



Council Offices, Almada Street
Hamilton, ML3 0AA

Monday, 06 November 2023

Dear Councillor

Employee Issues Forum

The Members listed below are requested to attend a meeting of the above Forum to be held as follows:-

Date: Tuesday, 14 November 2023

Time: 14:00

Venue: Hybrid - Committee Room 1, Council Offices, Almada Street, Hamilton, ML3 0AA

The business to be considered at the meeting is listed overleaf.

Yours sincerely

Cleland Sneddon
Chief Executive

Members

Margaret Cowie (Chair), Celine Handibode (Depute Chair), John Anderson, Walter Brogan, Archie Buchanan, Gerry Convery, Geri Gray, Katy Loudon, Richard Nelson, Kirsten Robb

Substitutes

Mathew Buchanan, Mary Donnelly, Catherine McClymont, Elaine McDougall,

BUSINESS

1 Declaration of Interests

2 Minutes of Previous Meeting

3 - 4

Minutes of the Employee Issues Forum held on 15 August 2023 submitted for approval as a correct record. (Copy attached)

Item(s) for Consideration

3 Council-wide Workforce Monitoring - July to September 2023

5 - 26

Report dated 12 October 2023 by the Executive Director (Finance and Corporate Resources). (Copy attached)

4 Housing and Technical Resources - Workforce Monitoring - July to September 2023

27 - 34

Joint report dated 12 October 2023 by the Executive Directors (Finance and Technical Resources) and (Housing and Technical Resources). (Copy attached)

5 Health and Wellbeing Group - Housing Services

35 - 38

Report dated 1 November 2023 by the Executive Director (Housing and Technical Resources). (Copy attached)

Urgent Business

6 Urgent Business

Any other items of business which the Chair decides are urgent.

For further information, please contact:-

Clerk Name:	Helen Calley
Clerk Telephone:	07385370069
Clerk Email:	helen.calley@southlanarkshire.gov.uk

EMPLOYEE ISSUES FORUM

2

Minutes of meeting held via Confero and in Committee Room 1, Council Offices, Almada Street, Hamilton on 15 August 2023

Chair:

Councillor Margaret Cowie

Councillors Present:

Councillor John Anderson, Councillor Archie Buchanan, Councillor Gerry Convery, Councillor Celine Handibode (Depute), Councillor Katy Loudon, Councillor Kirsten Robb

Councillors' Apologies:

Councillor Walter Brogan, Councillor Geri Gray, Councillor Richard Nelson

Attending:

Finance and Corporate Resources

H Calley, Administration Officer; M Milne, Head of Personnel Services; L Wyllie, Administration Assistant

Also Attending:

J Lennon, EIS

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Employee Issues Forum held on 16 May 2023 were submitted for approval as a correct record.

The Forum decided: that the minutes be approved as a correct record.

3 Council-wide Workforce Monitoring – April to June 2023

A report dated 20 July 2023 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period April to June 2023:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring

Officers responded to members' questions on various aspects of the report.

The Forum decided: that the report be noted.

4 Finance and Corporate Resources – Workforce Monitoring – April to June 2023

A report dated 20 July 2023 by the Executive Director (Finance and Corporate Resources) was submitted on the following employee information for Finance and Corporate Resources for the period April to June 2023:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews

The Forum decided: that the report be noted.

5 Dates for Future Meetings

A report dated 1 August 2023 by the Executive Director (Finance and Corporate Resources) was submitted advising that future meetings of the Employee Issues Forum would take place at 2pm on the following dates:-

- ◆ Tuesday 14 November 2023
- ◆ Tuesday 5 March 2024
- ◆ Tuesday 21 May 2024
- ◆ Tuesday 20 August 2024
- ◆ Tuesday 29 October 2024

The Forum decided: that the report be noted.

6 Urgent Business

There were no items of urgent business.

Report

3

Report to:	Employee Issues Forum
Date of Meeting:	14 November 2023
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Council-wide Workforce Monitoring – July to September 2023
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period July to September 2023

2. Recommendation(s)

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

(1) that the following employment information for the period July to September 2023 relating to the Council, be noted: -

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ staffing watch as at 10 June 2023

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to the Employee Issue Forum. This report for the Council provides information on the position for the period July to September 2023.

4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for September 2023, is provided in Appendices 1 to 8. Points to note are:-

The Council's absence rate for September 2023, shown in Appendix 1, is 5.3%, which represents an increase of 1.2% when compared with last month and the figure has decreased by 0.1% when compared to September 2022.

When compared to September 2022, the APT&C absence rate remains unchanged at 5.2%, the teachers' figure has increased by 0.1% and the manual workers' figure has decreased by 0.4%.

Based on annual trends and the absence rate to June 2023, the projected annual average absence rate for the Council for the financial year 2023/2024 is 5.5%.

In comparison to September 2022 (Appendix 8):-

- ◆ psychological and musculoskeletal conditions are the main reasons for absence
- ◆ total days lost due to psychological conditions have decreased by 170 days
- ◆ total days lost due to musculoskeletal conditions have decreased by 340 days
- ◆ total days lost due to respiratory conditions have increased by 102 days
- ◆ total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 18 days

5. Occupational Health

5.1. Information on Occupational Health for the period July to September is provided in Appendix 9.

- ◆ during the period there were 331 employees referred for a medical examination, an increase of 1 when compared to the same period last year. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals
- ◆ a total of 514 employees attended physiotherapy treatment, showing an increase of 75 when compared to the same period last year. Of the 514 employees referred, 61% remained at work whilst undertaking treatment
- ◆ during this period 397 employees were referred to the Employee Support Officer, showing a decrease of 13 when compared with the same period last year. Of the referrals made this period, 84% related to personal reasons
- ◆ 147 employees were referred to the PAM Assist counselling service this period, this has increased by 21 when compared with the same period last year. All the referrals made this period were from management and none were made directly by employees. Personal reasons accounted for 63% of the referrals made, 22% were for work related reasons and 15% was for other reasons
- ◆ 3 employees were referred for Cognitive Behavioural Therapy this period, a decrease of 1 when compared to the same period last year

6. Accidents/Incidents

6.1. The accident/incident report for July to September 2023 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 315, this figure has decreased by 64 from the same period last year
- ◆ there were 7 specified injury recorded, this figure has increased by 5 from the same period last year
- ◆ there were 293 minor accidents/incidents, this figure has decreased by 64 from the same period last year
- ◆ there was 1 accident resulting in an absence lasting over 3 days during the period, this figure has decreased by 4 from the same period last year
- ◆ there were 14 accidents resulting in an absence lasting over 7 days during the period, this figure has decreased by 1 from the same period last year

