

Report

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Report to:	Finance and Information Technology Resources Committee
Date of Meeting:	7 July 2009
Report by:	Executive Director (Corporate Resources) and Executive Director (Finance and Information Technology Resources)

Subject:	Workforce Monitoring – April and May 2009
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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 Finance and Information Technology Resources:

2. Recommendation(s)

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

(1) that the following employment information for April and May 2009 relating to Finance and Information Technology Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accidents/incident statistics
- ◆ discipline, grievance and dignity at work
- ◆ 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 Finance and Information Technology Resources provides information on the position for 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 Finance and Information Technology Resources.

The Resource absence figure for May 2009 was 2.1%, showing an increase of 0.3% from last month and 1.9% lower than the Council wide figure. Compared to 2008 the Resource absence figure has decreased by 0.2%.

Based on annual trends and the period May 2009, the annual average figure for the Resource equates to 2.1% as against a Council wide average of 4.0%.

For the Resource, this equates to 4.8 days being lost per employee for the year due to absence compared with the figure for the Council 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, 12 referrals were made this period, an increase of 6 when compared with the same period last year.

4.3 Accident/Incident Statistics

There was 1 accident/incident 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

There was 1 disciplinary hearing held in the Resource this period. There were no grievances or dignity at work cases held within the Resource this period.

4.5 Analysis of Leavers

There was 1 leaver in the Resource this period, a decrease of 1 when compared to the same period last year.

5 Staffing Watch

- 5.1 There has been a decrease of 4 employees in post since 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.

- 10** There was no requirement to undertake any consultation in terms of the information contained in this report.

Robert McIlwain
Executive Director (Corporate Resources)

Linda Hardie
Executive Director (Finance & IT Resources)

21 June 2009

Link(s) to Council Objectives

- ◆ excellent employer
- ◆ people focus

Previous References

- ◆ 19 May 2009

List of Background Papers

- ◆ monitoring information provided by Finance & IT 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 1

ABSENCE TRENDS - ABSENCE TRENDS - 2007/2008, 2008/2009 & 2009/2010
Finance & IT Resources

Resource Total (APT&C)				Council Wide			
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010
April	2.4	3.3	1.8	April	3.6	4.3	3.6
May	2.3	2.3	2.1	May	3.9	4.0	4.0
June	2.2	1.6		June	3.8	3.8	
July	2.8	1.9		July	3.2	2.9	
August	2.5	2.0		August	3.4	3.0	
September	2.6	1.6		September	4.0	3.8	
October	2.3	1.8		October	4.1	3.8	
November	2.9	2.6		November	4.5	4.6	
December	3.1	3.0		December	4.3	4.8	
January	4.1	2.7		January	4.7	4.4	
February	3.6	2.7		February	4.7	4.5	
March	3.5	1.7		March	4.6	4.4	
Annual Average	2.9	2.3	2.1	Annual Average	4.1	4.0	4.0
Average Apr-May	2.4	2.8	2.0	Average Apr-May	3.8	4.2	3.8

No of Employees at 31 May 2009	292	No of Employees at 31 May 2009	16079
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For Finance & Information Technology the absence rate for unpaid special leave was nil
Average number of days lost per employee annually is 4.8 days.

FINANCE & IT RESOURCES

	Apr-May 2008	Apr-May 2009
MEDICAL EXAMINATIONS		
Number of Employees Attending	3	4
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	1	2
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	2	5
REFERRALS TO EMPLOYEE SUPPORT OFFICER		
	0	1
TOTAL	6	12

CAUSE OF ACCIDENTS/INCIDENTS	Apr-May 2008	Apr-May 2009
Major Injuries*	0	0
Over 3 day absences**	0	0
Minor	1	1
Total Accidents/Incidents	1	1
Near Miss	0	0
Violent Incident: Physical****	0	0
Violent Incident: Verbal*****	0	0

* A major injury as defined by HSE is an accident connected with work and your employee, or self employed person working on the premises sustaining an injury such as those identified in the OHSMS Work Instruction 3.B.3

**An Over 3-day injury is one which is not "Major" but results in the injured person being away from work OR unable to do their full range of their normal duties for more than three days, including any days they would not normally be expected to work such as weekends, rests days or holidays, not counting the day of the injury itself.

*** A minor injury is an injury not covered by "Over 3-day" or "Major"
**** Physical violent incidents are included in the "Major" figures, where applicable, to provide the "Total Major" figures.

*****Physical violent incidents and *****Verbal Violent Incidents are included in the "Over 3 day" figures, where applicable, to provide the included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.

RECORD OF DISCIPLINARY/GRIEVANCE & DIGNITY AT WORK HEARINGS	Apr-May 2008	Apr-May 2009
Total Number of Hearings	2	1

ANALYSIS OF REASONS FOR LEAVING	Apr-May 2008	Apr-May 2009
Career Advancement	1	1
Personal Reasons	1	0
Number of Exit Interviews conducted	2	1

Total Number of Leavers Eligible for Exit Interview	2	1
Percentage of interviews conducted	100%	100%

1. As at 8 March 2009

Total Number of Employees					
MALE		FEMALE		TOTAL	
F/T	P/T	F/T	P/T		
123	1	125	36	285	
*Full - Time Equivalent No of Employees					
Salary Bands					
A1	A2	B	C	Other	TOTAL
4	19	144	105.9	*	272.9

1. As at 13 December 2008

Total Number of Employees					
MALE		FEMALE		TOTAL	
F/T	P/T	F/T	P/T		
123	1	129	36	289	
*Full - Time Equivalent No of Employees					
Salary Bands					
A1	A2	B	C	Other	TOTAL
5	18	148.2	103.9	*	275.1

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