



Council Offices, Almada Street
Hamilton, ML3 0AA

Wednesday, 04 April 2018

Dear Councillor

Public Committee

The Members listed below are requested to attend a meeting of the above Committee to be held as follows:-

Date: Wednesday, 25 April 2018

Time: 10:00

Venue: Committee Room 1, Council Offices, Almada Street, Hamilton, ML3 0AA

The business to be considered at the meeting is listed overleaf.

Members are reminded to bring their fully charged tablets to the meeting

Yours sincerely

Lindsay Freeland
Chief Executive

Members

Allan Falconer (Chair), Test Samson (Depute Chair), Test Cunningham, Test McIlquham

Appointees

Test Smith

Substitutes

Test Skillen

BUSINESS

- 1 **Declaration of Interests**
- 2 **Minutes of Previous Meeting** 5 - 12
Minutes from the last meeting.

Monitoring Item(s)

- 3 **Public Agenda Item** 13 - 16
Report dated 10 January 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Item(s) for Decision

- 4 **Audit Scotland Report - Equal Pay in Scottish Councils** 17 - 20
Report dated 10 January 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 5 **Council-wide Workforce Monitoring - October to November 2017** 21 - 42
Report dated 10 January 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Item(s) for Noting

- 6 **Capital Budget Monitoring 2017-2018 - Finance and Corporate Resources** 43 - 46
Report dated 10 January 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Urgent Business

- 7 **Urgent Business**
Any other items of business which the Chair decides are urgent.

Exclusion of Press and Public

- 8 **Exclusion of Press and Public**
It is recommended that the Committee makes the following resolution:-

"That, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, the press and public be excluded from the meeting for the following item(s) of business on the grounds that it is likely that there will be disclosure of exempt information in terms of Paragraphs 6 and 14 of Part I of Schedule 7A of the Act."

Item(s) for Noting

- 9 **Procurement Performance Report 2016-17**
 - Exempt information in terms of Paragraph 1 of Part I of Schedule 7A of the Act

10 Procurement Strategy - Action Plan Update

- Exempt information in terms of Paragraph 1 of Part I of Schedule 7A of the Act

For further information, please contact:-

Clerk Name: Jane Aitchison

Clerk Telephone: 01698 452179

Clerk Email: jane.aitchison@southlanarkshire.gov.uk

FINANCE AND CORPORATE RESOURCES COMMITTEE

2

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 15 November 2017

Chair:

Councillor Gladys Miller

Councillors Present:

Alex Allison, John Bradley (*substitute for Councillor Horne*), Walter Brogan, Robert Brown, Graeme Campbell, Peter Craig, Maureen Devlin, Mary Donnelly (*substitute for Councillor Anderson*), Isobel Dorman, Joe Fagan, Geri Gray, Eileen Logan, Monique McAdams, Ian McAllan, Catherine McClymont, Jim McGuigan, Lynne Nailon (*substitute for Councillor McGeever*), Graham Scott, Collette Stevenson (Depute), Jim Wardhaugh, Jared Wark

Councillors' Apologies:

John Anderson, Janine Calikes, Eric Holford, Graeme Horne (Depute), Hugh Macdonald, Mark McGeever, John Ross (ex officio)

Attending:

Finance and Corporate Resources

P Manning, Executive Director; S Abbott, Administration Assistant; T Little, Head of Communications and Strategy; G McCann, Head of Administration and Legal Services; S McLeod, Administration Officer; K McVeigh, Head of Personnel Services; P Murphy, Head of Finance (Transactions); J Taylor, Head of Finance (Strategy); B Teaz, Head of Information Technology Services

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Finance and Corporate Resources Committee held on 6 September 2017 were submitted for approval as a correct record.

The Committee decided: that the minutes be approved as a correct record.

3 Minutes of Appeals Panel

The minutes of the meetings of the Appeals Panel held on 12 and 25 October 2017 were submitted for approval as a correct record.

The Committee decided: that the minutes be approved as a correct record.