7. Discipline, Grievance, Dignity at Work Hearings and Mediation Referrals

7.1. Information on Disciplinary, Grievance Hearings, Dignity at Work and Mediation Referrals for July to September 2023 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 36 disciplinary hearings were held across Resources within the Council, this figure has increased by 3 when compared to the same period last year
- ◆ action was taken in 31 of these cases. No appeals were raised against the outcomes

- ◆ our target is to convene disciplinary hearings within 6 weeks, 89% of hearings met this target
- ◆ during the period, 1 appeal was heard by the Appeals Panel, which was not upheld
- ◆ at the end of September 2023, 7 Appeals Panels are pending
- ◆ during the period, 1 grievance case was raised
- ◆ during the period, 5 Dignity at Work cases were raised
- ◆ during the period, 1 referral for mediation was submitted

8. Analysis of Leavers and Exit Interviews

- 8.1. Information on the number of leavers and exit interviews for the period July to September 2023 is contained in Appendix 13. Exit interviews are conducted with employees who leave voluntarily.

Labour Turnover

Using information compiled from Resources and staffing watch information as at 10 June 2023, the Council's turnover figure for July to September 2023 is as follows:-

212 leavers eligible for exit interviews/15,157 employees in post = Labour Turnover of 1.4%.

Based on the figure at September 2023, the projected annual labour turnover figure for the financial year 2023/2024 for the Council is 5.1%.

- 8.2. Analysis of Leavers and Exit Interviews

- ◆ there were a total of 212 employees leaving the Council that were eligible for an exit interview, a decrease of 41 when compared with the same period last year
- ◆ there was a total of 73 exit interviews conducted, a decreased of 22 when compared with the same period last year

- 8.3. When processing an employee termination, managers are asked to identify whether they intend to replace the employee who had left the Council. If they indicate that they do not intend to replace the employee, they are asked to select from 4 options:-

- ◆ plan to hold for savings
- ◆ fill on a fixed term basis pending savings
- ◆ transfer budget to another post
- ◆ end of fixed term contract

- 8.4. Appendix 13a provides information relating to vacant posts and whether these are being replaced or held for savings. From July to September 2023, 615 employees (451.71 FTE) left employment. Managers indicated that 568 posts (436.98 FTE) would be replaced, 33 posts (3.85 FTE) were being filled on a temporary basis, 1 post (0.95 FTE) plan to transfer this budget to another post, 3 posts (2.50 FTE) were due to the end of fixed term contracts, 7 posts (5.90 FTE) were being left vacant pending savings or service reviews and 3 posts (1.53 FTE) are planning to be removed for savings.

9. Recruitment Monitoring

- 9.1. Information on Recruitment Monitoring for July to September 2023 is contained within Appendix 14.

From an analysis of Equal Opportunities Monitoring Forms, the main points to note are:-

- ◆ overall, 4,694 applications and 4,365 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (185), 86 were shortlisted for interview and 10 were appointed
- ◆ of those applicants of a black/ethnic minority background (572), 258 were shortlisted for interview and 10 were appointed
- ◆ of those applicants who are veterans (25), 15 were shortlisted for interview and none were appointed

10. Staffing Watch

10.1. There has been an increase of 174 employees in post from 10 June 2023 to 11 March 2023. Details of staffing watch are contained in Appendix 15.

11. Employee Implications

11.1. There are no implications for employees arising from the information presented in this report.

12. Financial Implications

12.1. All financial implications are accommodated within existing budgets.

13. Climate Change, Sustainability and Environmental Implications

13.1. There are no climate change, sustainability or environmental implications arising from the information presented in this report.

14. Other Implications

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

15. Equality Impact Assessment and Consultation Arrangements

15.1. 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.

15.2. 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)

12 October 2023

Link(s) to Council Values/Priorities/Outcomes

- ◆ 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

- ◆ Employee Issue Forum – 15 August 2023

List of Background Papers

- ◆ Monitoring information provided by Resources

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact: -

Elaine Maxwell, HR Business Manager

Ext: 4647 (Tel: 01698 454647)

E-mail: Elaine.Maxwell@southlanarkshire.gov.uk

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Council Wide

APT&C			Teachers			Manual Workers			Council Wide						
2021 / 2022	2022 / 2023	2023 / 2024	2021 / 2022	2022 / 2023	2023 / 2024	2021 / 2022	2022 / 2023	2023 / 2024	2021 / 2022	2022 / 2023	2023 / 2024				
%	%	%	%	%	%	%	%	%	%	%	%				
April	4.1	5.2	5.2	April	2.5	2.7	2.8	April	6.2	8.8	7.0	April	4.3	5.6	5.1
May	4.7	5.0	5.1	May	3.2	3.6	3.2	May	6.7	7.6	6.2	May	4.9	5.4	5.1
June	4.4	5.0	4.9	June	2.6	2.6	2.2	June	7.0	8.1	6.5	June	4.7	5.3	4.7
July	4.1	4.5	4.0	July	1.1	1.4	1.1	July	6.3	7.4	5.8	July	4.0	4.6	3.8
August	4.6	4.3	4.2	August	2.0	1.4	1.3	August	7.3	7.4	6.2	August	4.7	4.4	4.1
September	6.1	5.2	5.2	September	4.4	2.8	2.9	September	8.5	8.0	7.6	September	6.4	5.4	5.3
October	6.0	5.7		October	4.1	3.4		October	8.7	8.1		October	6.3	5.8	
November	6.5	6.3		November	5.6	4.7		November	8.7	8.6		November	6.9	6.5	
December	6.2	6.7		December	6.1	5.3		December	8.8	8.9		December	6.9	7.0	
January	6.7	5.2		January	3.9	4.3		January	10.1	8.0		January	7.0	5.8	
February	6.5	5.7		February	3.7	4.1		February	9.5	7.9		February	6.6	5.9	
March	8.0	6.2		March	4.3	4.6		March	11.3	8.3		March	7.9	6.4	
Annual Average	5.7	5.4	5.4	Annual Average	3.6	3.4	3.3	Annual Average	8.3	8.1	7.4	Annual Average	5.9	5.7	5.5
Average Apr-Sep	4.7	4.9	4.8	Average Apr-Sep	2.6	2.4	2.3	Average Apr-Sep	7.0	7.9	6.6	Average Apr-Sep	4.8	5.1	4.7
No of Employees at 30 September 2023			7707	No of Employees at 30 September 2023			4036	No of Employees at 30 September 2023			4583	No of Employees at 30 September 2023			16326

