

Report

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Report to:	Social Work Resources Committee
Date of Meeting:	15 November 2017
Report by:	Executive Director (Finance and Corporate Resources) and Director, Health and Social Care

Subject:	Social Work Resources – Workforce Monitoring – July to September 2017
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for July to September 2017 relating to Social Work Resources

2. Recommendation(s)

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

(1) that the following employment information for July to September 2017 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

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for Social Work Resources provides information on the position for July to September 2017.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of September 2017 for Social Work Resources.

The Resource absence figure for September 2017 was 5.1%, which represents an increase of 0.3% when compared to the previous month and is 1.1% higher than the Council-wide figure. Compared to September 2016, the Resource absence figure has increased by 0.4%.

Based on the absence figures at September 2017 and annual trends, the projected annual average absence for the Resource for 2017/2018 is 5.2%, compared to a Council-wide average figure of 4.2%.

For the financial year 2017/2018, the projected average days lost per employee within the Resource equates to 10.8 days, compared with the projected average figure for the Council of 8.8 days per employee.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, 378 referrals were made this period, a decrease of 55 when compared with the same period last year.

4.3. Accident/Incident Statistics

There were 37 accidents/incidents recorded within the Resource this period, an increase of 12 when compared to the same period last year.

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

There were 21 disciplinary hearings held within the Resource this period, a decrease of 8 when compared with the same period last year. There were 2 grievance hearings, an increase of 1 when compared to the same period last year. There was 1 Dignity at Work hearing held within the Resource this period, an increase of 1 when compared with the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There were 49 leavers in the Resource this period, an increase of 9 when compared with the same period last year. Exit interviews were held with 6 of these employees.

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

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.

Paul Manning

Executive Director (Finance and Corporate Resources)

Val de Souza

Director, Health and Social Care

11 October 2017

Link(s) to Council Values/Objectives

- ◆ Accountable, effective and efficient
- ◆ Fair and open
- ◆ Self aware and improving
- ◆ Excellent employer
- ◆ People focused
- ◆ Working with and respecting others

Previous References

- ◆ Social Work Resources – 5 September 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 - 2015/2016, 2016/2017 & 2017/2018
Social Work Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018				
April	5.0	4.8	5.0	April	4.2	6.6	5.6	April	4.8	5.4	5.2	April	3.8	4.3	3.9				
May	4.8	5.3	4.9	May	4.5	6.9	4.1	May	4.7	5.8	4.6	May	3.9	4.4	4.2				
June	3.9	5.2	5.3	June	4.3	6.2	4.6	June	4.0	5.5	5.1	June	3.5	4.1	3.9				
July	3.9	5.0	4.8	July	4.0	5.7	4.9	July	4.0	5.3	4.8	July	2.9	3.3	3.0				
August	4.0	4.8	4.9	August	4.0	5.4	4.7	August	4.0	5.0	4.8	August	3.3	3.6	3.2				
September	3.5	4.3	5.0	September	5.3	5.3	5.2	September	4.0	4.7	5.1	September	3.8	4.1	4.0				
October	3.9	4.7		October	4.8	5.6		October	4.2	5.0		October	4.1	4.4					
November	4.4	5.1		November	6.0	5.4		November	4.9	5.2		November	4.7	4.9					
December	4.3	5.6		December	5.5	6.1		December	4.7	5.8		December	4.7	4.9					
January	4.4	5.5		January	5.7	5.5		January	4.8	5.5		January	4.6	4.5					
February	5.2	5.8		February	6.2	4.8		February	5.5	5.4		February	5.0	5.0					
March	5.3	5.6		March	7.2	4.8		March	5.9	5.3		March	5.2	4.7					
Annual Average	4.4	5.1	5.2	Annual Average	5.1	5.7	5.1	Annual Average	4.6	5.3	5.2	Annual Average	4.1	4.4	4.2				
Average Apr-Sep	4.2	4.9	5.0	Average Apr-Sep	4.4	6.0	4.9	Average Apr-Sep	4.3	5.3	4.9	Average Apr-Sep	3.5	4.0	3.7				
No of Employees at 30 September 2017				1852	No of Employees at 30 September 2017				1063	No of Employees at 30 September 2017				2915	No of Employees at 30 September 2017				15048

For the financial year 2017/18, the projected average days lost per employee equates to 10.8 days.

SOCIAL WORK RESOURCES		
	Jul-Sep 2016	Jul-Sep 2017
MEDICAL EXAMINATIONS		
Number of Employees Attending	167	119
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	38	30
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	145	160
REFERRALS TO EMPLOYEE SUPPORT OFFICER	68	54
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	15	15
TOTAL	433	378
CAUSE OF ACCIDENTS/INCIDENTS	Jul-Sep 2016	Jul-Sep 2017
Specified Injuries*	1	0
Over 7 day absences	0	1
Minor	8	6
Near Miss	1	4
Violent Incident: Physical****	10	22
Violent Incident: Verbal*****	5	4
Total Accidents/Incidents	25	37
<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>		
RECORD OF DISCIPLINARY HEARINGS	Jul-Sep 2016	Jul-Sep 2017
Total Number of Hearings	29	21
Total Number of Appeals	5	0
Time Taken to Convene Hearing Jul-Sep 2017		
0-3 Weeks	4-6 Weeks	Over 6 Weeks
11	5	5
RECORD OF GRIEVANCE HEARINGS	Jul-Sep 2016	Jul-Sep 2017
Number of Grievances	1	2
Number Resolved at Stage 2	1	0
Still in Progress	0	2
RECORD OF DIGNITY AT WORK	Jul-Sep 2016	Jul-Sep 2017
Number of Incidents	0	1
Still in Process	0	1
ANALYSIS OF REASONS FOR LEAVING	Jul-Sep 2016	Jul-Sep 2017
Career Advancement	0	1
Moving Outwith Area	1	1
Travelling Difficulties	1	0
Childcare/caring responsibilities	0	1
Other	0	3
Number of Exit Interviews conducted	2	6
Total Number of Leavers Eligible for Exit Interview	40	49
Percentage of interviews conducted	5%	12%