

# Report

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Report to:	<b>Housing and Technical Resources Committee</b>
Date of Meeting:	<b>8 December 2010</b>
Report by:	<b>Executive Director (Corporate Resources) Executive Director (Housing and Technical Resources)</b>

Subject:	<b>Workforce Monitoring – August, September and October 2010</b>
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## 1 Purpose of Report

1.1 The purpose of the report is to:-

- ◆ provide employment information for the period August, September and October 2010 relating to Housing and Technical 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 August to October 2010 relating to Housing and Technical Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accidents/incidents
- ◆ discipline, grievance and dignity at work
- ◆ analysis of leavers
- ◆ staffing watch as at 11 September 2010

## 3 Background

3.1 As part of the Council's performance management arrangements, regular Workforce Monitoring Reports are submitted to Committee. This report for Housing and Technical Resources provides information on the position for the period August to October 2010.

## 4 Monitoring Statistics

4.1 Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the most recent month of October 2010 for Housing and Technical Resources.

The Resource absence figure for October 2010 was 4.6%, an increase of 0.4% when compared with last month and is 0.9% higher than the Council wide figure. Compared to October 2009, the Resource absence figure has increased by 1.1%.

Based on the annual trends and the period October 2010, the annual average absence figure for the Resource equates to 4% as against a Council Wide average of 3.9%.

For the Resource this equates to 9.7 days being lost per employee for the year, due to absence, compared with the overall figure for the Council of 8.5 days per employee.

## **Occupational Health (Appendix 2)**

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 199 referrals were made this period, an increase of 16 when compared to the same period last year.

### **4.2 Accident/Incident Statistics**

There were 21 accidents/incidents recorded within the Resource this period, a decrease of 2 when compared to the same period last year.

### **4.3 Discipline/Grievance and Dignity at Work**

There were 17 disciplinary, grievances and dignity at work hearings in the Resource this period a decrease of 7 when compared with the same period last year. These figures have been merged to ensure anonymity.

### **4.4 Analysis of Leavers**

There were 10 leavers in the Resource this period, a decrease of 7 when compared with the same period last year. Exit interviews were held with 5 of those employees.

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

5.1 There has been a decrease of 16 employees in post since 12 June 2010 to 11 September 2010.

## **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.

**Robert McIlwain**  
**Executive Director (Corporate Resources)**

**Lindsay Freeland**  
**Executive Director (Housing and Technical Resources)**

12 November 2010

**Link(s) to Connect Priorities**

- ◆ efficient and effective use of resources
- ◆ performance management and improvement

**Previous References**

- ◆ Housing and Technical Resources Committee of 29 September 2010

**List of Background Papers**

- ◆ monitoring information provided by Housing and Technical 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 - 2008/2009, 2009/2010 & 2010/2011**  
**Housing & Technical Resources**

APT&C				Manual Workers				Resource Total				Council Wide			
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011
April	4.3	3.4	3.2	April	6.7	3.7	4.4	April	5.0	3.5	3.6	April	4.3	3.6	3.7
May	4.4	3.5	3.6	May	5.8	4.5	5.0	May	4.8	3.8	4.0	May	4.0	4.0	3.9
June	4.5	3.0	3.1	June	7.1	4.9	5.4	June	5.2	3.5	3.8	June	3.8	3.7	3.3
July	4.5	3.2	3.1	July	7.3	5.4	4.1	July	5.3	3.8	3.4	July	2.9	2.8	2.7
August	4.0	3.5	4.3	August	6.6	5.4	4.2	August	4.8	4.0	4.3	August	3.0	3.2	3.2
September	4.3	3.7	3.9	September	5.9	5.0	4.9	September	4.7	4.1	4.2	September	3.8	4.0	3.7
October	4.7	3.2	4.4	October	5.1	4.4	5.0	October	4.8	3.5	4.6	October	3.8	4.0	3.7
November	4.7	3.5		November	5.7	6.2		November	5.0	4.3		November	4.6	4.8	
December	4.9	3.1		December	4.7	4.1		December	4.8	3.4		December	4.8	4.2	
January	4.2	3.4		January	4.1	3.8		January	4.2	3.5		January	4.4	4.3	
February	4.1	4.4		February	4.5	5.7		February	4.2	4.8		February	4.5	4.6	
March	3.5	4.4		March	3.7	5.3		March	3.6	4.6		March	4.4	4.5	
Annual Average	4.3	3.5	3.7	Annual Average	5.6	4.9	4.8	Annual Average	4.7	3.9	4.0	Annual Average	4.0	4.0	3.9
Average Apr-Oct	4.4	3.4	3.7	Average Apr-Oct	6.4	4.8	4.7	Average Apr-Oct	4.9	3.7	4.0	Average Apr-Oct	3.7	3.6	3.5