**Absence Trends - 2021/2022, 2022/2023 & 2023/2024
Community and Enterprise Resources**

APT&C				Manual Workers				Resource Total				Council Wide			
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024
	%	%	%		%	%	%		%	%	%		%	%	%
April	2.3	4.4	3.6	April	5.7	7.3	6.3	April	5.2	6.9	6.0	April	4.3	5.6	5.1
May	2.7	3.9	3.7	May	6.4	6.8	6.3	May	5.9	6.3	5.9	May	4.9	5.4	5.1
June	2.8	3.5	4.3	June	6.6	7.2	5.9	June	6.0	6.7	5.7	June	4.7	5.3	4.7
July	2.9	3.9	2.3	July	5.3	5.9	4.6	July	4.9	5.6	4.3	July	4.0	4.6	3.8
August	2.9	3.4	3.0	August	6.4	6.6	5.2	August	5.9	6.1	4.9	August	4.7	4.4	4.1
September	3.4	3.1	2.5	September	8.2	7.9	7.1	September	7.5	7.1	6.4	September	6.4	5.4	5.3
October	3.8	5.1		October	7.9	7.5		October	7.3	7.1		October	6.3	5.8	
November	3.5	4.2		November	8.0	8.3		November	7.3	7.7		November	6.9	6.5	
December	4.2	3.7		December	8.0	8.8		December	7.4	8.0		December	6.9	7.0	
January	3.6	2.6		January	9.6	7.4		January	8.6	6.7		January	7.0	5.8	
February	4.4	3.6		February	9.5	7.4		February	8.7	6.9		February	6.6	5.9	
March	6.0	3.9		March	11.0	7.9		March	10.2	7.3		March	7.9	6.4	
Annual Average	3.5	3.8	3.5	Annual Average	7.7	7.4	6.9	Annual Average	7.1	6.9	6.4	Annual Average	5.9	5.7	5.5
Average Apr-Sep	2.8	3.7	3.2	Average Apr-Sep	6.4	7.0	5.9	Average Apr-Sep	5.9	6.5	5.5	Average Apr-Sep	4.8	5.1	4.7
No of Employees at 30 September 2023			531	No of Employees at 30 September 2023			2942	No of Employees at 30 September 2023			3473	No of Employees at 30 September 2023			16326

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Education Resources

APT&C			Teachers				Resource Total				Council Wide				
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024
	%	%	%		%	%	%		%	%	%		%	%	%
April	4.8	5.5	5.0	April	2.5	2.7	2.8	April	3.5	4.0	3.8	April	4.3	5.6	5.1
May	5.7	5.5	5.4	May	3.2	3.6	3.2	May	4.4	4.5	4.2	May	4.9	5.4	5.1
June	4.7	5.1	4.8	June	2.6	2.6	2.2	June	3.5	3.7	3.4	June	4.7	5.3	4.7
July	3.4	3.8	3.4	July	1.1	1.4	1.1	July	2.1	2.5	2.2	July	4.0	4.6	3.8
August	3.8	3.6	4.0	August	2.0	1.4	1.3	August	2.8	2.4	2.5	August	4.7	4.4	4.1
September	6.4	5.8	5.9	September	4.4	2.8	2.9	September	5.3	4.1	4.3	September	6.4	5.4	5.3
October	6.6	6.5		October	4.1	3.4		October	5.2	4.8		October	6.3	5.8	
November	8.0	7.9		November	5.6	4.7		November	6.7	6.2		November	6.9	6.5	
December	8.0	8.5		December	6.1	5.3		December	7.0	6.8		December	6.9	7.0	
January	8.1	6.1		January	3.9	4.3		January	5.8	5.1		January	7.0	5.8	
February	7.2	6.8		February	3.7	4.1		February	5.3	5.4		February	6.6	5.9	
March	9.5	7.0		March	4.3	4.6		March	6.7	5.7		March	7.9	6.4	
Annual Average	6.4	6.0	5.9	Annual Average	3.6	3.4	3.3	Annual Average	4.9	4.6	4.5	Annual Average	5.9	5.7	5.5
Average Apr-Sep	4.8	4.9	4.8	Average Apr-Sep	2.6	2.4	2.3	Average Apr-Sep	3.6	3.5	3.4	Average Apr-Sep	4.8	5.1	4.7
No of Employees at 30 September 2023			3502	No of Employees at 30 September 2023			4036	No of Employees at 30 September 2023			7538	No of Employees at 30 September 2023			16326

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Finance and Corporate Resources

APT&C			Manual Workers				Resource Total				Council Wide				
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024
	%	%	%		%	%	%		%	%	%		%	%	%
April	2.6	2.8	3.6	April	0.0	0.0	0.0	April	2.6	2.8	3.6	April	4.3	5.6	5.1
May	3.3	3.2	3.9	May	0.0	0.0	0.0	May	3.3	3.2	3.9	May	4.9	5.4	5.1
June	3.5	4.0	4.2	June	0.0	0.0	0.0	June	3.5	4.0	4.2	June	4.7	5.3	4.7
July	3.3	3.9	3.5	July	0.0	0.0	0.0	July	3.3	3.9	3.5	July	4.0	4.6	3.8
August	3.6	4.1	3.8	August	0.0	0.0	0.0	August	3.6	4.1	3.8	August	4.7	4.4	4.1
September	4.0	3.6	3.9	September	0.0	0.0	0.0	September	4.0	3.6	3.9	September	6.4	5.4	5.3
October	3.6	3.8		October	0.0	0.0		October	3.6	3.8		October	6.3	5.8	
November	4.3	3.4		November	0.0	0.0		November	4.3	3.4		November	6.9	6.5	
December	3.8	4.3		December	0.0	0.0		December	3.8	4.3		December	6.9	7.0	
January	3.8	4.3		January	0.0	0.0		January	3.8	4.3		January	7.0	5.8	
February	3.4	3.8		February	0.0	0.0		February	3.4	3.8		February	6.6	5.9	
March	3.4	3.8		March	0.0	0.0		March	3.4	3.8		March	7.9	6.4	
Annual Average	3.6	3.8	3.9	Annual Average	0.0	0.0	0.0	Annual Average	3.6	3.8	3.9	Annual Average	5.9	5.7	5.5
Average Apr-Sep	3.4	3.6	3.8	Average Apr-Sep	0.0	0.0	0.0	Average Apr-Sep	3.4	3.6	3.8	Average Apr-Sep	4.8	5.1	4.7
No of Employees at 30 September 2023			914	No of Employees at 30 September 2023			0	No of Employees at 30 September 2023			914	No of Employees at 30 September 2023			16326

