

Report

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Report to:	Housing and Technical Resources Committee
Date of Meeting:	13 December 2017
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)

Subject:	Housing and Technical Resources – Workforce Monitoring – September and October 2017
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for September to October 2017 relating to Housing and Technical Resources

2. Recommendation(s)

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

(1) that the following employment information for September and October 2017 relating to Housing and Technical Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ staffing watch as at 9 September 2017

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for Housing and Technical Resources provides information on the position for September and October 2017.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of October 2017 for Housing and Technical Resources.

The Resource absence figure for October 2017 was 4.0%, a decrease of 0.4% when compared to last month and is 0.1% lower than the Council-wide figure. Compared to October 2016, the Resource absence figure has decreased by 1.3%.

Based on the absence figures at October 2017 and annual trends, the projected annual average absence for the Resource for 2017/2018 is 4.6%, compared to a Council-wide average figure of 4.2%.

For the financial year 2017/2018, the projected average days lost per employee within the Resource equates to 10.5 days, compared with the overall figure for the Council of 9.0 days per employee.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 97 referrals were made this period a decrease of 33 when compared with the same period last year.

4.3. Accident/Incident Statistics

There were 8 accidents/incidents recorded within the Resource this period, a decrease of 1 when compared to the same period last year.

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

During the period, 4 disciplinary hearings were held within the Resource, an increase of 3 when compared to last year. During this period no appeals were heard by the Appeals Panel. One Grievance hearing was held within the Resource, an increase of 1 when compared to the same period last year. Three Dignity at Work hearings were held within the Resource, an increase of 3 when compared to the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There were 7 leavers in the Resource eligible for an exit interview this period, an increase of 2 when compared with the same period last year. No exit interviews were conducted.

5. Staffing Watch (Appendix 3)

There was a decrease of 11 employees in post from 10 June 2017 to 9 September 2017.

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.

Paul Manning
Executive Director (Finance and Corporate Resources)

13 November 2017

Link(s) to Council Values/Objectives

- ◆ Accountable, effective and efficient
- ◆ Fair and open
- ◆ Self aware and improving
- ◆ Excellent employer
- ◆ People focused
- ◆ Working with and respecting others

Previous References

- ◆ Housing and Technical Resources, 4 October 2017

List of Background Papers

- ◆ Monitoring information provided by Finance and 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 - 2015/2016, 2016/2017 & 2017/2018
Housing & Technical Resources**

APT&C			Manual Workers			Resource Total			Council Wide						
	2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018
April	4.5	4.6	4.3	April	5.0	6.3	4.5	April	4.7	5.1	4.4	April	3.8	4.3	3.9
May	3.6	4.3	4.2	May	4.7	5.0	3.9	May	3.9	4.5	4.1	May	3.9	4.4	4.2
June	3.8	4.3	3.9	June	4.6	5.5	4.4	June	4.0	4.7	4.1	June	3.5	4.1	3.9
July	3.5	4.1	4.3	July	4.1	4.5	4.9	July	3.7	4.2	4.5	July	2.9	3.3	3.0
August	3.7	4.9	4.7	August	4.3	5.7	4.0	August	3.9	5.1	4.4	August	3.3	3.6	3.2
September	3.5	5.1	4.3	September	3.8	4.6	4.5	September	3.6	5.0	4.4	September	3.8	4.1	4.0
October	4.2	5.5	3.8	October	4.1	5.0	4.4	October	4.2	5.3	4.0	October	4.1	4.4	4.1
November	4.4	4.9		November	4.5	6.7		November	4.5	5.5		November	4.7	4.9	
December	4.0	5.0		December	4.9	6.7		December	4.3	5.6		December	4.7	4.9	
January	3.9	5.0		January	4.9	4.3		January	4.2	4.8		January	4.6	4.5	
February	4.2	4.9		February	6.5	4.7		February	4.9	4.8		February	5.0	5.0	
March	4.9	4.7		March	7.3	4.6		March	5.7	4.6		March	5.2	4.7	
Annual Average	4.0	4.8	4.5	Annual Average	4.9	5.3	4.8	Annual Average	4.3	4.9	4.6	Annual Average	4.1	4.4	4.2
Average Apr-Oct	3.8	4.7	4.2	Average Apr-Oct	4.4	5.2	4.4	Average Apr-Oct	4.0	4.8	4.3	Average Apr-Oct	3.6	4.0	3.8

No of Employees at 31 October 2017	917	No of Employees at 31 October 2017	557	No of Employees at 31 October 2017	1474	No of Employees at 31 October 2017	15026
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For the financial year 2017/18, the projected average days lost per employee equates to 10.5 days.

HOUSING AND TECHNICAL RESOURCES

	Sep-Oct 2016	Sep-Oct 2017
MEDICAL EXAMINATIONS		
Number of Employees Attending	21	34
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	15	11
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	68	40
REFERRALS TO EMPLOYEE SUPPORT OFFICER	22	9
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	4	3
TOTAL	130	97

CAUSE OF ACCIDENTS/INCIDENTS	Sep-Oct 2016	Sep-Oct 2017
Over 7 day absences	0	1
Over 3 day absences**	1	1
Minor	4	6
Violent Incident: Physical****	1	0
Violent Incident: Verbal*****	3	0
Total Accidents/Incidents	9	8

*A Specified Injury is any fracture (other than to the fingers, thumbs or toes), amputation, loss of sight, serious burns, crushing injury, scalping, loss of consciousness caused by asphyxiation/ head injury, a chemical or hot metal burn to the eye or penetrating injury as defined by the HSE.

**Over 3 day / over 7day absence is an injury sustained outwith specified injury category that results in a period of absence of absence as defined by the HSE.

***Near Miss - Any unexpected, unplanned occurrence (except Dangerous Occurrences) that does not lead to injury of persons, damage to property, plant or equipment but may have done so in different circumstance.

****Physical violent incidents are included in the "Specified" figures, where applicable, to provide the "Total Specified" figures.

****Physical violent incidents and ***** Verbal Violent Incidents are included in the "Over 3-day or Over 7-day" figures, where applicable, to provide the "Total Over 3-day or Over 7-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 HEARINGS	Sep-Oct 2016	Sep-Oct 2017
Total Number of Hearings	1	4

Time Taken to Convene Hearing Sep-Oct 2017

0-3 Weeks	4-6 Weeks	Over 6 Weeks
2	1	1

RECORD OF GRIEVANCE HEARINGS	Sep-Oct 2016	Sep-Oct 2017
Number of Grievances	0	1
Number Resolved at Stage 2	0	1

RECORD OF DIGNITY AT WORK	Sep-Oct 2016	Sep-Oct 2017
Number of Incidents	0	3
Still in Process	0	3

ANALYSIS OF REASONS FOR LEAVING	Sep-Oct 2016	Sep-Oct 2017
Number of Exit Interviews conducted	0	0

Total Number of Leavers Eligible for Exit Interview	5	7
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Percentage of interviews conducted	0%	0%
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JOINT STAFFING WATCH RETURN
HOUSING & TECHNICAL RESOURCES

APPENDIX 3

1. As at 9 September 2017

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
891	13	306	143	1353					
*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	190.79	689.91	363.3	40	12	2	0	0	1299

1. As at 10 June 2017

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
897	11	311	145	1364					
*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	191.33	694.6	369.26	40	12	2	0	0	1310.19