

Report

3

| | |
|------------------|--|
| Report to: | Employee Issues Forum |
| Date of Meeting: | 15 December 2009 |
| Report by: | Executive Director (Corporate Resources) Executive Director (Social Work Resources) |

| | |
|----------|--|
| Subject: | Social Work Resources - Workforce Monitoring - July to September 2009 |
|----------|--|

1 Purpose of Report

1.1 The purpose of the report is to:-

- ◆ provide employment information for the period July to September 2009, relating to Social Work 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 July to September 2009, relating to Social Work Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accidents/incidents
- ◆ discipline, grievance and Dignity at Work
- ◆ analysis of leavers
- ◆ Staffing Watch as at 12 September 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 Social Work Resources provides information on the position for the period July to September 2009.

4 Monitoring Statistics

4.1 Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the most recent month of September 2009 for Social Work Resources.

The Resource absence figure for September 2009 was 4.1%, an increase of 0.1% when compared with last month and is 0.1% higher than the Council-wide figure. Compared to September 2008, the Resource absence figure has decreased by 0.3%.

Based on annual trends and the period September 2009, the annual average figure for the Resource equates to 4%, this figure is comparable with the Council-wide average.

For the Resource this equates to 8.4 days being lost per employee for the year, due to absence, compared with the overall figure for the Council of 8.8%.

Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 266 referrals were made this period, an increase of 1 when compared to the same period last year.

4.2 Accident/Incident Statistics

There were 31 accidents/incidents recorded within the Resource this period, this represents a decrease of 4 when compared to the same period last year.

4.3 Discipline/Grievance and Dignity at Work

There were 15 disciplinary hearings, grievance and Dignity at Work cases held within the Resource this period, an increase of 2 when compared with the same period last year. These figures have been merged to ensure anonymity.

4.4 Analysis of Leavers

There were 18 leavers in the Resource this period, a decrease of 14 from the same period last year.

5 Staffing Watch

5.1 There has been an increase of 47 employees in post from 13 June 2009 to 12 September 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)

Harry Stevenson
Executive Director (Social Work Resources)

11 November 2009

Link(s) to Council Objectives

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

Previous References

- ◆ 22 April 2008

List of Background Papers

- ◆ monitoring information provided by Social Work Resources.

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Eileen McPake - Personnel Officer

Ext: 4534 (Tel: 01698 454534)

E-mail: Eileen.mcpake@southlanarkshire.gov.uk

**ABSENCE TRENDS - 2007/2008, 2008/2009 & 2009/2010
Social Work Resources**

| APT&C | | | | Manual Workers | | | | Resource Total | | | | Council Wide | | | |
|-----------------|-------------|-------------|-------------|-----------------|-------------|-------------|-------------|-----------------|-------------|-------------|-------------|-----------------|-------------|-------------|-------------|
| | 2007 / 2008 | 2008 / 2009 | 2009 / 2010 | | 2007 / 2008 | 2008 / 2009 | 2009 / 2010 | | 2007 / 2008 | 2008 / 2009 | 2009 / 2010 | | 2007 / 2008 | 2008 / 2009 | 2009 / 2010 |
| April | 3.8 | 4.8 | 3.8 | April | 5.7 | 5.3 | 4.0 | April | 4.4 | 4.9 | 3.8 | April | 3.6 | 4.3 | 3.6 |
| May | 3.9 | 4.3 | 3.1 | May | 5.2 | 4.0 | 4.0 | May | 4.3 | 4.2 | 3.4 | May | 3.9 | 4.0 | 4.0 |
| June | 3.9 | 4.0 | 3.2 | June | 5.4 | 3.9 | 4.0 | June | 4.4 | 4.0 | 3.4 | June | 3.8 | 3.8 | 3.7 |
| July | 4.3 | 3.5 | 3.4 | July | 5.7 | 4.4 | 3.8 | July | 4.7 | 3.7 | 3.5 | July | 3.2 | 2.9 | 2.8 |
| August | 4.4 | 3.4 | 3.7 | August | 6.7 | 4.5 | 4.6 | August | 5.0 | 3.7 | 4.0 | August | 3.4 | 3.0 | 3.2 |
| September | 4.2 | 4.2 | 4.0 | September | 6.7 | 4.9 | 4.4 | September | 5.0 | 4.4 | 4.1 | September | 4.0 | 3.8 | 4.0 |
| October | 4.2 | 4.0 | | October | 6.6 | 5.1 | | October | 4.9 | 4.4 | | October | 4.1 | 3.8 | |
| November | 4.1 | 4.0 | | November | 5.9 | 4.9 | | November | 4.6 | 4.3 | | November | 4.5 | 4.6 | |
| December | 4.2 | 4.0 | | December | 6.5 | 5.3 | | December | 4.9 | 4.4 | | December | 4.3 | 4.8 | |
| January | 5.0 | 3.8 | | January | 6.9 | 5.0 | | January | 5.6 | 4.2 | | January | 4.7 | 4.4 | |
| February | 4.8 | 3.6 | | February | 5.8 | 5.8 | | February | 5.1 | 4.2 | | February | 4.7 | 4.5 | |
| March | 4.9 | 4.1 | | March | 5.5 | 5.0 | | March | 5.1 | 4.3 | | March | 4.6 | 4.4 | |
| Annual Average | 4.3 | 4.0 | 3.7 | Annual Average | 6.1 | 4.8 | 4.7 | Annual Average | 4.8 | 4.2 | 4.0 | Annual Average | 4.1 | 4.0 | 4.0 |
| Average Apr-Sep | 4.0 | 4.2 | 3.5 | Average Apr-Sep | 5.5 | 4.4 | 4.1 | Average Apr-Sep | 4.5 | 4.2 | 3.7 | Average Apr-Sep | 3.6 | 3.8 | 3.6 |