**Absence Trends - 2021/2022, 2022/2023 & 2023/2024
Housing & Technical Resources**

APT&C				Manual Workers				Resource Total				Council Wide			
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024
	%	%	%		%	%	%		%	%	%		%	%	%
April	3.2	5.5	5.7	April	3.6	10.6	6.9	April	3.3	7.6	6.2	April	4.3	5.6	5.1
May	2.9	4.5	4.9	May	4.2	8.1	6.1	May	3.4	6.0	5.4	May	4.9	5.4	5.1
June	3.5	4.9	5.4	June	6.2	8.5	6.8	June	4.6	6.4	6.0	June	4.7	5.3	4.7
July	4.0	5.5	5.0	July	5.7	8.9	8.1	July	4.7	6.9	6.2	July	4.0	4.6	3.8
August	4.9	4.7	5.1	August	7.9	7.1	8.5	August	6.2	5.7	6.4	August	4.7	4.4	4.1
September	5.8	4.5	4.7	September	8.1	6.3	7.8	September	6.8	5.2	6.0	September	6.4	5.4	5.3
October	5.2	4.3		October	9.0	7.8		October	6.8	5.8		October	6.3	5.8	
November	5.7	4.6		November	9.2	7.8		November	7.2	5.9		November	6.9	6.5	
December	4.6	4.4		December	9.5	7.2		December	6.7	5.6		December	6.9	7.0	
January	5.2	4.5		January	8.8	5.5		January	6.7	4.9		January	7.0	5.8	
February	6.4	4.4		February	8.5	6.2		February	7.3	5.1		February	6.6	5.9	
March	7.8	5.3		March	10.7	6.8		March	9.0	5.9		March	7.9	6.4	
Annual Average	4.9	4.8	4.9	Annual Average	7.6	7.6	7.1	Annual Average	6.1	5.9	5.8	Annual Average	5.9	5.7	5.5
Average Apr-Sep	4.1	4.9	5.1	Average Apr-Sep	6.0	8.3	7.4	Average Apr-Sep	4.8	6.3	6.0	Average Apr-Sep	4.8	5.1	4.7
No of Employees at 30 September 2023			881	No of Employees at 30 September 2023			566	No of Employees at 30 September 2023			1447	No of Employees at 30 September 2023			16326

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Social Work Resources

APT&C			Manual Workers			Resource Total			Council Wide						
2021 / 2022	2022 / 2023	2023 / 2024	2021 / 2022	2022 / 2023	2023 / 2024	2021 / 2022	2022 / 2023	2023 / 2024	2021 / 2022	2022 / 2023	2023 / 2024				
%	%	%	%	%	%	%	%	%	%	%	%				
April	4.5	6.2	6.5	April	9.6	12.6	9.4	April	6.2	8.3	7.4	April	4.3	5.6	5.1
May	5.0	5.7	5.8	May	9.3	10.1	8.4	May	6.5	7.1	6.6	May	4.9	5.4	5.1
June	3.9	5.9	5.5	June	7.6	11.3	8.6	June	5.2	7.6	6.5	June	4.7	5.3	4.7
July	6.1	6.0	5.4	July	10.3	11.8	8.8	July	7.5	7.9	6.5	July	4.0	4.6	3.8
August	7.3	6.0	4.8	August	10.2	10.8	8.6	August	8.2	7.5	6.0	August	4.7	4.4	4.1
September	7.6	5.9	5.6	September	10.3	9.6	9.3	September	8.5	7.1	6.8	September	6.4	5.4	5.3
October	6.9	5.8		October	11.3	10.4		October	8.4	7.3		October	6.3	5.8	
November	6.2	6.0		November	10.8	10.4		November	7.7	7.4		November	6.9	6.5	
December	5.5	6.4		December	11.1	10.6		December	7.3	7.7		December	6.9	7.0	
January	7.4	5.2		January	13.0	12.0		January	9.2	7.4		January	7.0	5.8	
February	7.5	5.8		February	10.1	11.0		February	8.3	7.5		February	6.6	5.9	
March	8.0	7.0		March	12.8	10.9		March	9.5	8.2		March	7.9	6.4	
Annual Average	6.3	6.0	5.8	Annual Average	10.5	11.0	9.9	Annual Average	7.7	7.6	7.1	Annual Average	5.9	5.7	5.5
Average Apr-Sep	5.7	6.0	5.6	Average Apr-Sep	9.6	11.0	8.9	Average Apr-Sep	7.0	7.6	6.6	Average Apr-Sep	4.8	5.1	4.7
No of Employees at 30 September 2023			1879	No of Employees at 30 September 2023			1075	No of Employees at 30 September 2023			2954	No of Employees at 30 September 2023			16326

Absence by long and short term										
From: 1 July 2023 to 30 September 2023										
Resource	No of employees	July 2023			August 2023			September 2023		
		Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %
Community and Enterprise	3473	1.5	2.8	4.3	1.9	3.0	4.9	2.6	3.8	6.4
Education	7538	0.3	1.9	2.2	1.2	1.3	2.5	2.1	2.2	4.3
Finance and Corporate	914	1.3	2.2	3.5	1.2	2.6	3.8	1.3	2.6	3.9
Housing & Technical	1447	1.6	4.6	6.2	2.1	4.3	6.4	2.2	3.8	6.0
Social Work	2954	1.6	4.9	6.5	1.8	4.2	6.0	2.4	4.4	6.8
Council Overall for July 2023 to September 2023	16326	0.9	2.9	3.8	1.5	2.6	4.1	2.2	3.1	5.3

**Attendance Monitoring
Absence Classification**

From : 1 September 2023 - 30 September 2023

Reasons	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1299	29	910	14	37	6	509	30	750	21	3505	21
Psychological	1385	31	2052	32	339	51	529	31	1294	37	5599	33
Stomach, Bowel, Blood, Metabolic Disorders	314	7	698	11	91	14	172	10	347	10	1622	10
Respiratory	559	12	1319	21	64	10	212	13	340	10	2494	15
Other Classification	954	21	1385	22	131	20	262	16	788	22	3520	21
Total Days Lost By Resource	4511	100	6364	100	662	100	1684	100	3519	100	16740	100
Total Work Days Available	70496		148332		17154		28292		51869			

