

Report

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Report to:	Employee Issues Forum
Date of Meeting:	22 February 2011
Report by:	Executive Director (Corporate Resources) Executive Director (Social Work Resources)

Subject:	Social Work Resources – Workforce Monitoring – October to December 2010
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1 Purpose of Report

1.1 The purpose of the report is to:-

- ◆ provide employment information for the period October to December 2010 relating to Social Work Resources

2 Recommendation(s)

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

- (1) that the following employment information for the period October to December 2010 relating to Social Work Resources be noted:-
- ◆ attendance statistics
 - ◆ occupational health
 - ◆ accident/incident statistics
 - ◆ discipline, grievance and Dignity at Work
 - ◆ analysis of leavers
 - ◆ Staffing Watch as at 11 September 2011

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 October to December 2010.

4 Monitoring Statistics

4.1 Attendance Statistics (Appendix 1)

Information on absence statistics are analysed for the most recent month of December 2010 for Social Work Resources.

The Resource absence figure for December 2010 was 4.6%, an increase of 0.7% when compared with last month and is 0.4% higher than the Council-wide figure. Compared to December 2009 the Resource absence figure has decreased by 0.3%.

Based on the annual trends and the period December 2010, the annual average figure for the Resource equates to 4% as against a Council-wide figure of 3.8%.

For the Resource this equates to 8.8 days being lost per employee for the year, due to absence, compared with the overall figure for the Council of 8.9 days.

4.2 Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 226 referrals were made this period, a decrease of 10 when compared to the same period last year.

4.3 Accident/Incident Statistics (Appendix 2)

There were 17 accidents/incidents recorded within the Resource this period, a decrease of 9 from the same period last year.

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

During the period there were 10 disciplinary hearings held within the Resource, a decrease of 11 when compared with the same period last year. There were no grievance hearings or Dignity at Work hearings held with the Resource this period.

4.5 Analysis of Leavers (Appendix 2)

There were 17 leavers in the Resource this period, an increase of 3 from the same period last year. Exit interviews were held with 11 of those employees.

5 Staffing Watch (Appendix 3)

5.1 There has been a decrease of 23 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)

Harry Stevenson
Executive Director (Social Work Resources)

19 January 2011

Link(s) to Council Objectives/Improvement Themes/Values

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

Previous References

- ◆ Employee Issues Forum – 15 December 2009

List of Background Papers

- ◆ monitoring information provided by Social Work 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
Social Work 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	4.8	3.8	3.8	April	5.3	4.0	4.4	April	4.9	3.8	4.0	April	4.3	3.6	3.7
May	4.3	3.1	3.7	May	4.0	4.0	4.3	May	4.2	3.4	3.9	May	4.0	4.0	3.9
June	4.0	3.2	3.3	June	3.9	4.0	3.8	June	4.0	3.4	3.5	June	3.8	3.7	3.3
July	3.5	3.4	3.3	July	4.4	3.8	3.8	July	3.7	3.5	3.5	July	2.9	2.8	2.7
August	3.4	3.7	4.0	August	4.5	4.6	3.6	August	3.7	4.0	3.9	August	3.0	3.2	3.2
September	4.2	4.0	4.1	September	4.9	4.4	3.4	September	4.4	4.1	3.9	September	3.8	4.0	3.7
October	4.0	4.3	4.0	October	5.1	4.6	3.7	October	4.4	4.4	3.9	October	3.8	4.0	3.7
November	4.0	4.5	3.9	November	4.9	5.1	3.7	November	4.3	4.7	3.9	November	4.6	4.8	4.2
December	4.0	4.7	4.5	December	5.3	5.6	4.9	December	4.4	4.9	4.6	December	4.8	4.2	4.2
January	3.8	4.3		January	5.0	6.0		January	4.2	4.8		January	4.4	4.3	
February	3.6	3.7		February	5.8	5.4		February	4.2	4.2		February	4.5	4.6	
March	4.1	4.2		March	5.0	4.8		March	4.3	4.4		March	4.4	4.5	
Annual Average	4.0	3.9	3.9	Annual Average	4.8	4.7	4.3	Annual Average	4.2	4.1	4.0	Annual Average	4.0	4.0	3.8
Average Apr-Dec	4.0	3.9	3.8	Average Apr-Dec	4.7	4.5	4.0	Average Apr-Dec	4.2	4.0	3.9	Average Apr-Dec	3.9	3.8	3.6

No of Employees at 31 Dec 2010	2004	No of Employees at 31 Dec 2010	1060	No of Employees at 31 Dec 2010	3064	No of Employees at 31 Dec 2010	14992
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For Social Work Resources the absence rate for unpaid special is 0.2%
Average number of days lost per employee annually is 8.8 days.

SOCIAL WORK RESOURCES

	Oct-Dec 2009	Oct-Dec 2010
MEDICAL EXAMINATIONS Number of Employees Attending	64	62
EMPLOYEE COUNSELLING SERVICE Total Number of Referrals	31	35
PHYSIOTHERAPY SERVICE Total Number of Referrals	107	90
REFERRALS TO EMPLOYEE SUPPORT OFFICER	34	39
TOTAL	236	226

CAUSE OF ACCIDENTS/INCIDENTS	Oct-Dec 2009	Oct-Dec 2010
Major Injuries*	1	0
Over 3 day absences**	0	2
Minor	25	15
Total Accidents/Incidents	26	17
Near Miss	0	0
Violent Incident: Physical****	10	9
Violent Incident: Verbal*****	7	1

* 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.
included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.

RECORD OF DISCIPLINARY/GRIEVANCE HEARINGS/DIGNITY AT WORK	Oct-Dec 2009	Oct-Dec 2010
Total Number of Hearings	21	10

ANALYSIS OF REASONS FOR LEAVING	Oct-Dec 2009	Oct-Dec 2010
Career Advancement	5	5
Child Caring / Caring Responsibilities	1	1
Moving Outwith Area	1	1
Travelling Difficulties	0	1
Personal Reasons	0	1
Poor Relationship with Manager/Colleague	1	0
Further Education	3	2
Number of Exit Interviews conducted	11	11

Total Number of Leavers Eligible for Exit Interview	14	17
Percentage of interviews conducted	79%	65%

**JOINT STAFFING WATCH RETURN
SOCIAL WORK RESOURCES**

1. As at 11 September 2010

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
296	139	1057	1498	2990					
*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	1383.16	581.14	518.58	22	24	3	13.52	0	2546.4

1. As at 12 June 2010

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
299	145	1062	1507	3013					
*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	1399.17	578.89	514.47	22	24	3	25.84	0	2568.37