

Report

| | |
|------------------|---|
| Report to: | Finance & IT Resources Committee |
| Date of Meeting: | 27 October 2009 |
| Report by: | Executive Director (Corporate Resources) and Executive Director (Finance and Information Technology Resources) |

| | |
|----------|--|
| Subject: | Workforce Monitoring – June, July and August 2009 |
|----------|--|

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for June, July and August 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 June, July and August 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 13 June 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 June, July and August 2009.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)
Information on absence statistics are analysed for the most recent month of August 2009 for Finance and Information Technology Resources.

The Resource absence figure for August 2009 was 1.8%, showing a decrease of 0.3% from last month and is 1.4% lower than the Council Wide figure. Compared to August 2008 the Resource absence figure has decreased by 0.2%.

Based on annual trends and the period August 2009, the annual average figure for the Resource equates to 2.2% as against a Council wide average of 4%.

For the Resource this equates to 5 days being lost per employee for the year due to absence compared with the figure for the Council of 8.6 days per employee.

4.2 Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 17 referrals were made this period, an increase of 4 when compared with the same period last year.

4.3 Accident/Incident Statistics

There were no accidents/incidents recorded within the Resource this period, a decrease of 3 when compared with the same period last year.

4.4 Discipline, Grievance and Dignity at Work

There were no disciplinary hearings, grievances or dignity at work cases held within the Resource this period.

4.5 Analysis of Leavers

There were no leavers in the Resource this period, a decrease of 7 when compared to the same period last year.

5 Staffing Watch

- 5.1 There has been an increase of 1 employee in post since from 8 March 2009 to 13 June 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)

7 October 2009

Link(s) to Connect Priorities

- ◆ efficient and effective use of resources
- ◆ performance management and improvement

Previous References

- ◆ 7 July 2009

List of Background Papers

- ◆ monitoring information provided by Finance and Information Technology Resources

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Eileen McPake, Personnel Officer

Ext: 454534 (Tel: 01698 454534)

E-mail: eileen.mcpake@southlanarkshire.gov.uk

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 | 2.2 | June | 3.8 | 3.8 | 3.7 |
| July | 2.8 | 1.9 | 2.1 | July | 3.2 | 2.9 | 2.8 |
| August | 2.5 | 2.0 | 1.8 | August | 3.4 | 3.0 | 3.2 |
| 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 | 2.2 | Annual Average | 4.1 | 4.0 | 4.0 |
| Average Apr-Aug | 2.4 | 2.3 | 2.0 | Average Apr-Aug | 3.6 | 3.8 | 3.5 |

| | | | | | |
|--------------------------------|--|-----|--------------------------------|--|-------|
| No of Employees at 31 Aug 2009 | | 300 | No of Employees at 31 Aug 2009 | | 16356 |
|--------------------------------|--|-----|--------------------------------|--|-------|

For Finance & Information Technology the absence rate for unpaid special leave was nil
Average number of days lost per employee annually is 5.0 days.

FINANCE & IT RESOURCES

| | Jun-Aug 2008 | Jun-Aug 2009 |
|--|-----------------|-----------------|
| MEDICAL EXAMINATIONS | | |
| Number of Employees Attending | 5 | 4 |
| EMPLOYEE COUNSELLING SERVICE | | |
| Total Number of Referrals | 1 | 2 |
| PHYSIOTHERAPY SERVICE | | |
| Total Number of Referrals | 5 | 10 |
| REFERRALS TO EMPLOYEE SUPPORT OFFICER | | |
| | 2 | 1 |
| TOTAL | 13 | 17 |

| CAUSE OF ACCIDENTS/INCIDENTS | Jun-Aug 2008 | Jun-Aug 2009 |
|----------------------------------|-----------------|-----------------|
| Major Injuries* | 0 | 0 |
| Over 3 day absences** | 0 | 0 |
| Minor | 3 | 0 |
| Total Accidents/Incidents | 3 | 0 |
| 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 | Jun-Aug 2008 | Jun-Aug 2009 |
|---|-----------------|-----------------|
| Total Number of Hearings | 2 | 0 |

| ANALYSIS OF REASONS FOR LEAVING | Jun-Aug 2008 | Jun-Aug 2009 |
|--|-----------------|-----------------|
| Career Advancement | 3 | 0 |
| Moving Outwith Area | 1 | 0 |
| Further Education | 1 | 0 |
| Number of Exit Interviews conducted | 5 | 0 |

| | | |
|--|----------|----------|
| Total Number of Leavers Eligible for Exit Interview | 7 | 0 |
|--|----------|----------|

| | | |
|---|------------|-----------|
| Percentage of interviews conducted | 71% | 0% |
|---|------------|-----------|

1. As at 13 June 2009

| Total Number of Employees | | | | | |
|---|-----|--------|-------|-------|-------|
| MALE | | FEMALE | | TOTAL | |
| F/T | P/T | F/T | P/T | | |
| 122 | 1 | 124 | 39 | 286 | |
| | | | | | |
| *Full - Time Equivalent No of Employees | | | | | |
| Salary Bands | | | | | |
| A1 | A2 | B | C | Other | TOTAL |
| 5 | 18 | 141.6 | 106.9 | * | 271.5 |

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 |

| | |
|--------|---|
| 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