

# Report

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Report to:	<b>Corporate Resources Committee</b>
Date of Meeting:	<b>20 May 2009</b>
Report by:	<b>Executive Director (Corporate Resources)</b>

Subject:	<b>Corporate Resources - Workforce Monitoring – February and March 2009</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for the period February and March 2009 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 the period February and March 2009 relating to Corporate Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ 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 the period February and March 2009.

## 4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of March 2009 for Corporate Resources.

The Resource absence figure for March 2009 was 3.6%, an increase of 1.1% from last month and 0.8% lower than the Council-wide figure. Compared with March 2008, the Resource absence figure has increased by 0.9%.

Based on the period April 2008 to March 2009, the annual absence figure for the Resource is 2.5% as against a Council-wide figure of 4.0%. For the Resource this equates to 6.1 days being lost per employee for the year due to absence compared with the figure for the Council of 9.8 days per employee.

#### **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, an increase of 5 when compared with the same period last year.

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

There were no accidents/incidents recorded within the Resource this period, a decrease of 1 when compared with the same period last year.

#### **4.4. Discipline, Grievance and Dignity at Work**

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

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

There were 2 leavers in the Resource this period, a decrease of 1 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. Equality Impact Assessment and Consultation Arrangements**

- 8.1. 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.

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

**Robert McIlwain**

**Executive Director (Corporate Resources)**

26 April 2009

### **Link(s) to Council Objectives**

- ◆ Excellent employer
- ◆ People focussed

### **Previous References**

- ◆ 4 March 2009

### **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:- Eileen McPake, Personnel Officer

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**ABSENCE TRENDS - 2006/2007, 2007/2008 & 2008/2009**  
**Corporate Resources**

Resource Total (APT&C)				Council Wide			
	2006 / 2007	2007 / 2008	2008 / 2009		2006 / 2007	2007 / 2008	2008 / 2009
April	2.2	1.2	1.5	April	3.5	3.6	4.3
May	1.5	1.6	1.8	May	3.8	3.9	4.0
June	2.0	2.4	2.8	June	3.5	3.8	3.8
July	2.8	2.2	2.2	July	2.9	3.2	2.9
August	3.1	1.5	2.1	August	2.8	3.4	3.0
September	2.9	2.3	1.5	September	3.7	4.0	3.8
October	2.0	2.5	1.6	October	4.0	4.1	3.8
November	1.2	2.9	2.8	November	4.5	4.5	4.6
December	2.0	2.1	3.9	December	4.7	4.3	4.8
January	1.8	2.4	3.8	January	4.6	4.7	4.4
February	2.1	2.1	2.5	February	4.3	4.7	4.5
March	1.0	2.7	3.6	March	4.3	4.6	4.4
Annual Average	2.1	2.2	2.5	Annual Average	3.9	4.1	4.0
Average Apr-Mar	2.1	2.2	2.5	Average Apr-Mar	3.9	4.1	4.0

  

No of Employees at 31 Mar 2009	279	No of Employees at 31 Mar 2009	15954
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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 6.1 days.

## CORPORATE RESOURCES

	Feb-Mar 2008	Feb-Mar 2009
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	0	4
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	1	0
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	3	2
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>		
	0	3
<b>TOTAL</b>	<b>4</b>	<b>9</b>

CAUSE OF ACCIDENTS/INCIDENTS	Feb-Mar 2008	Feb-Mar 2009
Major Injuries*	0	0
Over 3 day absences**	0	0
Minor	1	0
<b>Total Accidents/Incidents</b>	<b>1</b>	<b>0</b>
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.

ANALYSIS OF REASONS FOR LEAVING	Feb-Mar 2008	Feb-Mar 2009
Career Advancement	3	0
Personal Reasons	0	1
<b>Number of Exit Interviews conducted</b>	<b>3</b>	<b>1</b>

<b>Total Number of Leavers Eligible for Exit Interview</b>	<b>3</b>	<b>2</b>
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<b>Percentage of interviews conducted</b>	<b>100%</b>	<b>50%</b>
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