

# Report

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Report to:	<b>Employee Issues Forum</b>
Date of Meeting:	<b>22 February 2011</b>
Report by:	<b>Executive Director (Corporate Resources) Executive Director (Community Resources)</b>

Subject:	<b>Community Resources – Workforce Monitoring – October to December 2010</b>
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## 1 Purpose of Report

1.1 The purpose of the report is to:-

- ◆ provide employment information for the period October to December 2010 relating to Community Resources

## 2 Recommendation(s)

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

(1) that the following employment information for the period October to December 2010 relating to Community Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work
- ◆ analysis of leavers
- ◆ Staffing Watch as at 11 September 2010

## 3 Background

3.1 As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Employee Issues Forum. This report for Community Resources provides information on the position for the period October to December 2010.

## 4 Monitoring Statistics

4.1 Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the most recent month of December 2010 for Community Resources.

The Resource absence figure for December 2010 was 5.5%, an increase of 0.6% from last month and is 1.3% higher than the Council-wide figure. Compared to December 2009, the Resource absence figure has increased by 0.3%.

Based on annual trends and the period December 2010, the annual average figure for the Resource equates to 4.5% as against a Council-wide average of 3.8%.

For the Resource this equates to 11.2 days being lost per employee for the year, due to absence, compared with the overall figure for the Council of 8.9 days per employee.

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

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 202 referrals were made this period, a decrease of 38 when compared to the same period last year.

#### **4.3 Accident/Incident Statistics (Appendix 2)**

There were 28 accidents/incidents recorded within the Resource this period, a decrease of 17 when compared with the same period last year.

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

There were 39 disciplinary and grievance hearings held within the Resource this period, an increase of 13 when compared with the same period last year. These figures have been merged to ensure anonymity. There were no Dignity at Work hearings held within the Resource this period.

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

There were 18 leavers in the Resource this period, a decrease of 12 from the same period last year. Exit interviews were held with 2 of those employees.

### **5 Staffing Watch (Appendix 3)**

5.1 There has been a decrease of 48 employees in post from 12 June 2010 to 11 September 2010

### **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.

**Robert McIlwain**  
**Executive Director (Corporate Resources)**

**Norman Anderson**  
**Executive Director (Community Resources)**

19 January 2011

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

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

**Previous References**

- ◆ Employee Issues Forum – 2 March 2010

**List of Background Papers**

- ◆ monitoring information provided by Community 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 - 2008/2009, 2009/2010 & 2010/2011**  
**Community Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011				
April	5.9	2.5	2.8	April	4.5	4.1	4.5	April	4.7	3.9	4.3	April	4.3	3.6	3.7				
May	3.8	2.5	2.8	May	4.9	4.8	4.8	May	4.7	4.5	4.5	May	4.0	4.0	3.9				
June	3.4	2.6	2.4	June	4.4	4.5	4.2	June	4.3	4.2	4.0	June	3.8	3.7	3.3				
July	3.2	2.6	2.3	July	2.8	3.5	3.2	July	2.8	3.3	3.1	July	2.9	2.8	2.7				
August	4.0	3.2	2.8	August	3.1	4.0	3.9	August	3.3	3.9	3.7	August	3.0	3.2	3.2				
September	3.8	3.6	2.6	September	4.4	4.9	4.4	September	4.3	4.8	4.2	September	3.8	4.0	3.7				
October	4.0	4.3	2.2	October	4.7	4.8	4.3	October	4.6	4.7	4.0	October	3.8	4.0	3.7				
November	4.5	4.6	2.2	November	5.2	5.8	5.2	November	5.1	5.6	4.9	November	4.6	4.8	4.2				
December	4.5	4.5	3.4	December	5.3	5.3	5.8	December	5.2	5.2	5.5	December	4.8	4.2	4.2				
January	4.0	4.5		January	4.6	5.2		January	4.5	5.1		January	4.4	4.3					
February	3.7	4.0		February	4.8	5.6		February	4.6	5.4		February	4.5	4.6					
March	3.4	4.1		March	4.7	5.5		March	4.5	5.3		March	4.4	4.5					
Annual Average	4.0	3.6	3.0	Annual Average	4.5	4.8	4.7	Annual Average	4.4	4.7	4.5	Annual Average	4.0	4.0	3.8				
Average Apr-Dec	4.1	3.4	2.6	Average Apr-Dec	4.4	4.6	4.5	Average Apr-Dec	4.3	4.5	4.2	Average Apr-Dec	3.9	3.8	3.6				
No of Employees at 31 Dec 2010				334	No of Employees at 31 Dec 2010				2585	No of Employees at 31 Dec 2010				2919	No of Employees at 31 Dec 2010				14992

