

Report

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Report to:	Finance and Information Technology Resources Committee
Date of Meeting:	29 March 2011
Report by:	Chief Executive and Executive Director (Corporate Resources)

Subject:	Workforce Monitoring – December 2010 and January 2011
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for December 2010 and January 2011 relating to Finance and Information Technology Resources.

2. Recommendation(s)

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

(1) that the following employment information for December 2010 and January 2011 relating to Finance and Information Technology Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accidents/incident statistics
- ◆ discipline, grievance and dignity at work
- ◆ analysis of leavers.
- ◆ staffing watch as at 11 December 2010.

3. Background

3.1. As part of the Council's performance management arrangements, regular Workforce Monitoring Reports are submitted to Committee. This report for Finance and Information Technology Resources provides information on the position for December 2010 and January 2011.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics are analysed for the most recent month of January 2011 for Finance and Information Technology Resources.

The Resource absence figure for January 2011 was 2.1%, a decrease of 0.9% when compared to last month and is 2.4% lower than the Council Wide figure. Compared to January 2010, the Resource absence figure had increased by 0.7%.

Based on annual trends and the period January 2011, the annual average figure for the Resource for 2010/11 equates to 1.8% as against a Council wide average of 3.9%.

For the Resource, this equates to 4.4 days being lost per employee for the year due to absence compared with the figure for the Council of 9.1 days per employee.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 11 referrals were made this period, an increase of 3 when compared with the same period last year.

4.3. Accident/Incident Statistics

There was 1 accident/incident recorded within the Resource this period, an increase of 1 when compared with the same period last year.

4.4. Discipline, Grievance and Dignity at Work

There were no disciplinary hearings held within the Resource this period, a decrease of 2 when compared with the same period last year. There were no grievances or dignity at work hearings held within the Resource this period.

4.5. Analysis of Leavers

There was 1 leaver in the Resource this period, this figure remains unchanged when compared to the same period last year. An exit interview was carried out with this employee.

5 Staffing Watch

- 5.1. There has been no change in the number of employees in post since 11 September 2010 to 11 December 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)

**Archibald Strang
Chief Executive**

3 March 2011

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

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

Previous References

- ◆ Finance and IT Committee 1 February 2011

List of Background Papers

- ◆ Monitoring information provided by Finance and IT 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 - ABSENCE TRENDS - 2008/2009, 2009/2010 & 2010/2011
Finance, Procurement & IT Resources

Resource Total (APT&C)				Council Wide			
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011
April	3.3	1.8	1.6	April	4.3	3.6	3.7
May	2.3	2.1	1.8	May	4.0	4.0	3.9
June	1.6	2.2	1.8	June	3.8	3.7	3.3
July	1.9	2.1	1.6	July	2.9	2.8	2.7
August	2.0	1.8	1.2	August	3.0	3.2	3.2
September	1.6	1.6	1.6	September	3.8	4.0	3.7
October	1.8	2.2	1.2	October	3.8	4.0	3.7
November	2.6	3.1	2.0	November	4.6	4.8	4.2
December	3.0	2.4	3.0	December	4.8	4.2	4.2
January	2.7	1.4	2.1	January	4.4	4.3	4.5
February	2.7	2.1		February	4.5	4.6	
March	1.7	1.1		March	4.4	4.5	
Annual Average	2.3	2.0	1.8	Annual Average	4.0	4.0	3.9
Average Apr-Jan	2.3	2.1	1.8	Average Apr-Jan	3.9	3.9	3.7
No of Employees at 31 Jan 2011				318	No of Employees at 31 Jan 2011		14908

For Finance, Information Technology and Procurement the absence rate for unpaid special leave was 0.4%
 Average number of days lost per employee annually is 4.4 days.

FINANCE & IT RESOURCES

	Dec-Jan 09-10	Dec-Jan 10-11
MEDICAL EXAMINATIONS Number of Employees Attending	3	0
EMPLOYEE COUNSELLING SERVICE Total Number of Referrals	2	6
PHYSIOTHERAPY SERVICE Total Number of Referrals	3	3
REFERRALS TO EMPLOYEE SUPPORT OFFICER	0	2
TOTAL	8	11

CAUSE OF ACCIDENTS/INCIDENTS	Dec-Jan 09-10	Dec-Jan 10-11
Major Injuries*	0	0
Over 3 day absences**	0	0
Minor	0	1
Total Accidents/Incidents	0	1
Near Miss	0	0
Violent Incident: Physical****	0	0
Violent Incident: Verbal*****	0	0

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

RECORD OF DISCIPLINARY/GRIEVANCE & DIGNITY AT WORK HEARINGS	Dec-Jan 09-10	Dec-Jan 10-11
Total Number of Hearings	2	0

ANALYSIS OF REASONS FOR LEAVING	Dec-Jan 09-10	Dec-Jan 10-11
Career Advancement	0	1
Number of Exit Interviews conducted	0	1

Total Number of Leavers Eligible for Exit Interview	0	1
Percentage of interviews conducted	0%	100%

JOINT STAFFING WATCH RETURN
FINANCE & IT RESOURCES

APPENDIX 3

1. As at 11 December 2010

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
136	2	132	51	321					
*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	29.78	79.01	125.67	44.11	19	3	0	0	301.57

1. As at 11 September 2010

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
137	2	134	48	321					
*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	30.74	79.76	126.97	44.11	17	3	0	0	302.58