

Report

Report to:	Housing and Technical Resources Committee
Date of Meeting:	31 May 2023
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)

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

1.1. The purpose of the report is to:-

- ◆ provide employment information for January to March 2023 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 January to March 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

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 January to March 2023.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

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

The Resource absence figure for March 2023 was 5.9%, this figure has increased by 0.8% when compared to last month and is 0.5% lower than the Council-wide figure. Compared to March 2022, the Resource absence figure has decreased by 3.1%.

Based on the absence figures at March 2023 and annual trends, the annual average absence for the Resource for 2022/2023 is 5.9% compared to a Council-wide average figure of 5.7%.

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 149 referrals were made this period. This represents a decrease of 33 when compared with the same period last year.

4.3. Accident/Incident Statistics (Appendix 2)

There were 13 accidents/incidents recorded within the Resource this period, a decrease of 1 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 the same period last year. During this period 1 appeal was heard by the Appeals Panel. No grievances were raised within the Resource, this figure remains unchanged when compared to the same period last year. No Dignity at Work complaints were raised within the Resource, this figure remains unchanged when compared to the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There was a total of 13 leavers in the Resource this period eligible for an exit interview. This figure remains unchanged when compared with the same period last year. Six exit interviews were conducted in this period, an increase of 2 when compared with 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 contract

4.7. Appendix 2a provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period January to March 2023, 29 (23.90 FTE) employees in total left employment. Managers indicated that all employees will be replaced.

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. Climate Change, Sustainability and Environmental Implications

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

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.

Paul Manning

Executive Director (Finance and Corporate Resources)

Stephen Gibson

Executive Director (Housing and Technical Resources)

14 April 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

- ◆ Housing and Technical Resources Committee – 15 March 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 - 2020/2021, 2021/2022 & 2022/2023

Housing & Technical Resources

APT&C			Manual Workers			Resource Total			Council Wide						
	2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023
	%	%	%		%	%	%		%	%	%		%	%	%
April	4.1	3.2	5.5	April	3.5	3.6	10.6	April	3.8	3.3	7.6	April	4.4	4.3	5.6
May	2.8	2.9	4.5	May	2.0	4.2	8.1	May	2.5	3.4	6.0	May	3.1	4.9	5.4
June	3.2	3.5	4.9	June	2.0	6.2	8.5	June	2.7	4.6	6.4	June	2.7	4.7	5.3
July	2.7	4.0	5.5	July	2.7	5.7	8.9	July	2.7	4.7	6.9	July	2.3	4.0	4.6
August	2.5	4.9	4.7	August	3.4	7.9	7.1	August	2.8	6.2	5.7	August	3.1	4.7	4.4
September	2.1	5.8	4.5	September	3.3	8.1	6.3	September	2.6	6.8	5.2	September	4.2	6.4	5.4
October	2.9	5.2	4.3	October	3.9	9.0	7.8	October	3.3	6.8	5.8	October	4.8	6.3	5.8
November	3.7	5.7	4.6	November	5.6	9.2	7.8	November	4.5	7.2	5.9	November	5.8	6.9	6.5
December	3.3	4.6	4.4	December	4.8	9.5	7.2	December	3.9	6.7	5.6	December	5.6	6.9	7.0
January	3.5	5.2	4.5	January	4.4	8.8	5.5	January	3.9	6.7	4.9	January	4.8	7.0	5.8
February	3.2	6.4	4.4	February	4.7	8.5	6.2	February	3.8	7.3	5.1	February	4.8	6.6	5.9
March	3.1	7.8	5.3	March	4.5	10.7	6.8	March	3.6	9.0	5.9	March	4.9	7.9	6.4
Annual Average	3.1	4.9	4.8	Annual Average	3.7	7.6	7.6	Annual Average	3.3	6.1	5.9	Annual Average	4.2	5.9	5.7
No of Employees at 31 March 2023			873	No of Employees at 31 March 2023			570	No of Employees at 31 March 2023			1443	No of Employees at 31 March 2023			16090

HOUSING AND TECHNICAL RESOURCES		
	Jan - Mar 2022	Jan - Mar 2023
MEDICAL EXAMINATIONS		
Number of Employees Attending	75	49
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	13	18
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	41	54
REFERRALS TO EMPLOYEE SUPPORT OFFICER	53	28
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	0	0
TOTAL	182	149
CAUSE OF ACCIDENTS/INCIDENTS	Jan - Mar 2022	Jan - Mar 2023
Specified Injuries*	1	0
Over 7 day absences	4	2
Over 3 day absences**	1	0
Minor	6	10
Violent Incident: Verbal****	2	1
Total Accidents/Incidents	14	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	Jan - Mar 2022	Jan - Mar 2023
Total Number of Hearings	1	1
Total Number of Appeals	2	1
Time Taken to Convene Hearing January - March 2023		
0-3 Weeks	4-6 Weeks	Over 6 Weeks
0	1	0
RECORD OF GRIEVANCE HEARINGS	Jan - Mar 2022	Jan - Mar 2023
Number of Grievances	0	0
RECORD OF DIGNITY AT WORK	Jan - Mar 2022	Jan - Mar 2023
Number of Incidents	0	0
ANALYSIS OF REASONS FOR LEAVING	Jan - Mar 2022	Jan - Mar 2023
Career Advancement	1	3
Personal Reasons	1	1
Travelling Difficulties	0	1
Further Education	1	0
Dissatisfaction With Terms and Conditions	0	1
Other	1	0
Number of Exit Interviews conducted	4	6
Total Number of Leavers Eligible for Exit Interview	13	13
Percentage of interviews conducted	31%	46%

Reason	Jan - Mar 2023		Cumulative total	
	FTE	H/C	FTE	H/C
Terminations/Leavers	23.90	29	99.49	122
Being replaced	23.90	29	98.49	121
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	0.00	0
Held pending service Review	0.00	0	1.00	1
Plan to remove for savings	0.00	0	0.00	0