  

No of Employees at 31 Oct 2010	1504	No of Employees at 31 Oct 2010	557	No of Employees at 31 Oct 2010	2061	No of Employees at 31 Oct 2010	15071
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For Housing & Technical Resources the rate of unpaid special leave was nil.  
Average number of days lost per employee annually is 9.7 days.

## HOUSING &amp; TECHNICAL RESOURCES

	Aug-Oct 2009	Aug-Oct 2010
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	62	71
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	24	31
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	77	69
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>	20	28
<b>TOTAL</b>	183	199

CAUSE OF ACCIDENTS/INCIDENTS	Aug-Oct 2009	Aug-Oct 2010
Major Injuries*	1	0
Over 3 day absences**	3	10
Minor	19	11
<b>Total Accidents/Incidents</b>	<b>23</b>	<b>21</b>
Near Miss	1	0
Violent Incident: Physical****	0	0
Violent Incident: Verbal*****	8	7

\* 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 "Total Over 3-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/GRIEVANCE HEARINGS/DIGNITY AT WORK	Aug-Oct 2009	Aug-Oct 2010
Total Number of Hearings	24	17

ANALYSIS OF REASONS FOR LEAVING	Aug-Oct 2009	Aug-Oct 2010
Career Advancement	3	3
Moving Outwith Area	0	1
Further Education	4	0
Other	3	1
<b>Number of Exit Interviews conducted</b>	<b>10</b>	<b>5</b>

<b>Total Number of Leavers Eligible for Exit Interview</b>	<b>17</b>	<b>10</b>
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<b>Percentage of interviews conducted</b>	<b>59%</b>	<b>50%</b>
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**JOINT STAFFING WATCH RETURN  
HOUSING & TECHNICAL RESOURCES**

**1. As at 11 September 2010**

<b>Total Number of Employees</b>				
<b>MALE</b>		<b>FEMALE</b>		<b>TOTAL</b>
<b>F/T</b>	<b>P/T</b>	<b>F/T</b>	<b>P/T</b>	
1048	25	693	283	2049

  

<b>*Full - Time Equivalent No of Employees Salary Bands</b>									
<b>Director</b>	<b>Grade 1</b>	<b>Grade 2</b>	<b>Grade 3</b>	<b>Grade 4</b>	<b>Grade 5</b>	<b>Grade 6</b>	<b>Fixed SCP</b>	<b>Teacher</b>	<b>TOTAL</b>
1	363.79	938.26	445.84	42.86	20	3	110.66	0	1925.41

**1. As at 12 June 2010**

<b>Total Number of Employees</b>				
<b>MALE</b>		<b>FEMALE</b>		<b>TOTAL</b>
<b>F/T</b>	<b>P/T</b>	<b>F/T</b>	<b>P/T</b>	
1048	31	708	278	2065

  

<b>*Full - Time Equivalent No of Employees Salary Bands</b>									
<b>Director</b>	<b>Grade 1</b>	<b>Grade 2</b>	<b>Grade 3</b>	<b>Grade 4</b>	<b>Grade 5</b>	<b>Grade 6</b>	<b>Fixed SCP</b>	<b>Teacher</b>	<b>TOTAL</b>
1	374.25	926.96	449.13	42.86	19	3	126.11	0	1942.31