



# Report

Report to:	<b>Employee Issues Forum</b>
Date of Meeting:	<b>13 November 2018</b>
Report by:	<b>Executive Director (Finance and Corporate Resources) Director, Health and Social Care</b>

Subject:	<b>Social Work Resources – Workforce Monitoring – July to September 2018</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for July to September 2018 relating to Social Work Resources

## 2. Recommendation(s)

2.1. The Employee Issues Forum is asked to approve the following recommendation(s):-

- (1) that the following employment information for July to September 2018 relating to Social Work 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 9 June 2018.

## 3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to the Employee Issues Forum. This report for Social Work Resources provides information on the position for the period July to September 2018.

## 4. Monitoring Statistics

### 4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of September 2018 for Social Work Resources.

The Resource absence figure for September 2018 was 5.4%, an increase of 0.1% when compared to last month and is 1.0% higher than the Council-wide figure. Compared to September 2017, the Resource absence figure has increased by 0.3%.

Based on the absence figures at September 2018 and annual trends, the annual average absence for the Resource for 2018/2019 is 5.5%, compared to a Council-wide average figure of 4.4%.

For the financial year 2018/2019, the average days lost per employee within the Resource equates to 12.0 days, compared with the overall figure for the Council of 9.4 days per employee.

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

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 399 referrals were made this period, an increase of 28 when compared with the same period last year.

**4.3. Accident/Incident Statistics**

There were 31 accidents/incidents recorded within the Resource this period, a decrease of 6 when compared to the same period last year.

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

During the period, 9 disciplinary hearings were held within the Resource, a decrease of 14 when compared to last year. During this period 1 appeal was heard by the Appeals Panel. One grievance hearing was held within the Resource, this figure has decreased by 1 when compared to the same period last year. Two Dignity at Work complaints were raised within the Resource, this figure remains unchanged when compared to the same period last year.

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

There were 36 leavers in the Resource eligible for an exit interview this period, a decrease of 13 when compared with the same period last year. Nine exit interviews were conducted.

**5. Staffing Watch (Appendix3)**

5.1. There was a decrease of 8 employees in post from 10 March 2018 to 9 June 2018.

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

**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.

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

**Val de Souza**  
**Director, Health and Social Care**

**Paul Manning**  
**Executive Director (Finance and Corporate Resources)**

17 October 2018

**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**

- ◆ Employee Issues Forum – 4 September 2018

**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:-

Janet McLuckie, Personnel Officer

Ext: 4239 (Tel: 01698 454239)

E-mail: [Janet.McLuckie@southlanarkshire.gcsx.gov.uk](mailto:Janet.McLuckie@southlanarkshire.gcsx.gov.uk)

**ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019**  
**Social Work Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019				
April	4.8	5.0	5.3	April	6.6	5.6	6.2	April	5.4	5.2	5.6	April	4.3	3.9	4.1				
May	5.3	4.9	5.1	May	6.9	4.1	6.2	May	5.8	4.6	5.4	May	4.4	4.2	4.2				
June	5.2	5.3	5.2	June	6.2	4.6	6.3	June	5.5	5.1	5.6	June	4.1	3.9	4.3				
July	5.0	4.8	5.2	July	5.7	4.9	6.4	July	5.3	4.8	5.6	July	3.3	3.0	3.4				
August	4.8	4.9	5.0	August	5.4	4.7	5.9	August	5.0	4.8	5.3	August	3.6	3.2	3.6				
September	4.3	5.0	5.0	September	5.3	5.2	6.1	September	4.7	5.1	5.4	September	4.1	4.0	4.4				
October	4.7	4.2		October	5.6	5.8		October	5.0	4.8		October	4.4	4.1					
November	5.1	4.4		November	5.4	5.9		November	5.2	4.9		November	4.9	4.8					
December	5.6	5.6		December	6.1	6.1		December	5.8	5.7		December	4.9	5.1					
January	5.5	5.5		January	5.5	7.3		January	5.5	6.1		January	4.5	5.0					
February	5.8	6.1		February	4.8	5.8		February	5.4	6.0		February	5.0	5.0					
March	5.6	5.7		March	4.8	6.5		March	5.3	5.9		March	4.7	4.7					
Annual Average	5.1	5.1	5.2	Annual Average	5.7	5.5	6.2	Annual Average	5.3	5.3	5.5	Annual Average	4.4	4.2	4.4				
Average Apr-Sep	4.9	5.0	5.1	Average Apr-Sep	6.0	4.9	6.2	Average Apr-Sep	5.3	4.9	5.5	Average Apr-Sep	4.0	3.7	4.0				
No of Employees at 30 September 2018				1815	No of Employees at 30 September 2018				1054	No of Employees at 30 September 2018				2869	No of Employees at 30 September 2018				15106

