene Hearing Aug - Sep 2018

0-3 Weeks	4-6 Weeks	Over 6 Weeks
1	3	2

RECORD OF GRIEVANCE HEARINGS	Aug-Sep 2017	Aug-Sep 2018
Number of Grievances	2	1
Number Resolved at Stage 1	1	1
Number Resolved at Stage 2	1	0

RECORD OF DIGNITY AT WORK	Aug-Sep 2017	Aug-Sep 2018
Number of Incidents	2	1
Number Resolved at Formal Stage	2	0
Still in Process	0	1

ANALYSIS OF REASONS FOR LEAVING	Aug-Sep 2017	Aug-Sep 2018
Career Advancement	1	2
Travelling Difficulties	0	2
Further Education	0	1
Childcare/caring responsibilities	1	0
Other	3	0
<b>Number of Exit Interviews conducted</b>	<b>5</b>	<b>5</b>

<b>Total Number of Leavers Eligible for Exit Interview</b>	<b>40</b>	<b>26</b>
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<b>Percentage of interviews conducted</b>	<b>13%</b>	<b>19%</b>
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