

Report

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Report to:	Employee Issues Forum
Date of Meeting:	2 March 2010
Report by:	Executive Director (Corporate Resources)

Subject:	Corporate Resources - Workforce Monitoring – October to December 2009
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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 2009 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 the period October to December 2009 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 12 December 2009

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 October to December 2009.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the most recent month of December 2009 for Corporate Resources.

The Resource absence figure for December 2009 was 3.7%, a decrease of 0.5% from last month and is 0.5% lower than the Council-wide figure. Compared with December 2008, the Resource absence figure has decreased by 0.2%.

Based on annual trends and the period December 2009, the annual average figure for the Resource equates to 3.5% as against a Council-wide average of 4%.

For the Resource this equates to 8.9 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 29 referrals were made this period, an increase of 11 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 5 disciplinary hearings held within the Resource this period, an increase of 4 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, this figure remains unchanged when compared with the same period last year.

5 Staffing Watch

- 5.1 There has been an increase of 7 employees in post from 12 September 2009 to 12 December 2009.

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)

11 February 2010

Link(s) to Connect Priorities

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

Previous References

- ◆ 16 September 2008

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 - 2007/2008, 2008/2009 & 2009/2010
Corporate Resources

Resource Total (APT&C)			Council Wide				
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010
April	1.2	1.5	2.7	April	3.6	4.3	3.6
May	1.6	1.8	3.4	May	3.9	4.0	4.0
June	2.4	2.8	3.5	June	3.8	3.8	3.7
July	2.2	2.2	3.6	July	3.2	2.9	2.8
August	1.5	2.1	3.6	August	3.4	3.0	3.2
September	2.3	1.5	3.5	September	4.0	3.8	4.0
October	2.5	1.6	4.1	October	4.1	3.8	4.0
November	2.9	2.8	4.2	November	4.5	4.6	4.8
December	2.1	3.9	3.7	December	4.3	4.8	4.2
January	2.4	3.8		January	4.7	4.4	
February	2.1	2.5		February	4.7	4.5	
March	2.7	3.6		March	4.6	4.4	
Annual Average	2.2	2.5	3.5	Annual Average	4.1	4.0	4.0
Average Apr-Dec	2.1	2.2	3.6	Average Apr-Dec	3.9	3.9	3.8
No of Employees at 31 Dec 2009			316	No of Employees at 31 Dec 2009			15783

For Corporate Resources the absence rate for unpaid special leave was nil.
Average number of days lost per employee annually is 8.9 days.

CORPORATE RESOURCES

	Oct-Dec 2008	Oct-Dec 2009
MEDICAL EXAMINATIONS Number of Employees Attending	2	13
EMPLOYEE COUNSELLING SERVICE Total Number of Referrals	7	6
PHYSIOTHERAPY SERVICE Total Number of Referrals	6	9
REFERRALS TO EMPLOYEE SUPPORT OFFICER	3	1
TOTAL	18	29
RECORD OF DISCIPLINARY/GRIEVANCE & DIGNITY AT WORK HEARINGS	Oct-Dec 2008	Oct-Dec 2009
Total Number of Hearings	1	5
ANALYSIS OF REASONS FOR LEAVING	Oct-Dec 2008	Oct-Dec 2009
Career Advancement	2	2
Number of Exit Interviews conducted	2	2
Total Number of Leavers Eligible for Exit Interview	2	2
Percentage of interviews conducted	100%	100%

1. As at 12 December 2009

Total Number of Employees					
MALE		FEMALE		TOTAL	
F/T	P/T	F/T	P/T		
53	1	196	64	314	
*Full - Time Equivalent No of Employees					
Salary Bands					
A1	A2	B	C	Other	TOTAL
16	13.6	74.5	163.7	*	267.8

1. As at 12 September 2009

Total Number of Employees					
MALE		FEMALE		TOTAL	
F/T	P/T	F/T	P/T		
64	6	181	56	307	
*Full - Time Equivalent No of Employees					
Salary Bands					
A1	A2	B	C	Other	TOTAL
16	12.6	95.6	159.7	*	283.9

A1	Salaries at or above SCP116 - £58,780
A2	Salaries in the range SCP91-114 - £40,513 - £57,046
B	Salaries in the range SCP59-90 - £25,184 - £39,911
C	Salaries in the range 1-57 - £10,603 - £24,417
Others	Manual and Craft

* Teachers not included in salary band analysis
as not APT&C