

# Report

Report to:	<b>Corporate Resources Committee</b>
Date of Meeting:	<b>5 April 2006</b>
Report by:	<b>Executive Director (Corporate Resources)</b>

Subject:	<b>Corporate Resources' Workforce Monitoring – January and February 2006</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for January and February 2006, 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 January and February 2006 relating to Corporate Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accidents/incidents
- ◆ discipline, grievance and dignity at work
- ◆ analysis of leavers

## 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 January and February 2006.

## 4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics are analysed for the most recent month of February 2006 for Corporate Resources.

The Resource absence figure for February 2006 was 2.9%, an increase of 0.6% from last month and 1.4% lower than the Council Wide figure. Compared with February 2005, the Resource absence figure has decreased by 1.0%.

For the period April 2005 to February 2006, the projected annual average absence figure for the Resource equates to 7.6 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 9 referrals were made this period. This is a decrease of 2 when compared with the same period last year.

**4.3. Accident/Incident Statistics**

There were no accidents/incidents recorded within the Resource this period, and is comparable 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 heard within the Resource this period.

**4.5. Analysis of Leavers**

There were no leavers in the Resource this period. This is a decrease of 5 when compared with the same period last year.

**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. Other Implications**

- 7.1. None.

**8. Consultation**

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

**Alan Cuthbertson**  
**Executive Director (Corporate Resources)**

10 March 2006

**Link(s) to Council Objectives**

- ◆ managing resources

**Previous References**

- ◆ 8 February 2006

**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:-

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**ABSENCE TRENDS - 2003/2004, 2004/2005 & 2005/2006**  
**Corporate Resources**

Resource Total (APT&C)				Council Wide			
	2003 / 2004	2004 / 2005	2005 / 2006		2003 / 2004	2004 / 2005	2005 / 2006
April	2.2	2.8	3.5	April	4.1	3.9	3.6
May	2.0	3.1	3.2	May	3.9	3.8	3.8
June	2.4	2.7	3.7	June	3.9	3.3	3.6
July	3.5	2.0	3.6	July	3.2	2.7	3.1
August	4.1	1.7	4.3	August	3.3	3.0	3.1
September	3.6	1.9	3.7	September	4.1	3.8	3.7
October	2.4	1.9	2.5	October	4.2	3.7	3.8
November	2.7	2.1	2.7	November	5.0	4.1	4.3
December	2.4	2.2	2.6	December	4.3	3.9	3.9
January	2.2	3.7	2.3	January	4.3	4.1	3.9
February	2.7	3.9	2.9	February	4.6	4.8	4.3
March	2.8	3.9		March	4.5	4.6	
Annual Average	2.8	2.7	3.2	Annual Average	4.1	3.8	3.7
Average Apr-Feb	2.7	2.5	3.2	Average Apr-Feb	4.1	3.7	3.7

  

No of Employees at 28 Feb 2006	234	No of Employees at 28 Feb 2006	16290
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For Corporate Resources the absence rate for unpaid special leave was nil.  
Average number of days lost per employee annually is 7.6 days.

## CORPORATE RESOURCES

	Jan - Feb 2005	Jan - Feb 2006
<b>MEDICAL EXAMINATIONS/EMPLOYEE COUNSELLING SERVICE/REFERRALS TO EMPLOYEE SUPPORT OFFICER/PHYSIOTHERAPY SERVICE</b>	11	9
Number of Employees Attending		

<b>ANALYSIS OF REASONS FOR LEAVING</b>	Jan - Feb 2005	Jan - Feb 2006
Career Advancement	1	0
<b>Number of Exit Interviews conducted</b>	<b>1</b>	<b>0</b>
<b>Total Number of Leavers</b>	<b>5</b>	<b>0</b>
<b>Percentage of interviews conducted</b>	<b>20%</b>	<b>0%</b>