For the financial year 2018/19, the projected average days lost per employee equates to 12.0 days.

APPENDIX 2		
<b>SOCIAL WORK RESOURCES</b>		
	<b>Jul-Sep 2017</b>	<b>Jul-Sep 2018</b>
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	119	148
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	30	21
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	160	153
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>		
	47	60
<b>REFERRALS TO COGNITIVE BEHAVIOUR THERAPY</b>		
	15	17
<b>TOTAL</b>	<b>371</b>	<b>399</b>
<b>CAUSE OF ACCIDENTS/INCIDENTS</b>	<b>Jul-Sep 2017</b>	<b>Jul-Sep 2018</b>
Specified Injuries*	0	1
Over 7 day absences	1	1
Minor	6	6
Near Miss	4	1
Violent Incident: Physical****	22	15
Violent Incident: Verbal*****	4	7
<b>Total Accidents/Incidents</b>	<b>37</b>	<b>31</b>
<p>*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.</p> <p>**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.</p> <p>***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.</p> <p>****Physical violent incidents are included in the "Specified" figures, where applicable, to provide the "Total Specified" figures.</p> <p>*****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.</p> <p>*****Physical Violent Incidents and ***** Verbal Violent Incidents are included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.</p>		
<b>RECORD OF DISCIPLINARY HEARINGS</b>	<b>Jul-Sep 2017</b>	<b>Jul-Sep 2018</b>
Total Number of Hearings	23	9
Total Number of Appeals	0	1
<b>Time Taken to Convene Hearing Jul - Sep 2018</b>		
<b>0-3 Weeks</b>	<b>4-6 Weeks</b>	<b>Over 6 Weeks</b>
3	5	1
<b>RECORD OF GRIEVANCE HEARINGS</b>	<b>Jul-Sep 2017</b>	<b>Jul-Sep 2018</b>
Number of Grievances	2	1
Number Resolved at Stage 1	1	1
Number Resolved at Stage 2	1	0
<b>RECORD OF DIGNITY AT WORK</b>	<b>Jul-Sep 2017</b>	<b>Jul-Sep 2018</b>
Number of Incidents	2	2
Number Resolved at Informal Stage	0	2
Number Resolved at Formal Stage	2	0
<b>ANALYSIS OF REASONS FOR LEAVING</b>	<b>Jul-Sep 2017</b>	<b>Jul-Sep 2018</b>
Career Advancement	1	2
Poor Relationship with Manager/Colleagues	0	2
Moving Outwith Area	1	1
Travelling Difficulties	0	2
Further Education	0	1
Childcare/caring responsibilities	1	0
Other	3	1
<b>Number of Exit Interviews conducted</b>	<b>6</b>	<b>9</b>
<b>Total Number of Leavers Eligible for Exit Interview</b>	<b>49</b>	<b>36</b>
<b>Percentage of interviews conducted</b>	<b>12%</b>	<b>25%</b>

**JOINT STAFFING WATCH RETURN  
SOCIAL WORK RESOURCES**

**1. As at 9 June 2018**

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
216	191	896	1489	2792					
*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	1342.3	471.78	534.11	21	26	2	0	0	2398.19

**1. As at 10 March 2018**

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
222	189	901	1488	2800					
*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	1344.61	470.83	542.79	19	26	2	0	0	2406.23