

Report

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:-

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