For Community Resources the absence rate for unpaid special leave was nil.

Average number of days lost per employee annually is 11.2 days.

## COMMUNITY RESOURCES

	Oct-Dec 2009	Oct-Dec 2010
<b>MEDICAL EXAMINATIONS</b> Number of Employees Attending	65	58
<b>EMPLOYEE COUNSELLING SERVICE</b> Total Number of Referrals	47	56
<b>PHYSIOTHERAPY SERVICE</b> Total Number of Referrals	88	47
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>	40	41
<b>TOTAL</b>	240	202

CAUSE OF ACCIDENTS/INCIDENTS	Oct-Dec 2009	Oct-Dec 2010
Major Injuries*	2	1
Over 3 day absences**	8	7
Minor	35	20
<b>Total Accidents/Incidents</b>	<b>45</b>	<b>28</b>
Near Miss	0	1
Violent Incident: Physical****	1	0
Violent Incident: Verbal*****	6	4

\* 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 "Total Over 3-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/GRIEVANCE HEARINGS/DIGNITY AT WORK	Oct-Dec 2009	Oct-Dec 2010
Total Number of Hearings	26	39

ANALYSIS OF REASONS FOR LEAVING	Oct-Dec 2009	Oct-Dec 2010
Career Advancement	1	2
Child Caring / Caring Responsibilities	1	0
Personal Reasons	6	0
Other	2	0
<b>Number of Exit Interviews conducted</b>	<b>10</b>	<b>2</b>

<b>Total Number of Leavers Eligible for Exit Interview</b>	<b>30</b>	<b>18</b>
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<b>Percentage of interviews conducted</b>	<b>33%</b>	<b>11%</b>
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**JOINT STAFFING WATCH RETURN  
COMMUNITY RESOURCES**

**APPENDIX 3**

**1. As at 11 September 2010**

<b>Total Number of Employees</b>									
<b>MALE</b>		<b>FEMALE</b>		<b>TOTAL</b>					
<b>F/T</b>	<b>P/T</b>	<b>F/T</b>	<b>P/T</b>						
1375	219	330	1491	3415					
*Full - Time Equivalent No of Employees									
Salary Bands									
<b>Director</b>	<b>Grade 1</b>	<b>Grade 2</b>	<b>Grade 3</b>	<b>Grade 4</b>	<b>Grade5</b>	<b>Grade 6</b>	<b>Fixed SCP</b>	<b>Teacher</b>	<b>TOTAL</b>
1	793.25	157.55	132.36	26.46	11	3	1393.85	0	2518.47

**1. As at 12 June 2010**

<b>Total Number of Employees</b>									
<b>MALE</b>		<b>FEMALE</b>		<b>TOTAL</b>					
<b>F/T</b>	<b>P/T</b>	<b>F/T</b>	<b>P/T</b>						
1391	229	338	1505	3463					
*Full - Time Equivalent No of Employees									
Salary Bands									
<b>Director</b>	<b>Grade 1</b>	<b>Grade 2</b>	<b>Grade 3</b>	<b>Grade 4</b>	<b>Grade5</b>	<b>Grade 6</b>	<b>Fixed SCP</b>	<b>Teacher</b>	<b>TOTAL</b>
1	803.18	156.1	107	25.46	11	3	1443.66	0	2550.4