

Report

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Report to:	Employee Issues Forum
Date of Meeting:	24 August 2010
Report by:	Executive Director (Corporate Resources) and Executive Director (Housing and Technical Resources)

Subject:	Housing and Technical Resources - Workforce Monitoring – April to June 2010
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1 Purpose of Report

1.1 The purpose of the report is to:-

- ◆ provide employment information for the period April to June 2010 relating to Housing and Technical 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 April to June 2010 relating to Housing and Technical 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 the Employee Issues Forum. This report for Housing and Technical Resources provides information on the position for the period April to 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 Housing and Technical Resources.

The Resource absence figure for June 2010 was 3.8%, a decrease of 0.2% when compared with last month and is 0.5% higher than the Council-wide figure. Compared to June 2009, the Resource absence figure has increased by 0.3%.

Based on the annual trends and the period June 2010, the annual average absence figure for the Resource for 2010/2011 equates to 4% as against a Council-wide average of 3.9%.

For the Resource this equates to 9.2 days being lost per employee for the year, due to absence, compared with the overall 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 185 referrals were made this period, an increase of 16 when compared to the same period last year.

4.3 Accident/Incident Statistics (Appendix 2)

There were 23 accidents/incidents recorded within the Resource this period, an increase of 1 when compared to the same period last year.

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

There were 13 disciplinary hearings held, a decrease of 11 when compared with the same period last year. There were 3 grievance hearings held during the period a decrease of 1 when compared to the same period last year. There were no dignity at work cases heard within the Resource this period.

4.5 Analysis of Leavers (Appendix 2)

There were 12 leavers in the Resource this period, an increase of 2 when compared with the same period last year. Exit interviews were held with 9 of those 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.

Robert McIlwain
Executive Director (Corporate Resources)

Lindsay Freeland
Executive Director (Housing and Technical Resources)

20 July 2010

Link(s) to Connect Priorities

- ◆ Efficient and effective use of resources
- ◆ Performance management and improvement

Previous References

Employee Issues Forum 30 June 2009

List of Background Papers

- ◆ monitoring information provided by Housing and Technical 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
Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011				
April	4.3	3.4	3.2	April	6.7	3.7	4.4	April	5.0	3.5	3.6	April	4.3	3.6	3.7				
May	4.4	3.5	3.6	May	5.8	4.5	5.0	May	4.8	3.8	4.0	May	4.0	4.0	3.9				
June	4.5	3.0	3.1	June	7.1	4.9	5.4	June	5.2	3.5	3.8	June	3.8	3.7	3.3				
July	4.5	3.2		July	7.3	5.4		July	5.3	3.8		July	2.9	2.8					
August	4.0	3.5		August	6.6	5.4		August	4.8	4.0		August	3.0	3.2					
September	4.3	3.7		September	5.9	5.0		September	4.7	4.1		September	3.8	4.0					
October	4.7	3.2		October	5.1	4.4		October	4.8	3.5		October	3.8	4.0					
November	4.7	3.5		November	5.7	6.2		November	5.0	4.3		November	4.6	4.8					
December	4.9	3.1		December	4.7	4.1		December	4.8	3.4		December	4.8	4.2					
January	4.2	3.4		January	4.1	3.8		January	4.2	3.5		January	4.4	4.3					
February	4.1	4.4		February	4.5	5.7		February	4.2	4.8		February	4.5	4.6					
March	3.5	4.4		March	3.7	5.3		March	3.6	4.6		March	4.4	4.5					
Annual Average	4.3	3.5	3.5	Annual Average	5.6	4.9	5.0	Annual Average	4.7	3.9	4.0	Annual Average	4.0	4.0	3.9				
Average Apr-Jun	4.4	3.3	3.3	Average Apr-Jun	6.5	4.4	4.9	Average Apr-Jun	5.0	3.6	3.8	Average Apr-Jun	4.0	3.8	3.6				
No of Employees at 30 June 2010				1538	No of Employees at 30 June 2010				552	No of Employees at 30 June 2010				2090	No of Employees at 30 June 2010				16002

For Housing & Technical Resources the rate of unpaid special leave was nil.
Average number of days lost per employee annually is 9.2 days.

HOUSING & TECHNICAL RESOURCES

	Apr-Jun 2009	Apr-Jun 2010
MEDICAL EXAMINATIONS		
Number of Employees Attending	56	50
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	22	26
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	68	79
REFERRALS TO EMPLOYEE SUPPORT OFFICER		
	23	30
TOTAL	169	185

CAUSE OF ACCIDENTS/INCIDENTS	Apr-Jun 2009	Apr-Jun 2010
Major Injuries*	0	0
Over 3 day absences**	6	4
Minor	16	19
Total Accidents/Incidents	22	23
Near Miss	0	0
Violent Incident: Physical****	5	1
Violent Incident: Verbal*****	3	6

* 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 "Total Over 3-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	Apr-Jun 2009	Apr-Jun 2010
Total Number of Hearings	24	13

RECORD OF GRIEVANCE HEARINGS	Apr-Jun 2009	Apr-Jun 2010
Number of Grievances	4	3

RECORD OF DIGNITY AT WORK	Apr-Jun 2009	Apr-Jun 2010
Number of Incidents	2	0

ANALYSIS OF REASONS FOR LEAVING	Apr-Jun 2009	Apr-Jun 2010
Career Advancement	3	9
Number of Exit Interviews conducted	3	9

Total Number of Leavers Eligible for Exit Interview	10	12
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Percentage of interviews conducted	30%	75%
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