

# Report

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>4 March 2020</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Finance and Corporate Resources – Workforce Monitoring – October to December 2019</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for the period October to December 2019 relating to Finance and Corporate Resources

## 2. Recommendation(s)

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

(1) that the following employment information for the period October to December 2019 relating to Finance and Corporate Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ Staffing Watch as at 14 December 2019

## 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 Corporate Resources provides information on the position for the period October to December 2019.

## 4. Monitoring Statistics

### 4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of December 2019 for Finance and Corporate Resources.

The Resource absence figure for December 2019 was 4.5%, which represents an increase of 0.7% when compared to last month and is 1.2% lower than the Council-wide figure. Compared to December 2018, the Resource absence figure has increased by 0.7%.

Based on the absence figures at December 2019 and annual trends, the projected annual average absence for the Resource for 2019/2020 is 3.5%, compared to a Council-wide average figure of 4.6%.

For the financial year 2019/2020, the projected average days lost per employee equates to 8.4 days, compared with the overall figure for the Council of 10.3 days per employee.

Managers follow the procedures outlined in the Maximising Attendance Policy to support employees to remain at work, or to return to work after a sickness absence. There are comprehensive employee supports in place and, additionally, Personnel Services work in close partnership with line managers and Resource Management Teams on a case management basis to ensure that appropriate actions are taken.

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

In terms of referrals to occupational health, which include medical examinations and physiotherapy, 74 referrals were made this period, a decrease of 16 when compared with the same period last year.

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

10 accidents/incidents were recorded within the Resource this period, an increase of 8 when compared with the same period last year.

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

During the period no disciplinary hearings were held within the Resource, which is a decrease of 2 when compared with the same period last year. There were no grievance hearings held within the Resource this period, which is a decrease of 2 when compared with the same period last year. There were no Dignity at Work complaints raised within the Resource this, which remains unchanged when compared with the same period last year.

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

There was 1 leaver in the Resource this period who was eligible for an exit interview. This figure has decreased by 9 when compared with the same period last year. An exit interview was held with the employee.

**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 4 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 2a provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period October to December 2019, 9 (FTE 6.09) employees in total left employment and managers indicated that all of these posts are being filled.**

**4.8. A reconciliation of existing workforce information at 10 October 2019 showed there were 53 (FTE 42) vacant posts in the Resource. Of these, 23 (FTE 22.2) were being filled through a recruitment process, 1 (FTE 0.6) was being filled on a fixed term basis and the remaining 29 (FTE 19.2) were being held pending savings discussions. It should be noted that some of the posts which are currently going through the recruitment process may be covered at the present time on a fixed term basis until recruitment has been completed.**

## **5. Staffing Watch (Appendix 3)**

- 5.1. There has been a decrease of 7 in the number of employees in post from 14 September 2019 to 14 December 2019.

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

- 8.1. There are no Climate Change, Sustainability and Environmental Implications arising from the information presented in this report.

## **9. Other Implications**

- 9.1. There are no implications for sustainability or risk in terms of the information contained within this report.

## **10. Equality Impact Assessment and Consultation Arrangements**

- 10.1. 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.
- 10.2. 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)**

24 January 2020

## **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**

- ◆ Finance and Corporate Resources – 11 December 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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**ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020**  
**Finance and Corporate 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	2.8	3.1	3.5	April		8.6	7.1	April	2.8	3.2	3.6	April	3.9	4.1	4.0	
May	3.2	3.3	3.2	May	0.0	0.4	0.0	May	3.2	3.2	3.2	May	4.2	4.2	4.4	
June	3.3	2.5	3.3	June	0.0	0.0	0.5	June	3.3	2.5	3.2	June	3.9	4.3	4.4	
July	3.1	2.9	3.3	July	0.0	0.0	2.4	July	3.0	2.9	3.2	July	3.0	3.4	3.4	
August	3.5	2.8	3.6	August	0.0	0.4	5.9	August	3.4	2.8	3.6	August	3.2	3.6	3.7	
September	4.1	3.1	3.3	September	0.0	0.0	3.5	September	4.1	3.0	3.3	September	4.0	4.4	4.5	
October	4.4	3.6	3.7	October	0.0	0.0	3.6	October	4.3	3.6	3.7	October	4.1	4.4	4.6	
November	4.2	4.6	3.9	November	0.0	0.0	2.6	November	4.1	4.6	3.8	November	4.8	5.1	5.5	
December	3.5	3.8	4.6	December	0.0	0.0	1.3	December	3.4	3.8	4.5	December	5.1	4.8	5.7	
January	4.1	3.6		January	7.0	0.0		January	4.2	3.5		January	5.0	4.9		
February	4.2	3.7		February	2.5	2.3		February	4.2	3.6		February	5.0	5.2		
March	3.8	3.2		March	16.9	9.8		March	4.0	3.3		March	4.7	4.9		
Annual Average	3.7	3.4	3.6	Annual Average	2.4	1.8	3.3	Annual Average	3.7	3.3	3.5	Annual Average	4.2	4.4	4.6	
Average Apr-Dec	3.6	3.2	3.6	Average Apr-Dec	0.0	1.2	3.0	Average Apr-Dec	3.5	3.2	3.6	Average Apr-Dec	3.9	4.2	4.5	
No of Employees at 31 December 2019			978	No of Employees at 31 December 2019			11	No of Employees at 31 December 2019			989	No of Employees at 31 December 2019			15653	

