

# Report

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Report to:	<b>Housing and Technical Resources Committee</b>
Date of Meeting:	<b>4 October 2017</b>
Report by:	<b>Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)</b>

Subject:	<b>Housing and Technical Resources – Workforce Monitoring – July to August 2017</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for July to August 2017 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 July to August 2017 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

## 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 July to August 2017.

## 4. Monitoring Statistics

### 4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of August 2017 for Housing and Technical Resources.

The Resource absence figure for August 2017 was 4.4%, a decrease of 0.1% when compared to last month and is 1.2% higher than the Council-wide figure. Compared to August 2016, the Resource absence figure has decreased by 0.7%.

Based on the absence figures at August 2017 and annual trends, and the projected annual average absence for the Resource for 2017/2018 is 4.8%, compared to a Council-wide average figure of 4.2%.

For the financial year 2017/2018, the average days lost per employee within the Resource equates to 10.6 days, compared with the average figure for the Council of 8.7 days per employee.

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

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 138 referrals were made this period an increase of 3 when compared with the same period last year.

**4.3. Accident/Incident Statistics**

There were 12 accidents/incidents recorded within the Resource this period, an increase of 5 when compared to the same period last year.

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

During the period, 1 disciplinary hearing was held within the Resource, this figure remains unchanged when compared to last year. During this period there were no appeals heard by the Appeals Panel. One Grievance hearing was held within the Resource, a decrease of 1 when compared to the same period last year. No Dignity at Work hearings were held within the Resource. This figure remains unchanged when compared to the same period last year.

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

There were 9 leavers in the Resource eligible for an exit interview this period, this figure remains unchanged when compared with the same period last year. One exit interview was held.

**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)**

11 September 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**

- ◆ Housing and Technical Resources Committee, 9 August 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  
Housing & Technical 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	4.5	4.6	4.3	April	5.0	6.3	4.5	April	4.7	5.1	4.4	April	3.8	4.3	3.9
May	3.6	4.3	4.2	May	4.7	5.0	3.9	May	3.9	4.5	4.1	May	3.9	4.4	4.2
June	3.8	4.3	3.9	June	4.6	5.5	4.4	June	4.0	4.7	4.1	June	3.5	4.1	3.9
July	3.5	4.1	4.3	July	4.1	4.5	4.9	July	3.7	4.2	4.5	July	2.9	3.3	3.0
August	3.7	4.9	4.7	August	4.3	5.7	4.0	August	3.9	5.1	4.4	August	3.3	3.6	3.2
September	3.5	5.1		September	3.8	4.6		September	3.6	5.0		September	3.8	4.1	
October	4.2	5.5		October	4.1	5.0		October	4.2	5.3		October	4.1	4.4	
November	4.4	4.9		November	4.5	6.7		November	4.5	5.5		November	4.7	4.9	
December	4.0	5.0		December	4.9	6.7		December	4.3	5.6		December	4.7	4.9	
January	3.9	5.0		January	4.9	4.3		January	4.2	4.8		January	4.6	4.5	
February	4.2	4.9		February	6.5	4.7		February	4.9	4.8		February	5.0	5.0	
March	4.9	4.7		March	7.3	4.6		March	5.7	4.6		March	5.2	4.7	
Annual Average	4.0	4.8	4.7	Annual Average	4.9	5.3	4.9	Annual Average	4.3	4.9	4.8	Annual Average	4.1	4.4	4.2
Average Apr-Aug	3.8	4.4	4.3	Average Apr-Aug	4.5	5.4	4.3	Average Apr-Aug	4.0	4.7	4.3	Average Apr-Aug	3.5	3.9	3.6

No of Employees at 31 August 2017	901	No of Employees at 31 August 2017	555	No of Employees at 31 August 2017	1456	No of Employees at 31 August 2017	15195
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For the financial year 2017/18, the projected average days lost per employee equates to 10.6 days.

## HOUSING AND TECHNICAL RESOURCES

	Jul-Aug 2016	Jul-Aug 2017
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	32	39
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	7	7
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	60	57
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>	33	26
<b>REFERRALS TO COGNITIVE BEHAVIOUR THERAPY</b>	3	9
<b>TOTAL</b>	<b>135</b>	<b>138</b>

CAUSE OF ACCIDENTS/INCIDENTS	Jul-Aug 2016	Jul-Aug 2017
Specified Injuries*	0	0
Over 7 day absences	0	2
Over 3 day absences**	0	0
Minor	3	6
Near Miss	1	0
Violent Incident: Physical****	3	3
Violent Incident: Verbal*****	0	1
<b>Total Accidents/Incidents</b>	<b>7</b>	<b>12</b>

\*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 pen

\*\*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-Aug 2016	Jul-Aug 2017
Total Number of Hearings	1	1
Total Number of Appeals	0	0
Appeals Pending	0	0

## Time Taken to Convene Hearing Jul-Aug 2017

0-3 Weeks  
14-6 Weeks  
0Over 6 Weeks  
0

RECORD OF GRIEVANCE HEARINGS	Jul-Aug 2016	Jul-Aug 2017
Number of Grievances	2	1
Number Resolved at Stage 1	0	0
Number Resolved at Stage 2	2	0
Number Resolved at Stage 3	0	0
Still in Progress	0	1

RECORD OF DIGNITY AT WORK	Jul-Aug 2016	Jul-Aug 2017
Number of Incidents	0	0
Number Resolved at Informal Stage	0	0
Number Resolved at Formal Stage	0	0
Number of Appeals	0	0
Appeals in Process	0	0
Still in Process	0	0

ANALYSIS OF REASONS FOR LEAVING	Jul-Aug 2016	Jul-Aug 2017
Career Advancement	0	0
Poor Relationship with Manager/Colleagues	0	0
Moving Outwith Area	0	0
Personal Reasons	0	0
Travelling Difficulties	0	0
Further Education	0	0
Childcare/caring responsibilities	0	1
Dissatisfaction With Terms and Conditions	0	0
Other	0	0
<b>Number of Exit Interviews conducted</b>	<b>0</b>	<b>1</b>

<b>Total Number of Leavers Eligible for Exit Interview</b>	<b>9</b>	<b>9</b>
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<b>Percentage of interviews conducted</b>	<b>0%</b>	<b>11%</b>
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