From : 1 September 2022 - 30 September 2022

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1720	33	821	13	95	14	468	31	741	20	3845	22
Psychological	1349	26	2172	35	304	44	425	28	1519	42	5769	33
Stomach, Bowel, Blood, Metabolic Disorders	522	10	605	10	54	8	120	8	339	9	1640	9
Respiratory	754	14	968	15	116	17	203	13	351	10	2392	14
Other Classification	923	18	1714	27	127	18	314	21	695	19	3773	22
Total Days Lost By Resource	5268	100	6280	100	696	100	1530	100	3645	100	17419	100
Total Work Days Available	73684		151421		19202		29189		51511			

*WDL = Work Days Lost

Occupational Health Reports

Appendix 9

From: 1 July - 30 September 2023 comparison with 1 July - 30 September 2022

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
Total (Jul - Sep 2023)	93	23	34	12	68	101	331
Total (Jul - Sep 2022)	118	21	29	15	52	95	330

No of Employees Referred For Physiotherapy			No of Employees Referred To Employee Support Officer			No of Employees Referred For Cognitive Behavioural Therapy		
Resource	Jul - Sep 2022	Jul - Sep 2023	Resource	Jul - Sep 2022	Jul - Sep 2023	Resource	Jul - Sep 2022	Jul - Sep 2023
Community and Enterprise	115	152	Community and Enterprise	98	96	Community and Enterprise	0	0
Education (Teachers)	65	59	Education	126	144	Education	2	1
Education (Others)	90	95	Finance and Corporate	19	26	Finance and Corporate	0	0
Finance and Corporate	20	23	Housing and Technical	30	27	Housing and Technical	0	0
Housing and Technical	49	65	Social Work	137	104	Social Work	0	0
Social Work	100	120	Total	410	397	Not Disclosed	2	2
Total	439	514				Total	4	3

Analysis of Counselling Referrals by Cause												
	Reason											
	Work Stress		Addiction		Personal		Anxiety/ Depression		Bereavement		Total	
	M	S	M	S	M	S	M	S	M	S	M	S
Total (Jul - Sep 2023)	32	0	0	0	92	0	1	0	22	0	147	0
Total (Jul - Sep 2022)	37	0	0	0	80	0	0	0	9	0	126	0
Total											Total Referrals (Jul - Sep 2023)	147
											Total Referrals (Jul - Sep 2022)	126

M = MANAGEMENT REFERRAL S = SELF REFERRAL

**Analysis of Accidents/ Incidents
Comparison
Cause of Accidents/ Incidents to employees**

From: 1 July - 30 September 2023 comparison with 1 July - 30 September 2022

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023
Specified Injury	0	1	2	4	0	0	0	0	0	2	2	7
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	0	1	2	4	0	0	0	0	0	2	2	7
Over 7-day	8	7	1	1	0	0	4	2	2	4	15	14
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 7-day**	8	7	1	1	0	0	4	2	2	4	15	14
Over 3-day	1	0	2	0	0	0	1	1	1	0	5	1
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 3-day**	1	0	2	0	0	0	1	1	1	0	5	1
Minor	24	29	10	12	1	0	3	4	16	20	54	65
Near Miss	5	2	2	1	0	0	0	3	0	1	7	7
Violent Incident: Physical	6	11	234	169	0	0	0	0	10	12	250	192
Violent Incident: Verbal	2	7	36	13	1	0	2	3	5	6	46	29
Total Minor***	37	49	282	195	2	0	5	10	31	39	357	293
Total Accidents/Incidents	46	57	287	200	2	0	10	13	34	45	379	315

*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.

*** A minor injury is an injury not covered by " Over 7-day", "Over 3-day" or "Specified".

Record of Disciplinary Hearings

From: 1 July - 30 September 2023 comparison with 1 July - 30 September 2022

Resource	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 6 Weeks
	APT&C	Manual/ Craft	Teachers	Total	No Action				Action Taken				3	4-6	6+	
					APT&C	Manual / Craft	Teachers	Total	APT&C	Manual / Craft	Teachers	Total				
Community and Enterprise	0	21	N/A	21	0	1	N/A	1	0	20	N/A	20	15	5	1	95%
Education	3	0	2	5	2	0	1	3	1	0	1	2	2	0	3	40%
Finance and Corporate	2	1	N/A	3	0	0	N/A	0	2	1	N/A	3	2	1	0	100%
Housing and Technical	0	3	N/A	3	0	1	N/A	1	0	2	N/A	2	2	1	0	100%
Social Work	1	3	N/A	4	0	0	N/A	0	1	3	N/A	4	2	2	0	100%
Total (Jul - Sep 2023)	6	28	2	36	2	2	1	5	4	26	1	31	23	9	4	89%
Total (Jul - Sep 2022)	0	32	1	33	0	5	0	5	0	27	1	28	18	7	8	76%

Resource	No of Appeals				Outcome of Appeals												Appeals Pending	
	APT&C	Manual/ Craft	Teachers	Total	Upheld				Upheld in Part				Not Upheld					
					APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total		
Total (Jul - Sep 2023)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total (Jul - Sep 2022)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*Resources nil responses are not included in figures

Appeal's Panel

From: 1 July - 30 September 2023

Appeal's Panel	Upheld	Upheld in Part	Not Upheld	Total	Withdrawn	Appeals pending to date
Total	0	0	1	1	0	7

Record of Grievances

From: 1 July - 30 September 2023 comparison with 1 July - 30 September 2022

Grievances	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
Total (Jul - Sep 2023)	1	0	0	0	1
Total (Jul - Sep 2022)	8	4	4	0	0

Dignity at Work

From: 1 July - 30 September 2023 comparison with 1 July - 30 September 2022

Dignity at Work	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
Total (Jul - Sep 2023)	5	0	0	0	0	5
Total (Jul - Sep 2022)	1	0	1	0	0	0

				Appendix 12b	
Referrals for Workplace Mediation					
As at September 2023					
Workplace Mediation	Jul-23	Aug-23	Sep-23		
No of Referrals	0	0	1		
*No of Successful Cases	0	0	0		
*No of Unsuccessful Cases	0	0	0		
No of cases unsuitable for mediation	1	1	0		
Workplace Mediation	Jul-22	Aug-22	Sep-22		
No of Referrals	1	3	0		
*No of Successful Cases	0	1	0		
*No of Unsuccessful Cases	0	0	0		
No of cases unsuitable for mediation	0	1	1		
*successful/unsuccessful case outcomes may be shown outwith the month they were referred.					

