

# Report

Report to:	<b>Housing and Technical Resources Committee</b>
Date of Meeting:	<b>5 February 2020</b>
Report by:	<b>Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)</b>

Subject:	<b>Housing and Technical Resources – Workforce Monitoring – October and November 2019</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for October and November 2019 relating to Housing and Technical Resources

## 2. Recommendation(s)

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

(1) that the following employment information for October and November 2019 relating to Housing and Technical 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 Housing and Technical Resources provides information on the position for October and November 2019.

## 4. Monitoring Statistics

### 4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of November 2019 for Housing and Technical Resources.

The Resource absence figure for November 2019 was 5.7%, this figure has increased by 0.5% when compared to last month and is 0.2% higher than the Council-wide figure. Compared to November 2018, the Resource absence figure has increased by 0.2%.

Based on the absence figures at November 2019 and annual trends, the projected annual average absence for the Resource for 2019/2020 is 5.1%, compared to a Council-wide average figure of 4.5%.

For the financial year 2019/2020, the projected average days lost per employee equates to 12.1 days, compared with the overall figure for the Council of 10.3 days per employee.

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

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 160 referrals were made this period. This represents a decrease of 16 when compared with the same period last year.

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

There were 6 accidents/incidents recorded within the Resource this period, a decrease of 2 when compared to the same period last year.

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

During the period, 4 disciplinary hearings were held within the Resource, this figure remains unchanged when compared to last year. During this period no appeals were heard by the Appeals Panel. One grievance hearing was held within the Resource, this figure remains unchanged when compared to the same period last year. No Dignity at Work complaints were raised within the Resource, this figure remains unchanged when compared to the same period last year.

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

There were a total of 5 leavers in the Resource this period eligible for an exit interview. This figure remains unchanged when compared with the same period last year. Three exit interviews were conducted.

**4.6. From September 2019, when processing an employee termination, managers were asked to identify whether they intended to replace the employee who had left the Council. If they indicated that they did not intend to replace the employee, they were asked to select from the following options:-**

- ◆ plan to hold for savings
- ◆ fill on a fixed term basis pending savings
- ◆ transfer budget to another post
- ◆ end of fixed term contract

**4.7. Appendix 3 provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period October and November 2019, 12 employees in total left employment (FTE 10) and following consideration of the post and future workload requirements, managers have indicated that these posts are all to be filled.**

**4.8. A reconciliation of existing workforce information at September 2019 showed there were 41 vacant posts in the Resource (FTE 37.49), all of which were being filled through a recruitment process. It should be noted that some of the posts at recruitment may be currently covered on a fixed term basis pending recruitment.**

**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. Climate Change, Sustainability and Environmental Implications**

- 7.1. There are no Climate Change, Sustainability and Environmental Implications in terms of the information contained within this report.

## **8. Other Implications**

- 8.1. There are no implications for 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)**

31 December 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**

- ◆ Housing and Technical Resources, 13 November 2019

### **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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APPENDIX I

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020	
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ABSENCE TRENDS: 2017/2018, 2018/2019 & 2019/2020	
Housing & Technical Resources	