For the financial year 2019/20, the projected average days lost per employee equates to 8.4 days.  
 Figures for manual workers only applicable from May 2017/2018

## FINANCE AND CORPORATE RESOURCES

	Oct-Dec 2018	Oct-Dec 2019
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	29	15
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	14	0
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	33	47
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>		
	14	12
<b>REFERRALS TO COGNITIVE BEHAVIOUR THERAPY</b>		
	0	0
<b>TOTAL</b>	<b>90</b>	<b>74</b>

CAUSE OF ACCIDENTS/INCIDENTS	Oct-Dec 2018	Oct-Dec 2019
Violent Incident: Physical****	0	1
Violent Incident: Verbal*****	2	9
<b>Total Accidents/Incidents</b>	<b>2</b>	<b>10</b>

\*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.

\*\*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.

\*\*\*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.

\*\*\*\*Physical violent incidents are included in the "Specified" figures, where applicable, to provide the "Total Specified" figures.

\*\*\*\*\*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.

\*\*\*\*Physical Violent Incidents and \*\*\*\*\* Verbal Violent Incidents are included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.

RECORD OF DISCIPLINARY HEARINGS	Oct-Dec 2018	Oct-Dec 2019
Total Number of Hearings	2	0

RECORD OF GRIEVANCE HEARINGS	Oct-Dec 2018	Oct-Dec 2019
Number of Grievances	2	0
Number Resolved at Stage 2	2	0

RECORD OF DIGNITY AT WORK	Oct-Dec 2018	Oct-Dec 2019
Number of Incidents	0	0

ANALYSIS OF REASONS FOR LEAVING	Oct-Dec 2018	Oct-Dec 2019
Career Advancement	2	0
Poor Relationship with Manager/Colleagues	0	1
Other	1	0
<b>Number of Exit Interviews conducted</b>	<b>3</b>	<b>1</b>

<b>Total Number of Leavers Eligible for Exit Interview</b>	<b>10</b>	<b>1</b>
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<b>Percentage of interviews conducted</b>	<b>30%</b>	<b>100%</b>
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## Appendix 2a

Finance & Corporate Resources	Oct-Dec 2019		Reconciliation figure Apr - Sept 2019		Cumulative total	
	FTE*	H/C**	FTE	H/C	FTE	H/C
Terminations/Leavers	6.09	9	42	53	62	48.09
Being replaced	6.09	9	22.2	23	32	28.29
Held pending savings			19.2	29	29	19.2
Filled on fixed term basis			0.6	1	1	0.6
Budget transfer to other post						
End of fixed term contract						

\* Full time equivalent

\*\* Head count/number of employees

**JOINT STAFFING WATCH RETURN  
FINANCE AND CORPORATE RESOURCES**

**APPENDIX 3**

**1. As at 14 December 2019**

Total Number of Employees				
MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
211	15	378	302	906

*Full - Time Equivalent No of Employees									
Salary Bands									
Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
1.00	121.06	348.53	236.61	63.54	27.70	6.00	1.00	0.00	805.44

**1. As at 14 September 2019**

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
213	15	381	304	913					
*Full - Time Equivalent No of Employees									
Salary Bands									
Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
2.00	124.65	349.16	236.18	65.54	26.70	6.00	1.00	0.00	811.23