| | | | | | | | |
|--------------------------------|------|--------------------------------|-----|--------------------------------|------|--------------------------------|-------|
| No of Employees at 30 Sep 2009 | 2022 | No of Employees at 30 Sep 2009 | 992 | No of Employees at 30 Sep 2009 | 3014 | No of Employees at 30 Sep 2009 | 15914 |
|--------------------------------|------|--------------------------------|-----|--------------------------------|------|--------------------------------|-------|

For Social Work Resources the absence rate for unpaid special was so small it was negligible.
Average number of days lost per employee annually is 8.4 days.

SOCIAL WORK RESOURCES

| | July-Sept 2008 | July-Sept 2009 |
|--|-------------------|-------------------|
| MEDICAL EXAMINATIONS | | |
| Number of Employees Attending | 84 | 67 |
| EMPLOYEE COUNSELLING SERVICE | | |
| Total Number of Referrals | 40 | 31 |
| PHYSIOTHERAPY SERVICE | | |
| Total Number of Referrals | 97 | 138 |
| REFERRALS TO EMPLOYEE SUPPORT OFFICER | 44 | 30 |
| TOTAL | 265 | 266 |

| CAUSE OF ACCIDENTS/INCIDENTS | July-Sept 2008 | July-Sept 2009 |
|----------------------------------|-------------------|-------------------|
| Major Injuries* | 0 | 1 |
| Over 3 day absences** | 0 | 1 |
| Minor | 35 | 29 |
| Total Accidents/Incidents | 35 | 31 |
| Near Miss | 0 | 0 |
| Violent Incident: Physical**** | 21 | 13 |
| Violent Incident: Verbal***** | 11 | 16 |

* 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 as weekends, rests days or holidays, not counting the day of the injury itself.

*** 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.
included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.

| RECORD OF DISCIPLINARY/GRIEVANCE HEARINGS/DIGNITY AT WORK | July-Sept 2008 | July-Sept 2009 |
|---|-------------------|-------------------|
| Total Number of Hearings | 13 | 15 |

| ANALYSIS OF REASONS FOR LEAVING | July-Sept 2008 | July-Sept 2009 |
|--|-------------------|-------------------|
| Career Advancement | 10 | 6 |
| Child Caring / Caring Responsibilities | 2 | 0 |
| Dissatisfaction with terms and Conditions | 1 | 0 |
| Moving Outwith Area | 0 | 3 |
| Travelling Difficulties | 0 | 1 |
| Personal Reasons | 6 | 1 |
| Poor Relationship with Manager/Colleague | 1 | 0 |
| Further Education | 5 | 2 |
| Other | 0 | 0 |
| Number of Exit Interviews conducted | 25 | 13 |

| | | |
|--|-----------|-----------|
| Total Number of Leavers Eligible for Exit Interview | 32 | 18 |
|--|-----------|-----------|

| | | |
|---|------------|------------|
| Percentage of interviews conducted | 78% | 72% |
|---|------------|------------|

1. As at 12 September 2009

| Total Number of Employees | | | | | |
|---|------|--------|---------|-------|---------|
| MALE | | FEMALE | | TOTAL | |
| F/T | P/T | F/T | P/T | | |
| 310 | 131 | 1016 | 1504 | 2961 | |
| *Full - Time Equivalent No of Employees | | | | | |
| Salary Bands | | | | | |
| A1 | A2 | B | C | Other | TOTAL |
| 5 | 31.5 | 585.42 | 1892.43 | * | 2514.35 |

1. As at 13 June 2009

| Total Number of Employees | | | | | |
|---|-----|--------|---------|-------|---------|
| MALE | | FEMALE | | TOTAL | |
| F/T | P/T | F/T | P/T | | |
| 307 | 125 | 1000 | 1482 | 2914 | |
| *Full - Time Equivalent No of Employees | | | | | |
| Salary Bands | | | | | |
| A1 | A2 | B | C | Other | TOTAL |
| 5 | 30 | 581.59 | 1852.09 | * | 2468.68 |

| | |
|--------|---|
| 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