Analysis of leavers and exit interviews							
From 1 July - 30 September 2023							
Reason for leaving	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
Career Advancement	3	16	1	4	13	37	51%
Personal Reasons	2	2	1	2	2	9	12%
Further Education	0	4	0	0	0	4	5%
Poor relationship with managers / colleagues	2	0	0	0	1	3	4%
Moving outwith area	0	3	0	0	0	3	4%
Child Caring / Caring Responsibilities	2	0	0	0	0	2	3%
Disatisfaction with terms and conditions	1	0	1	0	0	2	3%
Other	7	3	0	0	3	13	18%
Number of exit interviews conducted	17	28	3	6	19	73	
Total no. of leavers per Resource eligible for an exit interview	57	92	9	16	38	212	
% of leavers interviewed	30%	30%	33%	38%	50%	34%	
From 1 July - 30 September 2022							
Number of exit interviews conducted	10	46	5	8	26	95	
Total no. of leavers per Resource eligible for an exit interview	56	116	14	19	48	253	
% of leavers interviewed	18%	40%	36%	42%	54%	38%	
* Note these totals include temporary employees							

July to September 2023	Number of leavers		Replace Employee		Filling on a temp basis		Plan to transfer this budget to another post		End of fixed term post		Leave vacant pending savings or service review		Plan to remove for savings	
	Total FTE*	Total H/C**	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C
Community & Enterprise	77.67	130.00	73.67	126.00	0.00	0.00	0.00	0.00	2.00	2.00	2.00	2.00	0.00	0.00
Education	276.66	336.00	272.78	331.00	1.85	2.00	0.00	0.00	0.50	1.00	0.00	0.00	1.53	2.00
Finance & Corporate	17.59	20.00	15.59	18.00	1.00	1.00	0.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00
Housing & Technical	25.45	31.00	25.45	31.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Social Work	54.34	98.00	49.49	62.00	1.00	30.00	0.95	1.00	0.00	0.00	2.90	4.00	0.00	1.00
Total	451.71	615	436.98	568	3.85	33	0.95	1	2.50	3	5.90	7	1.53	3
Cumulative Grand Total	722.15	994	694.78	927	5.29	37	0.95	1	7.30	11	12.30	15	1.53	3

Recruitment Monitoring
Analysis of Gender, Disability, Ethnicity and Age

From : 1 July - 30 September 2023

Total Number of applications received:	4694
Total Number of Equal Opportunities Monitoring forms received:	4365
Total Number of posts recruited for:	524
Total Number of appointments:	361

Gender / Disability / Age						
	Applied	Interviewed	Appointed	% of Applicants interviewed	% of Applicants appointed	% of Interviewees appointed
Total EO Forms Received	4364	1740	313	40%	7%	18%
Total No of Male Applicants	1328	476	80	36%	6%	17%
Total No of Female Applicants	3033	1048	187	35%	6%	18%
Total No of Disabled Applicants	185	86	10	46%	5%	12%
Total No of applicants aged under 50	3424	1282	212	37%	6%	17%
Total No of applicants aged over 50	1314	376	64	29%	5%	17%
Total No of White applicants	3750	1414	259	38%	7%	18%
Total No of Black/Ethnic minority applicants*	572	258	10	45%	2%	4%
Total No of Veteran applicants	25	15	0	60%	0%	0%

*Black/Ethnic Minority applicants includes Mixed, Asian, Black and other backgrounds.

From : 1 July - 30 September 2022

Total Number of applications received:	4767
Total Number of Equal Opportunities Monitoring forms received:	4660
Total Number of posts recruited for:	827
Total Number of appointments:	822

Gender / Disability / Age						
	Applied	Interviewed	Appointed	% of Applicants interviewed	% of Applicants appointed	% of Interviewees appointed
Total EO Forms Received	4660	3122	803	67%	17%	26%
Total No of Male Applicants	1660	1136	203	68%	12%	18%
Total No of Female Applicants	3016	1971	591	65%	20%	30%
Total No of Disabled Applicants	123	76	19	62%	15%	25%
Total No of applicants aged under 50	3840	2597	615	68%	16%	24%
Total No of applicants aged over 50	788	477	170	61%	22%	36%
Total No of White applicants	4440	2976	781	67%	18%	26%
Total No of Black/Ethnic minority applicants*	202	107	8	53%	4%	7%
Total No of Veteran applicants	54	35	0	65%	0%	0%

*Black/Ethnic Minority applicants includes Mixed, Asian, Black and other backgrounds.

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 10 JUNE 2023

Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent Salary Band												
	Total	Male		Female		Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher			
		F/T	P/T	F/T	P/T													
Community & Enterprise Resources	3140	1263	250	201	1426	2215.82	5.00	1548.64	363.88	231.25	46.05	16.00	0.00	5.00	0.00			
Education - Others	3322	130	100	675	2417	2438.98	3.00	1198.09	966.21	142.86	47.60	9.00	1.96	62.66	7.60			
Education - Teachers	3840	680	72	2222	866	3471.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.60	3464.80			
Finance & Corporate Resources	858	203	17	410	228	779.18	5.00	119.63	359.13	216.05	53.07	24.30	2.00	0.00	0.00			
Housing & Technical	1288	805	27	329	127	1229.17	3.00	204.26	628.88	352.43	30.60	10.00	0.00	0.00	0.00			
Social Work Resources	2709	206	198	979	1326	2370.75	3.00	361.42	1417.31	523.46	33.80	31.76	0.00	0.00	0.00			
Total All Staff	15157	3287	664	4816	6390	9033.90	(excluding Teachers)		12505.30	19.00	3432.04	3735.41	1466.05	211.12	91.06	3.96	74.26	3472.40

