

Report

Report to:	Social Work Resources Committee
Date of Meeting:	20 February 2019
Report by:	Executive Director (Finance and Corporate Resources) Director, Health and Social Care

Subject:	Social Work Resources – Workforce Monitoring – October to December 2018
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for October to December 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 October to December 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;
- ◆ staffing watch as at 8 September 2018.

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 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 Social Work Resources.

The Resource absence figure for December 2018 was 5.7%, which represents an increase of 0.3% when compared to the previous month and is 0.9% higher than the Council-wide figure. Compared to December 2017, the Resource absence figure remains unchanged.

Based on the absence figures at December 2018 and annual trends, the projected annual average absence for the Resource for 2018/2019 is 5.6%, 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 12.1 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, 419 referrals were made this period, an increase of 35 when compared with the same period last year.

4.3. Accident/Incident Statistics (Appendix 2)

There were 16 accidents/incidents recorded within the Resource this period, a decrease of 23 when compared to the same period last year.

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

There were 9 disciplinary hearings held within the Resource this period, a decrease of 1 when compared with the same period last year. There were 2 grievance hearings, which remains unchanged when compared with the same period last year. There were 2 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 30 leavers in the Resource this period, a decrease of 8 when compared with the same period last year. Exit interviews were held with 9 employees.

5. Staffing Watch (Appendix 3)

5.1. There has been a decrease of 36 in the number of employees in post from 9 June 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)

Val de Souza

Director, Health and Social Care

21 January 2019

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 – 28 November 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	5.7	October	5.6	5.8	5.6	October	5.0	4.8	5.6	October	4.4	4.1	4.4
November	5.1	4.4	5.4	November	5.4	5.9	5.3	November	5.2	4.9	5.4	November	4.9	4.8	5.1
December	5.6	5.6	5.1	December	6.1	6.1	6.9	December	5.8	5.7	5.7	December	4.9	5.1	4.8
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	5.4	Annual Average	5.7	5.5	6.2	Annual Average	5.3	5.3	5.6	Annual Average	4.4	4.2	4.4
Average Apr-Dec	5.0	4.9	5.2	Average Apr-Dec	5.9	5.2	6.1	Average Apr-Dec	5.3	5.0	5.5	Average Apr-Dec	4.2	4.0	4.3

No of Employees at 31 December 2018	1822	No of Employees at 31 December 2018	1053	No of Employees at 31 December 2018	2875	No of Employees at 31 December 2018	15152
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For the financial year 2018/19, the projected average days lost per employee equates to 12.1 days.

SOCIAL WORK RESOURCES

	Oct-Dec 2017	Oct-Dec 2018
MEDICAL EXAMINATIONS		
Number of Employees Attending	104	128
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	40	57
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	156	150
REFERRALS TO EMPLOYEE SUPPORT OFFICER	70	80
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	14	4
TOTAL	384	419

CAUSE OF ACCIDENTS/INCIDENTS	Oct-Dec 2017	Oct-Dec 2018
Specified Injuries*	0	1
Over 7 day absences	3	1
Over 3 day absences**	1	1
Minor	11	6
Near Miss	1	0
Violent Incident: Physical****	18	7
Violent Incident: Verbal*****	5	0
Total Accidents/Incidents	39	16

*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	10	9
Total Number of Appeals	0	2

Time Taken to Convene Hearing Oct - Dec 2018

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

RECORD OF GRIEVANCE HEARINGS	Oct-Dec 2017	Oct-Dec 2018
Number of Grievances	2	2
Number Resolved at Stage 2	2	1
Still in Progress	0	1

RECORD OF DIGNITY AT WORK	Oct-Dec 2017	Oct-Dec 2018
Number of Incidents	3	2
Number Resolved at Formal Stage	3	1
Still in Process	0	1

ANALYSIS OF REASONS FOR LEAVING	Oct-Dec 2017	Oct-Dec 2018
Career Advancement	1	1
Poor Relationship with Manager/Colleagues	0	1
Moving Outwith Area	2	1
Travelling Difficulties	0	1
Further Education	0	1
Childcare/caring responsibilities	0	1
Dissatisfaction With Terms and Conditions	1	0
Other	3	3
Number of Exit Interviews conducted	7	9

Total Number of Leavers Eligible for Exit Interview	38	30
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Percentage of interviews conducted	18%	30%
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**JOINT STAFFING WATCH RETURN
SOCIAL WORK RESOURCES**

APPENDIX 3

1. As at 8 September 2018

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
216	185	897	1458	2756					
*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	1323.97	463.08	536.41	20	25	1	0	0	2370.46

1. As at 9 June 2018

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
216	191	896	1489	2792					
*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	1342.3	471.78	534.11	21	26	2	0	0	2398.19