

Report

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Report to:	Employee Issues Forum
Date of Meeting:	4 September 2018
Report by:	Executive Director (Housing and Technical Resources)

Subject:	Housing and Technical Resources – Workforce Monitoring – April to June 2018
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for April to June 2018 relating to Housing and Technical Resources

2. Recommendation(s)

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

(1) that the following employment information for April to June 2018 relating to Housing and Technical 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 Housing and Technical Resources provides information on the position for the period April to June 2018.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of June 2018 for Housing and Technical Resources.

The Resource absence figure for June 2018 was 4.9%, an increase of 0.1% when compared to last month and is 0.6% higher than the Council-wide figure. Compared to June 2017, the Resource absence figure has increased by 0.8%.

Based on the absence figures at June 2018 and annual trends, the annual average absence for the Resource for 2017/2018 is 5.1%, compared to a Council-wide average figure of 4.3%.

For the financial year 2017/2018, the average days lost per employee within the Resource equates to 11.9 days, compared with the overall figure for the Council of 10.0 days per employee.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 184 referrals were made this period, an increase of 18 when compared with the same period last year.

4.3. Accident/Incident Statistics (Appendix 2)

There were 13 accidents/incidents recorded within the Resource this period, a decrease of 1 when compared to the same period last year.

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

During the period, 6 disciplinary hearings were held within the Resource, an increase of 3 when compared to last year. During this period, 1 appeal was heard by the Appeals Panel. Two grievance hearings were held within the Resource, this figure remains unchanged when compared to the same period last year. No 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 10 leavers in the Resource eligible for an exit interview this period, a decrease of 2 when compared with the same period last year. Four exit interviews were conducted.

5 Staffing Watch (Appendix 3)

5.1. There was a decrease of 28 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.

Paul Manning
Executive Director (Finance and Corporate Resources)

13 July 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

- ◆ Housing and Technical Resources Committee – 22 August 2018
- ◆ Employee Issues Forum – 7 February 2017

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 - 2016/2017, 2017/2018 & 2018/2019
Housing & Technical 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	4.6	4.3	3.9	April	6.3	4.5	6.5	April	5.1	4.4	4.9	April	4.3	3.9	4.1
May	4.3	4.2	3.6	May	5.0	3.9	6.5	May	4.5	4.1	4.8	May	4.4	4.2	4.2
June	4.3	3.9	4.0	June	5.5	4.4	6.2	June	4.7	4.1	4.9	June	4.1	3.9	4.3
July	4.1	4.3		July	4.5	4.9		July	4.2	4.5		July	3.3	3.0	
August	4.9	4.7		August	5.7	4.0		August	5.1	4.4		August	3.6	3.2	
September	5.1	4.3		September	4.6	4.5		September	5.0	4.4		September	4.1	4.0	
October	5.5	3.8		October	5.0	4.4		October	5.3	4.0		October	4.4	4.1	
November	4.9	4.9		November	6.7	6.4		November	5.5	5.5		November	4.9	4.8	
December	5.0	5.0		December	6.7	9.0		December	5.6	6.6		December	4.9	5.1	
January	5.0	5.4		January	4.3	7.3		January	4.8	6.2		January	4.5	5.0	
February	4.9	5.2		February	4.7	6.1		February	4.8	5.6		February	5.0	5.0	
March	4.7	5.1		March	4.6	6.0		March	4.6	5.4		March	4.7	4.7	
Annual Average	4.8	4.6	4.5	Annual Average	5.3	5.5	6.0	Annual Average	4.9	4.9	5.1	Annual Average	4.4	4.2	4.3
Average June	4.4	4.1	3.8	Average June	5.6	4.3	6.4	Average June	4.8	4.2	4.9	Average June	4.3	4.0	4.2

No of Employees at 30 June 2018	896	No of Employees at 30 June 2018	557	No of Employees at 30 June 2018	1453	No of Employees at 30 June 2018	14955
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For the financial year 2018/19, the projected average days lost per employee equates to 11.9 days.

HOUSING AND TECHNICAL RESOURCES

	Apr-Jun 2017	Apr-Jun 2018
MEDICAL EXAMINATIONS		
Number of Employees Attending	65	64
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	11	16
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	72	67
REFERRALS TO EMPLOYEE SUPPORT OFFICER	16	30
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	2	7
TOTAL	166	184

CAUSE OF ACCIDENTS/INCIDENTS	Apr-Jun 2017	Apr-Jun 2018
Over 7 day absences	2	1
Minor	6	7
Near Miss	2	2
Violent Incident: Physical****	1	1
Violent Incident: Verbal*****	3	2
Total Accidents/Incidents	14	13

*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	Apr-Jun 2017	Apr-Jun 2018
Total Number of Hearings	3	6
Total Number of Appeals	0	1

Time Taken to Convene Hearing Apr-Jun 2018

0-3 Weeks	4-6 Weeks	Over 6 Weeks
3	2	1

RECORD OF GRIEVANCE HEARINGS	Apr-Jun 2017	Apr-Jun 2018
Number of Grievances	2	2
Number Resolved at Stage 2	1	2
Number Resolved at Stage 3	1	0

RECORD OF DIGNITY AT WORK	Apr-Jun 2017	Apr-Jun 2018
Number of Incidents	0	0

ANALYSIS OF REASONS FOR LEAVING	Apr-Jun 2017	Apr-Jun 2018
Career Advancement	0	3
Moving Outwith Area	1	0
Travelling Difficulties	1	0
Childcare/caring responsibilities	1	0
Other	0	1
Number of Exit Interviews conducted	3	4

Total Number of Leavers Eligible for Exit Interview	12	10
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Percentage of interviews conducted	25%	40%
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JOINT STAFFING WATCH RETURN
HOUSING & TECHNICAL RESOURCES

1. As at 9 June 2018

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
867	15	301	143	1326					
*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	187.72	683.95	351.75	35	11	2	0	0	1272.42

1. As at 10 March 2018

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
884	14	311	145	1354					
*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	191.41	695.52	361.84	37	12	2	0	0	1300.77