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 11 MARCH 2023

Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent Salary Band												
	Total	Male		Female		Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher			
		F/T	P/T	F/T	P/T													
Community & Enterprise Resources	3017	1176	235	201	1405	2109.86	1.00	1432.36	372.02	234.43	44.05	17.00	4.00	5.00	0.00			
Education - Others	3296	137	96	683	2380	2424.23	1.00	1182.76	959.29	148.36	46.00	13.00	3.96	62.26	7.60			
Education - Teachers	3834	676	73	2227	858	3469.50	0.00	0.00	0.00	0.00	0.00	1.00	0.00	6.60	3461.90			
Finance & Corporate Resources	873	207	19	414	233	791.40	2.00	124.78	358.72	219.55	58.05	22.30	6.00	0.00	0.00			
Housing & Technical	1297	817	27	326	127	1237.80	1.00	207.47	634.50	352.23	29.60	11.00	2.00	0.00	0.00			
Social Work Resources	2666	204	186	948	1328	2332.00	1.00	1105.28	633.47	523.69	36.80	29.76	2.00	0.00	0.00			
Total All Staff	14983	3217	636	4799	6331	8895.29	(excluding Teachers)		12364.79	6.00	4052.65	2958.00	1478.26	214.50	94.06	17.96	73.86	3469.50

Report

4

Report to:	Employee Issues Forum
Date of Meeting:	14 November 2023
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)

Subject:	Housing and Technical Resources – Workforce Monitoring – July to September 2023
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for July to September 2023 relating to Housing and Technical Resources

2. Recommendation(s)

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

(1) that the following employment information for July to September 2023 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 10 June 2023

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 July to September 2023.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of September 2023 for Housing and Technical Resources.

The Resource absence figure for September 2023 was 6.0%, this figure has decreased by 0.4% when compared to last month and is 0.7% higher than the Council-wide figure. Compared to September 2022, the Resource absence figure has increased by 0.8%.

Based on the absence figures at September 2023 and annual trends, the projected annual average absence for the Resource for 2023/2024 is 5.8%, compared to a Council-wide average figure of 5.5%.

Managers follow the procedures outlined in the Maximising Attendance Policy to support employees to remain at work or to return to work after a sickness absence. There are comprehensive employee supports in place and additionally, Personnel Services works in close partnership with line managers and Resource Management Teams on a case management basis to ensure that appropriate actions are taken.

4.2. **Occupational Health (Appendix 2)**

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall, 169 referrals were made this period. This represents an increase of 27 when compared with the same period last year.

4.3. **Accident/Incident Statistics**

There were 13 accidents/incidents recorded within the Resource this period, an increase of 3 when compared to the same period last year.

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

During the period, 3 disciplinary hearings were held within the Resource, an increase of 3 when compared to the same period last year. No appeals were heard by the Appeals Panel. Three appeals were pending, an increase of 3 when compared to the same period last year. No grievance hearings were raised within the Resource, this figure has decreased by 2 when compared to the same period last year. Four Dignity at Work complaints were raised within the Resource, this figure has increased by 4 when compared to the same period last year.

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

There was a total of 16 leavers in the Resource this period eligible for an exit interview. This figure has decreased by 3 when compared with the same period last year. Six exit interviews were conducted in this period, this figure has decreased by 2 when compared to the same period last year.

4.6. When processing an employee termination, managers were asked to identify whether they intended to replace the employee who had left the Council. If they indicated that they did not intend to replace the employee, they were asked to select from the following options:-

- ◆ plan to hold for savings
- ◆ fill on a fixed term basis pending savings
- ◆ transfer budget to another post
- ◆ end of fixed term post

4.7. Appendix 2a provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period July to September 2023, 31 employees (25.45 FTE) in total left employment. Managers indicated that all 31 posts (25.45 FTE) were being replaced.

5. **Staffing Watch**

5.1. There has been a decrease of 9 in the number of employees in post from 11 March 2023 to 10 June 2023.

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. Climate Change, Sustainability and Environmental Implications

8.1. There are no climate change, sustainability and environmental implications in terms of the information contained within this report.

9. Other Implications

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

10. Equality Impact Assessment and Consultation Arrangements

10.1. 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.

10.2. 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)

12 October 2023

Link(s) to Council Values/Priorities/Outcomes

- ◆ 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

- ◆ Employee Issues Forum – 15 August 2023

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:-

Elaine Maxwell, HR Business Manager

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E-mail: Elaine.Maxwell@southlanarkshire.gov.uk

**Absence Trends - 2021/2022, 2022/2023 & 2023/2024
Housing & Technical Resources**

APT&C			Manual Workers			Resource Total			Council Wide						
2021 / 2022	2022 / 2023	2023 / 2024	2021 / 2022	2022 / 2023	2023 / 2024	2021 / 2022	2022 / 2023	2023 / 2024	2021 / 2022	2022 / 2023	2023 / 2024				
%	%	%	%	%	%	%	%	%	%	%	%				
April	3.2	5.5	5.7	April	3.6	10.6	6.9	April	3.3	7.6	6.2	April	4.3	5.6	5.1
May	2.9	4.5	4.9	May	4.2	8.1	6.1	May	3.4	6.0	5.4	May	4.9	5.4	5.1
June	3.5	4.9	5.4	June	6.2	8.5	6.8	June	4.6	6.4	6.0	June	4.7	5.3	4.7
July	4.0	5.5	5.0	July	5.7	8.9	8.1	July	4.7	6.9	6.2	July	4.0	4.6	3.8
August	4.9	4.7	5.1	August	7.9	7.1	8.5	August	6.2	5.7	6.4	August	4.7	4.4	4.1
September	5.8	4.5	4.7	September	8.1	6.3	7.8	September	6.8	5.2	6.0	September	6.4	5.4	5.3
October	5.2	4.3		October	9.0	7.8		October	6.8	5.8		October	6.3	5.8	
November	5.7	4.6		November	9.2	7.8		November	7.2	5.9		November	6.9	6.5	
December	4.6	4.4		December	9.5	7.2		December	6.7	5.6		December	6.9	7.0	
January	5.2	4.5		January	8.8	5.5		January	6.7	4.9		January	7.0	5.8	
February	6.4	4.4		February	8.5	6.2		February	7.3	5.1		February	6.6	5.9	
March	7.8	5.3		March	10.7	6.8		March	9.0	5.9		March	7.9	6.4	
Annual Average	4.9	4.8	4.9	Annual Average	7.6	7.6	7.1	Annual Average	6.1	5.9	5.8	Annual Average	5.9	5.7	5.5
Average Apr-Sep	4.1	4.9	5.1	Average Apr-Sep	6.0	8.3	7.4	Average Apr-Sep	4.8	6.3	6.0	Average Apr-Sep	4.8	5.1	4.7
No of Employees at 30 September 2023			881	No of Employees at 30 September 2023			566	No of Employees at 30 September 2023			1447	No of Employees at 30 September 2023			16326

