

Report

Report to:	Corporate Resources Committee
Date of Meeting:	4 May 2005
Report by:	Executive Director (Corporate Resources)

Subject:	Workforce Monitoring Information February – March 2005
----------	---

1 Purpose of Report

1.1 The purpose of the report is to:-

- ♦ provide employment information for the period February – March 2005, 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 February - March 2005 relating to Corporate Resources be noted:-
- attendance statistics
 - occupational health
 - accidents/incidents
 - disciplinary hearings
 - grievances submitted
 - exit interviews
 - staffing watch

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 February - March 2005.

4 Monitoring Statistics

4.1 Attendance Statistics (Appendix 1)

The Resource absence figure for March 2005 was 3.9%, an increase of 1.1% from the same period last year and 0.7% lower than the Council Wide figure.

For the period April 2004-March 2005, the annual average absence figure for the Resource equates to 6.5 days being lost per employee each year due to absence when compared with the overall figure for the Council of 8.9 days.

- 4.2 Occupational Health (Appendix 2)
In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 11 referrals were made this period. This is an overall increase of 1 when compared to the same period last year.
- 4.3 Accident/Incident Statistics
There were no accidents/incidents recorded within the Resource this period.
- 4.4 Discipline, Grievance and Dignity at Work
There were 2 Disciplinary Hearings within the Resource this period. There were no grievances or dignity at work cases raised.
- 4.5 Analysis of Leavers
There were 3 leavers in the Resource this period, this is an increase of 3 from the same period last year. Exit interviews were held with 2 of those employees.
- 5 Staffing Watch**
- 5.1 There was an increase of 1 in the total number of employees in post since 11 December 2004.
- 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**
- 7.1 None
- 9 Consultation**
- 9.1 There was no requirement to undertake any consultation in terms of the information contained in this report.

Alan Cuthbertson
Executive Director (Corporate Resources)

12 April 2005

Link(s) to Council Objectives

- managing resources

Previous References

- 9 March 2005

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:-

Elaine Melrose - Personnel Officer

Ext: 4534 (Tel: 01698 454534)

E-mail: elaine.melrose@southlanarkshire.gov.uk

ABSENCE TRENDS - 2002/2003, 2003/2004, 2004/2005
Corporate Resources

Resource Total (APT&C)				Council Wide			
	2002 / 2003	2003 / 2004	2004 / 2005		2002 / 2003	2003 / 2004	2004 / 2005
April	3.5	2.2	2.8	April	4.6	4.1	3.9
May	3.6	2.0	3.1	May	4.8	3.9	3.8
June	2.6	2.4	2.7	June	4.2	3.9	3.3
July	1.5	3.5	2.0	July	3.6	3.2	2.7
August	1.9	4.1	1.7	August	3.6	3.3	3.0
September	3.8	3.6	1.9	September	4.3	4.1	3.8
October	5.0	2.4	1.9	October	4.5	4.2	3.7
November	4.3	2.7	2.1	November	4.9	5.0	4.1
December	2.9	2.4	2.2	December	4.2	4.3	3.9
January	3.1	2.2	3.7	January	4.3	4.3	4.1
February	2.7	2.7	3.9	February	4.6	4.6	4.8
March	3.4	2.8	3.9	March	4.8	4.5	4.6
Annual Average	3.2	2.8	2.7	Annual Average	4.4	4.1	3.8

No of Employees at 31 Mar 2005	253	No of Employees at 31 Mar 2005	16293
--------------------------------	-----	--------------------------------	-------

For Corporate Resources the absence rate for unpaid special leave was nil.
Average number of days lost per employee annually is 6.5 days.

CORPORATE RESOURCES

	February-March 2004	February-March 2005
MEDICAL EXAMINATIONS/EMPLOYEE COUNSELLING SERVICE/REFERRALS TO EMPLOYEE SUPPORT OFFICER/PHYSIOTHERAPY SERVICE	10	11
Number of Employees Attending		

RECORD OF DISCIPLINARY HEARINGS	February-March 2004	February-March 2005
Total Number of Hearings	0	2

Time Taken to Convene Hearing February-March 2005

0-3 Weeks

0

4-6 Weeks

0

Over 6 Weeks

2

ANALYSIS OF REASONS FOR LEAVING	February-March 2004	February-March 2005
Career Advancement	0	1
Dissatisfaction with Terms and Conditions	0	1
Number of Exit Interviews conducted	0	2

Total Number of Leavers	0	3
--------------------------------	----------	----------

Percentage of interviews conducted	0%	67%
---	-----------	------------

APPENDIX 3

1. As at 12 March 2005

Total Number of Employees					
MALE		FEMALE		TOTAL	
F/T	P/T	F/T	P/T		
62	3	147	38	250	
*Full - Time Equivalent No of Employees					
Salary Bands					
A1	A2	B	C	Other	TOTAL
7	20.6	68.2	136.6	0	232.4

1. As at 11 December 2004

Total Number of Employees					
MALE		FEMALE		TOTAL	
F/T	P/T	F/T	P/T		
62	2	149	36	249	
*Full - Time Equivalent No of Employees					
Salary Bands					
A1	A2	B	C	Other	TOTAL
7	20.6	70.2	134.7	0	232.5

- A1 Salaries at or above SCP116 - £54,327
 A2 Salaries in the range SCP91-114 - £37,447 - £52,758
 B Salaries in the range SCP59-90 - £23,267 - £36,899
 C Salaries in the range SCP05-57 - £10,109 - £22,574
 Others Manual and Craft

