

# Report

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Report to:	<b>Corporate Resources Committee</b>
Date of Meeting:	<b>7 July 2009</b>
Report by:	<b>Executive Director (Corporate Resources)</b>

Subject:	<b>Corporate Resources - Workforce Monitoring – April and May 2009</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for April and May 2009 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 the period April and May 2009 relating to Corporate Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work hearings
- ◆ analysis of leavers
- ◆ Staffing Watch as at 8 March 2009

## 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 the period April and May 2009.

## 4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the most recent month of May 2009 for Corporate Resources.

The Resource absence figure for May 2009 was 3.4%, an increase of 0.7% from last month and 0.6% lower than the Council-wide figure. Compared with May 2008, the Resource absence figure has increased by 1.6%.

Based on annual trends and the period May 2009, the annual average figure for the Resource equates to 2.7% as against a Council-wide average of 4.0%.

For the Resource this equates to 7.8 days being lost per employee for the year due to absence compared with the Council-wide figure of 9 days per employee.

**4.2 Occupational Health (Appendix 2)**

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 22 referrals were made this period, an increase of 9 when compared with the same period last year.

**4.3 Accident/Incident Statistics**

There were no accidents/incidents recorded within the Resource this period, this figure remains unchanged when compared with the same period last year.

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

There was 1 disciplinary hearing held within the Resource this period, an increase of 1 when compared with the same period last year. There were no grievances or dignity at work cases held within the Resource this period.

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

There was 1 leaver in the Resource this period, this figure remains unchanged when compared with the same period last year.

**5 Staffing Watch (Appendix 3)**

- 5.1 There has been an increase of 4 employees in post from 13 December 2008 to 8 March 2009.

**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. 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.

**Robert McIlwain**  
**Executive Director (Corporate Resources)**

16 June 2009

**Link(s) to Council Objectives**

- ◆ Excellent employer
- ◆ People focused

**Previous References**

- ◆ Corporate Resources Committee - 20 May 2009

**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 - 2007/2008, 2008/2009 & 2009/2010**  
**Corporate Resources**

Resource Total (APT&C)				Council Wide			
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010
April	1.2	1.5	2.7	April	3.6	4.3	3.6
May	1.6	1.8	3.4	May	3.9	4.0	4.0
June	2.4	2.8		June	3.8	3.8	
July	2.2	2.2		July	3.2	2.9	
August	1.5	2.1		August	3.4	3.0	
September	2.3	1.5		September	4.0	3.8	
October	2.5	1.6		October	4.1	3.8	
November	2.9	2.8		November	4.5	4.6	
December	2.1	3.9		December	4.3	4.8	
January	2.4	3.8		January	4.7	4.4	
February	2.1	2.5		February	4.7	4.5	
March	2.7	3.6		March	4.6	4.4	
Annual Average	2.2	2.5	2.7	Annual Average	4.1	4.0	4.0
Average Apr-May	1.4	1.7	3.1	Average Apr-May	3.8	4.2	3.8

  

No of Employees at 31 May 2009	303	No of Employees at 31 May 2009	16079
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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 7.8 days.

**CORPORATE RESOURCES**

	<b>Apr-May 2008</b>	<b>Apr-May 2009</b>
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	2	8
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	4	5
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	6	7
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>		
	1	2
<b>TOTAL</b>	<b>13</b>	<b>22</b>

<b>RECORD OF DISCIPLINARY/GRIEVANCE &amp; DIGNITY AT WORK HEARINGS</b>	<b>Apr-May 2008</b>	<b>Apr-May 2009</b>
Total Number of Hearings	0	1

<b>ANALYSIS OF REASONS FOR LEAVING</b>	<b>Apr-May 2008</b>	<b>Apr-May 2009</b>
Career Advancement	1	1
<b>Number of Exit Interviews conducted</b>	<b>1</b>	<b>1</b>

<b>Total Number of Leavers Eligible for Exit Interview</b>	<b>1</b>	<b>1</b>
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<b>Percentage of interviews conducted</b>	<b>100%</b>	<b>100%</b>
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**1. As at 8 March 2009**

Total Number of Employees					
MALE		FEMALE		TOTAL	
F/T	P/T	F/T	P/T		
62	6	161	40	269	
*Full - Time Equivalent No of Employees					
Salary Bands					
A1	A2	B	C	Other	TOTAL
10	16.6	80.2	143.8	*	250.6

**1. As at 13 December 2008**

Total Number of Employees					
MALE		FEMALE		TOTAL	
F/T	P/T	F/T	P/T		
63	6	157	39	265	
*Full - Time Equivalent No of Employees					
Salary Bands					
A1	A2	B	C	Other	TOTAL
9	15.6	84.2	139.2	*	248

A1	Salaries at or above SCP116 - £58,780
A2	Salaries in the range SCP91-114 - £40,513 - £57,046
B	Salaries in the range SCP59-90 - £25,184 - £39,911
C	Salaries in the range 1-57 - £10,603 - £24,417
Others	Manual and Craft

\* Teachers not included in salary band analysis  
as not APT&C