APT&C				Manual Workers				Resource Total				Council Wide			
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020
April	4.3	3.9	3.9	April	4.5	6.5	6.7	April	4.4	4.9	5.0	April	3.9	4.1	4.0
May	4.2	3.6	4.2	May	3.9	6.5	5.1	May	4.1	4.8	4.5	May	4.2	4.2	4.4
June	3.9	4.0	4.8	June	4.4	6.2	5.0	June	4.1	4.9	4.9	June	3.9	4.3	4.4
July	4.3	3.7	4.1	July	4.9	6.3	5.4	July	4.5	4.8	4.6	July	3.0	3.4	3.4
August	4.7	4.1	4.0	August	4.0	5.5	5.7	August	4.4	4.6	4.7	August	3.2	3.6	3.7
September	4.3	4.5	4.4	September	4.5	6.2	5.8	September	4.4	5.2	5.0	September	4.0	4.4	4.5
October	3.8	4.3	4.3	October	4.4	5.9	6.6	October	4.0	4.9	5.2	October	4.1	4.4	4.6
November	4.9	4.8	5.5	November	6.4	6.5	6.1	November	5.5	5.5	5.7	November	4.8	5.1	5.5
December	5.0	4.4		December	9.0	6.5		December	6.6	5.3		December	5.1	4.8	
January	5.4	4.2		January	7.3	7.0		January	6.2	5.3		January	5.0	4.9	
February	5.2	4.2		February	6.1	6.6		February	5.6	5.2		February	5.0	5.2	
March	5.1	4.2		March	6.0	7.3		March	5.4	5.5		March	4.7	4.9	
Annual Average	4.6	4.2	4.4	Annual Average	5.5	6.4	6.2	Annual Average	4.9	5.1	5.1	Annual Average	4.2	4.4	4.5
Average Apr-Nov	4.3	4.1	4.4	Average Apr-Nov	4.6	6.2	5.8	Average Apr-Nov	4.4	5.0	5.0	Average Apr-Nov	3.9	4.2	4.3
No of Employees at 30 November 2019			884	No of Employees at 30 November 2019			566	No of Employees at 30 November 2019			1450	No of Employees at 30 November 2019			15667

For the financial year 2019/20, the projected average days lost per employee equates to 12.1 days.

APPENDIX 2		
HOUSING AND TECHNICAL RESOURCES		
	Oct-Nov 2018	Oct-Nov 2019
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	47	53
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	53	24
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	44	49
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>		
	26	30
<b>REFERRALS TO COGNITIVE BEHAVIOUR THERAPY</b>		
	6	4
<b>TOTAL</b>	<b>176</b>	<b>160</b>
	Oct-Nov 2018	Oct-Nov 2019
<b>CAUSE OF ACCIDENTS/INCIDENTS</b>		
Over 7 day absences	2	1
Minor	2	4
Near Miss	1	1
Violent Incident: Verbal*****	3	0
<b>Total Accidents/Incidents</b>	<b>8</b>	<b>6</b>
<p>*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.</p> <p>**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.</p> <p>***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.</p> <p>****Physical violent incidents are included in the "Specified" figures, where applicable, to provide the "Total Specified" figures.</p> <p>*****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.</p> <p>*****Physical Violent Incidents and ***** Verbal Violent Incidents are included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.</p>		
	Oct-Nov 2018	Oct-Nov 2019
<b>RECORD OF DISCIPLINARY HEARINGS</b>		
Total Number of Hearings	4	4
<b>Time Taken to Convene Hearing Oct - Nov 2019</b>		
0-3 Weeks	4-6 Weeks	Over 6 Weeks
1	2	1
<b>RECORD OF GRIEVANCE HEARINGS</b>		
Number of Grievances	1	1
Number Resolved at Stage 2	1	0
Still in Progress	0	1
<b>RECORD OF DIGNITY AT WORK</b>		
Number of Incidents	0	0
<b>ANALYSIS OF REASONS FOR LEAVING</b>		
Career Advancement	1	1
Poor Relationship with Manager/Colleagues	0	1
Other	0	1
<b>Number of Exit Interviews conducted</b>	<b>1</b>	<b>3</b>
<b>Total Number of Leavers Eligible for Exit Interview</b>	<b>5</b>	<b>5</b>
<b>Percentage of interviews conducted</b>	<b>20%</b>	<b>60%</b>

## APPENDIX 3

	Oct-Nov 2019		Reconciliation figure Apr - Sept 2019		Cumulative since Oct	
	FTE*	H/C**	FTE	H/C	FTE	H/C
Terminations/Leavers	10	12				
Being replaced	10	12	37.49	41	47.49	53
End of fixed term contract						
Held pending savings						
Filled on fixed term basis						
Budget transfer to other post						

\* Full time equivalent

\*\* Head count/number of employees