

Report

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Report to:	Employee Issues Forum
Date of Meeting:	31 May 2011
Report by:	Executive Director (Corporate Resources)

Subject:	Corporate Resources - Workforce Monitoring - January to March 2011
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for the period January to March 2011 relating to Corporate Resources

2. Recommendation(s)

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

(1) that the following employment information for January to March 2011 relating to Corporate Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/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 the Employee Issues Forum. This report for Corporate Resources provides information on the position for the period January to March 2011.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the most recent month of March 2011 for Corporate Resources.

The Resource absence figure for March was 2.7%, an increase of 0.3% from last month and is 1.6% lower than the Council-wide figure. Compared with March 2010, the Resource absence figure has increased by 0.4%.

Based on the absence rate for March 2011, the annual average figure for the Resource for the financial year 2010/2011 is 2.6% as against a Council-wide average of 3.8%.

For the Resource this equates to 6.3 days being lost per employee for the year due to absence compared with the figure for the Council of 9.4 days per employee.

4.2 Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 16 referrals were made this period, a decrease of 9 when compared with the same period last year.

4.3 Accident/Incident Statistics (Appendix 2)

There were no accidents/incidents recorded within the Resource this period, a decrease of 3 when compared with the same period last year.

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

There was 1 disciplinary hearing held within the Resource this period, this figure is comparable when compared with the same period last year. There were no grievances or Dignity at Work cases raised within the Resource this period.

4.5 Analysis of Leavers (Appendix 2)

There were 2 leavers in the Resource this period, a decrease of 1 when compared with the same period last year. An exit interview was held with 1 of those employees.

5 Staffing Watch (Appendix 3)

5.1 There has been an increase of 24 employees in post from 11 September 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. None

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)

12 May 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 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 - 2008/2009, 2009/2010 & 2010/2011
Corporate Resources

APPENDIX 1

Resource Total (APT&C)				Council Wide			
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011
April	1.5	2.7	2.0	April	4.3	3.6	3.7
May	1.8	3.4	2.0	May	4.0	4.0	3.9
June	2.8	3.5	2.0	June	3.8	3.7	3.3
July	2.2	3.6	3.0	July	2.9	2.8	2.7
August	2.1	3.6	2.9	August	3.0	3.2	3.2
September	1.5	3.5	2.1	September	3.8	4.0	3.7
October	1.6	4.1	2.6	October	3.8	4.0	3.7
November	2.8	4.2	3.4	November	4.6	4.8	4.2
December	3.9	3.7	3.2	December	4.8	4.2	4.2
January	3.8	3.7	2.4	January	4.4	4.3	4.5
February	2.5	3.3	2.4	February	4.5	4.6	4.3
March	3.6	2.3	2.7	March	4.4	4.5	4.3
Annual Average	2.5	3.5	2.6	Annual Average	4.0	4.0	3.8

No of Employees at 31 Mar 2011	338	No of Employees at 31 Mar 2011	14944
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For Corporate Resources the absence rate for unpaid special leave was 1%.
Average number of days lost per employee annually is 6.3 days.

CORPORATE RESOURCES

	Jan-Mar 2010	Jan-Mar 2011
MEDICAL EXAMINATIONS		
Number of Employees Attending	13	4
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	1	3
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	11	8
REFERRALS TO EMPLOYEE SUPPORT OFFICER		
	0	1
TOTAL	25	16

CAUSE OF ACCIDENTS/INCIDENTS	Jan-Mar 2010	Jan-Mar 2011
Major Injuries*	0	0
Over 3 day absences**	0	0
Minor	3	0
Total Accidents/Incidents	3	0
Near Miss	1	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

*** 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	Jan-Mar 2010	Jan-Mar 2011
Total Number of Hearings	1	1

ANALYSIS OF REASONS FOR LEAVING	Jan-Mar 2010	Jan-Mar 2011
Career Advancement	0	1
Moving Outwith Area	2	0
Number of Exit Interviews conducted	2	1

Total Number of Leavers Eligible for Exit Interview	3	2
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Percentage of interviews conducted	67%	50%
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1. As at 11 December 2010

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
74	6	190	66	336					
*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
2	76.18	92.68	90.13	24.6	18.6	4	3	0	311.19

1. As at 11 September 2010

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
66	4	180	62	312					
*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
2	74.68	86.99	80.81	20.6	17.6	4	3	0	289.68