

Report

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Report to:	Finance and Information Technology Resources Committee
Date of Meeting:	31 August 2010
Report by:	Executive Director (Corporate Resources) and Executive Director (Finance and Information Technology Resources)

Subject:	Workforce Monitoring – April, May and June 2010
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for April, May and June 2010 relating to Finance and Information Technology (IT) Resources.

2. Recommendation(s)

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

(1) that the following employment information for April, May and June 2010 relating to Finance and IT Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accidents/incident statistics
- ◆ discipline, grievance and dignity at work
- ◆ analysis of leavers

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 IT Resources provides information on the position for April, May and June 2010.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the most recent month of June 2010 for Finance and IT Resources.

The Resource absence figure for June 2010 was 1.8%. This figure remains unchanged when compared to the previous month and is 1.5% lower than the Council wide figure. Compared to June 2009, the Resource absence figure has decreased by 0.4%.

Based on annual trends and the period to June 2010, the annual average figure for the Resource for 2010/11 equates to 1.9% 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 8.8 days per employee.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 18 referrals were made this period, an increase of 2 when compared with the same period last year.

4.3. Accident/Incident Statistics

There were 4 accidents/incidents recorded within the Resource this period, an increase of 3 when compared with the same period last year.

4.4. Discipline, Grievance and Dignity at Work

There was 1 disciplinary hearing held within the Resource this period. There were no grievances or dignity at work hearings held within the Resource this period.

4.5. Analysis of Leavers

There were 2 leavers in the Resource this period, an increase of 1 when compared to the same period last year.

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)

Linda Hardie
Executive Director (Finance and Information Technology Resources)

3 August 2010

Link(s) to Connect Priorities

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

Previous References

- ◆ Finance and Information Technology Resources Committee - 1 June 2010

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		July	2.9	2.8	
August	2.0	1.8		August	3.0	3.2	
September	1.6	1.6		September	3.8	4.0	
October	1.8	2.2		October	3.8	4.0	
November	2.6	3.1		November	4.6	4.8	
December	3.0	2.4		December	4.8	4.2	
January	2.7	1.4		January	4.4	4.3	
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	1.9	Annual Average	4.0	4.0	3.9
Average Apr-Jun	2.4	2.0	1.7	Average Apr-Jun	4.0	3.8	3.6

No of Employees at 30 June 2010	332	No of Employees at 30 June 2010	16002
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For Finance & Information Technology the absence rate for unpaid special leave was so small it was negligible. Average number of days lost per employee annually is 4.4 days.

FINANCE & IT RESOURCES

	Apr-Jun 2009	Apr-Jun 2010
MEDICAL EXAMINATIONS Number of Employees Attending	4	6
EMPLOYEE COUNSELLING SERVICE Total Number of Referrals	3	1
PHYSIOTHERAPY SERVICE Total Number of Referrals	7	9
REFERRALS TO EMPLOYEE SUPPORT OFFICER	2	2
TOTAL	16	18

CAUSE OF ACCIDENTS/INCIDENTS	Apr-Jun 2009	Apr-Jun 2010
Major Injuries*	0	0
Over 3 day absences**	0	0
Minor	1	4
Total Accidents/Incidents	1	4
Near Miss	0	0
Violent Incident: Physical****	0	0
Violent Incident: Verbal*****	0	1

* 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	Apr-Jun 2009	Apr-Jun 2010
Total Number of Hearings	1	1

ANALYSIS OF REASONS FOR LEAVING	Apr-Jun 2009	Apr-Jun 2010
Career Advancement	1	0
Personal Reasons	0	1
Number of Exit Interviews conducted	1	1

Total Number of Leavers Eligible for Exit Interview	1	2
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Percentage of interviews conducted	100%	50%
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