

# Report

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| Report to:       | <b>Corporate Resources Committee</b>                        |
| Date of Meeting: | <b>15 February 2012</b>                                     |
| Report by:       | <b>Executive Director (Finance and Corporate Resources)</b> |

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| Subject: | <b>Corporate Resources – Workforce Monitoring –<br/>October and November 2011</b> |
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for October and November 2011 relating to Corporate Resources:

## 2. Recommendation(s)

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

(1) that the following employment information for October and November 2011 relating to Corporate Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/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 Corporate Resources provides information on the position for October and November 2011.

## 4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

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

The Resource absence figure for November 2011 was 2.5%, a decrease of 0.2% when compared with last month and is 1.8% lower than the Council-wide figure. Compared with November 2010, the Resource absence figure has decreased by 0.9%.

Based on annual trends and the period November 2011, the annual average figure for the Resource for 2011/2012 equates to 2.4% as against a Council-wide average of 3.7%.

For the Resource, this equates to 5.4 days being lost per employee for the year due to absence compared with the figure for the Council of 8.5 days per employee.

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

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 9 referrals were made this period, a decrease of 10 when compared with the same period last year.

#### **4.3 Accident/Incident Statistics**

There were no accidents/incidents recorded within the Resource this period, this figure remains unchanged when compared with the same period last year.

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

There were 3 disciplinary hearings held within the Resource this period, an increase of 1 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 (Appendix 2)**

There were 2 leavers in the Resource this period, an increase of 2 when compared with the same period last year. Exit interviews were held with both employees.

### **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.

**Paul Manning**

**Executive Director (Finance and Corporate Resources)**

17 January 2012

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

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

### **Previous References**

- ◆ Corporate Resources Committee - 23 November 2011

### **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 - 2009/2010, 2010/2011 & 2011/2012**  
Corporate Resources

| Resource Total (APT&C)         |                |                |                | Council Wide                   |                |                |                |
|--------------------------------|----------------|----------------|----------------|--------------------------------|----------------|----------------|----------------|
|                                | 2009 /<br>2010 | 2010 /<br>2011 | 2011 /<br>2012 |                                | 2009 /<br>2010 | 2010 /<br>2011 | 2011 /<br>2012 |
| April                          | 2.7            | 2.0            | 2.7            | April                          | 3.6            | 3.7            | 3.5            |
| May                            | 3.4            | 2.0            | 2.1            | May                            | 4.0            | 3.9            | 3.4            |
| June                           | 3.5            | 2.0            | 2.1            | June                           | 3.7            | 3.3            | 3.1            |
| July                           | 3.6            | 3.0            | 1.6            | July                           | 2.8            | 2.7            | 2.6            |
| August                         | 3.6            | 2.9            | 1.7            | August                         | 3.2            | 3.2            | 2.9            |
| September                      | 3.5            | 2.1            | 2.3            | September                      | 4.0            | 3.7            | 3.8            |
| October                        | 4.1            | 2.6            | 2.7            | October                        | 4.0            | 3.7            | 3.9            |
| November                       | 4.2            | 3.4            | 2.5            | November                       | 4.8            | 4.2            | 4.3            |
| December                       | 3.7            | 3.2            |                | December                       | 4.2            | 4.2            |                |
| January                        | 3.7            | 2.4            |                | January                        | 4.3            | 4.5            |                |
| February                       | 3.3            | 2.4            |                | February                       | 4.6            | 4.3            |                |
| March                          | 2.3            | 2.7            |                | March                          | 4.5            | 4.3            |                |
| Annual Average                 | 3.5            | 2.6            | 2.4            | Annual Average                 | 4.0            | 3.8            | 3.7            |
| Average Apr-Nov                | 3.6            | 2.5            | 2.2            | Average Apr-Nov                | 3.8            | 3.6            | 3.4            |
| No of Employees at 30 Nov 2011 |                |                | 312            | No of Employees at 30 Nov 2011 |                |                | 14841          |

For Corporate Resources the absence rate for unpaid special leave was 0.6%.  
Average number of days lost per employee annually is 5.4 days.

## CORPORATE RESOURCES

|  | Oct-Nov<br>2010 | Oct-Nov<br>2011 |
|--|-----------------|-----------------|
| <b>MEDICAL EXAMINATIONS</b><br>Number of Employees Attending     | 7               | 4               |
| <b>EMPLOYEE COUNSELLING SERVICE</b><br>Total Number of Referrals | 2               | 0               |
| <b>PHYSIOTHERAPY SERVICE</b><br>Total Number of Referrals        | 9               | 4               |
| <b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>                     | 1               | 1               |
| <b>TOTAL</b>   | 19              | 9               |

| <b>RECORD OF DISCIPLINARY/GRIEVANCE &amp; DIGNITY AT<br/>WORK HEARINGS</b> | Oct-Nov<br>2010 | Oct-Nov<br>2011 |
|--|-----------------|-----------------|
| Total Number of Hearings   | 2               | 3               |

| <b>ANALYSIS OF REASONS FOR LEAVING</b>     | Oct-Nov<br>2010 | Oct-Nov<br>2011 |
|--|-----------------|-----------------|
| Travelling Difficulties                    | 0               | 2               |
| <b>Number of Exit Interviews conducted</b> | 0               | 2               |

|  |   |   |
|--|---|---|
| <b>Total Number of Leavers Eligible for Exit Interview</b> | 0 | 2 |
|--|---|---|

|   |    |      |
|---|----|------|
| <b>Percentage of interviews conducted</b> | 0% | 100% |
|---|----|------|