HOUSING AND TECHNICAL RESOURCES		
	Jul - Sep 2022	Jul - Sep 2023
MEDICAL EXAMINATIONS		
Number of Employees Attending	52	68
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	11	9
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	49	65
REFERRALS TO EMPLOYEE SUPPORT OFFICER	30	27
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	0	0
TOTAL	142	169
CAUSE OF ACCIDENTS/INCIDENTS	Jul - Sep 2022	Jul - Sep 2023
Over 7 day absences	4	2
Over 3 day absences**	1	1
Minor	3	4
Near Miss	0	3
Violent Incident: Verbal*****	2	3
Total Accidents/Incidents	10	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	Jul - Sep 2022	Jul - Sep 2023
Total Number of Hearings	0	3
Total Number of Appeals	0	0
Appeals Pending	0	3
Time Taken to Convene Hearing July - September 2023		
	4-6 Weeks	Over 6 Weeks
0-3 Weeks	1	0
2		
RECORD OF GRIEVANCE HEARINGS	Jul - Sep 2022	Jul - Sep 2023
Number of Grievances	2	0
Number Resolved at Stage 1	1	0
Number Resolved at Stage 2	1	0
RECORD OF DIGNITY AT WORK	Jul - Sep 2022	Jul - Sep 2023
Number of Incidents	0	4
Still in Process	0	4
ANALYSIS OF REASONS FOR LEAVING	Jul - Sep 2022	Jul - Sep 2023
Career Advancement	4	4
Poor Relationship with Manager/Colleagues	1	0
Personal Reasons	3	2
Number of Exit Interviews conducted	8	6
Total Number of Leavers Eligible for Exit Interview	19	16
Percentage of interviews conducted	42%	38%

Reason	Jul - Sep 2023		Cumulative total	
	FTE	H/C	FTE	H/C
	Terminations/Leavers	25.45	31	45.68
Being replaced	25.45	31	45.28	56
Filling on a temporary basis	0.00	0	0.00	0
Plan to transfer this budget to another post	0.00	0	0.00	0
End of fixed term contract	0.00	0	0.40	1
Held pending service Review	0.00	0	0.00	0
Plan to remove for savings	0.00	0	0.00	0

**JOINT STAFFING WATCH RETURN
HOUSING & TECHNICAL RESOURCES**

As at 10 June 2023

Total Number of Employees

MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
805	27	329	127	1288

*Full - Time Equivalent No of Employees

Salary Bands

Chief Officer	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
3.00	204.26	628.88	352.43	30.60	10.00	0.00	0.00	0.00	1229.17

As at 11 March 2023

Total Number of Employees

MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
817	27	326	127	1297

*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
1.00	207.47	634.50	352.23	29.60	11.00	2.00	0.00	0.00	1237.8

Report

Report to:	Employee Issues Forum
Date of Meeting:	14 November 2023
Report by:	Executive Director (Housing and Technical Resources)

Subject:	Health and Wellbeing Group – Housing Services
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ update the Employee Issues Forum on the work undertaken by Housing Services in relation to the Health and Wellbeing Group

2. Recommendation(s)

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

- (1) that the content of the report, be noted

3. Background

3.1. As part of the commitment to ensuring staff health and wellbeing, Housing Services introduced a Health and Wellbeing Working Group. The Group was initially set up in 2019 and has continued to develop over the years.

3.2. The Group was initially introduced following feedback from employees, however, quickly evolved to assist in managing change through the Covid-19 epidemic to ensure staff had the required support.

3.3. Due to the success of the Group, it was agreed to continue with the Working Group, as the Covid-19 epidemic came to an end and working methods began to revert to pre-Covid-19 practices.

4. Health and Wellbeing Group Purpose and Outcome

4.1. The Group was initially set up in 2019, it further developed as part of our Covid-19 recovery and has continued to develop over the years.

4.2. The Group is jointly chaired by Julie Neville (Housing Services Manager) and Lynn Hayes (Performance and Support Advisor) and consists of representatives from all teams within Housing Services.

4.3. The Group meets on an 8-weekly basis to discuss available opportunities and take forward any actions.

4.4. The role of the representatives within the Group is to cascade information to all other employees within their location of work.

4.5. The main objective of the Group is to encourage good health and wellbeing across the Service by promoting healthy working practices, relationships and environments.

4.6. The Group works to encourage wellbeing and resilience including minimising work related issues via positive activities aimed at maintaining good health and wellbeing.

5. Health and Wellbeing Action Plan

5.1. As part of the Group discussions, a Health and Wellbeing Plan has been developed.

5.2. The initial Health and Wellbeing Plan was developed in 2019 and the Group initially focused on the employee survey and Resource stress risk assessment results, combined with employee feedback.

5.3. Action from this were progressed during 2019 until completion, largely related to managing change and ensuring good communication (during Covid-19), this included:-

- ◆ ensuring staff had appropriate equipment available
- ◆ introducing 1-2-1 meetings each week with all staff to support their home working
- ◆ introducing team working via Microsoft Teams
- ◆ monitoring increased demands on workload and addressing appropriately

5.4. As we moved to pre-Covid-19 working and the introduction of the 4 wellbeing pillars recommended as a basis of wellbeing plans, the plan was revisited and updated to align with the pillars and with wider corporate plans:-

- ◆ Financial Wellbeing
- ◆ Mental Wellbeing
- ◆ Social Wellbeing
- ◆ Physical Wellbeing

5.5. The ongoing development of the plan takes into account feedback from the Group to ensure that any issues, areas of concern or new initiatives are continually monitored This includes but is not limited to:-

- ◆ 4 day working week
- ◆ staff turnover
- ◆ malicious reporting
- ◆ the new "Home Project"

5.6. The plan also includes an appendix which sign posts staff to advice and support that is available Council-wide.

6. Employee Implications

6.1. There are no implications for employees arising from the information presented in this report.

7. Financial Implications

7.1. There are no financial implications associated with this report.

8. Climate Change, Sustainability and Environmental Implications

8.1. There are no climate change, sustainability and environmental implications in terms of the information contained within this report.

9. Other Implications

9.1. There are no other implications associated with this report.

10. Equality Impact Assessment and Consultation Arrangements

10.1. 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.

Stephen Gibson
Executive Director (Housing and Technical Resources)

1 November 2023

Link(s) to Council Values/Priorities/Outcomes

- ◆ 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

- ◆ None

List of Background Papers

- ◆ None

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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