4 Minutes of Grievance and Disputes Panel

The minutes of the meetings of the Grievance and Disputes Panel held on 31 August and 7 September 2017 were submitted for approval as a correct record.

The Committee decided: that the minutes be approved as a correct record.

5 Revenue Budget Monitoring 2017/2018 - Finance and Corporate Resources

A report dated 26 September 2017 by the Executive Director (Finance and Corporate Resources) was submitted comparing actual expenditure for the period 1 April to 15 September 2017 against budgeted expenditure for 2017/2018 for Finance and Corporate Resources.

The Committee decided:

- (1) that the breakeven position on the Finance and Corporate Resources' revenue budget, as detailed in Appendix A to the report, be noted;
- (2) that the forecast to 31 March 2018 of a breakeven position be noted; and
- (3) that the budget virements, as detailed in the appendices to the report, be approved.

[Reference: Minutes of 6 September 2017 (Paragraph 4)]

6 Capital Budget Monitoring 2017/2018 - Finance and Corporate Resources

A report dated 11 October 2017 by the Executive Director (Finance and Corporate Resources) was submitted advising of progress on Finance and Corporate Resources' capital programme for 2017/2018 and summarising the expenditure position at 15 September 2017.

The Committee decided: that the Finance and Corporate Resources' capital programme of £1.933 million, and expenditure to date of £0.458 million, be noted.

[Reference: Minutes of 6 September 2017 (Paragraph 5)]

7 Finance and Corporate Resources - Workforce Monitoring - July to September 2017

A report dated 11 October 2017 by the Executive Director (Finance and Corporate Resources) was submitted on the following employee information for Finance and Corporate Resources for the period July to September 2017:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews

The Committee decided: that the report be noted.

[Reference: Minutes of 6 September 2017 (Paragraph 6)]

8 Council-wide Workforce Monitoring - July to September 2017

A report dated 11 October 2017 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period July to September 2017:-

- ◆ attendance statistics
- ◆ occupational health statistics

- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances, Dignity at Work cases and mediation referrals
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring

The Committee decided: that the report be noted.

[Reference: Minutes of 6 September 2017 (Paragraph 7)]

9 Treasury Management Activity - Second Quarter Review

A report dated 17 October 2017 by the Executive Director (Finance and Corporate Resources) was submitted on the second quarter review of Treasury Management activity for 2017/2018.

Details were given on:-

- | | |
|--|----------------------------------|
| ◆ market performance | ◆ management of risk |
| ◆ debt management and borrowing strategy | ◆ next quarter investment plans |
| ◆ investment activity | ◆ treasury management indicators |

The Committee decided: that the report be noted.

[Reference: Minutes of 6 September 2017 (Paragraph 8)]

10 Finance and Corporate Resources' Resource Plan - Quarter 2 Progress Report 2017/2018

A report dated 16 October 2017 by the Executive Director (Finance and Corporate Resources) was submitted on the draft Finance and Corporate Resources' Resource Plan for 2017/2018. Details were provided on progress made at the end of quarter 2, covering the period from 1 April to 30 September 2017, in implementing the priority projects identified in the draft Resource Plan.

The Committee decided: that the report be noted.

[Reference: Minutes of the Executive Committee of 8 November 2017 (Paragraph 16)]

11 Revenue Collection and Approval for Write-Offs

A report dated 16 October 2017 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ◆ collection performance for 2017/2018 on revenues income which comprised Council Tax, non-domestic rates, sundry debts and arrears
- ◆ performance against the Business Rates Incentivisation Scheme (BRIS) target
- ◆ the write-off of irrecoverable Council Tax, non-domestic rates, Hamilton and Carluke Town Centre Improvement District (BID) levies, sundry debt, former tenant rent arrears, factoring arrears and housing benefit overpayments

The BRIS was intended to incentivise growth of the local business tax base with a view to increasing non-domestic rates income yields. The Scottish Government set annual targets for growth (buoyancy) and councils that met their target would retain 50% of the additional income generated. The annual buoyancy target for South Lanarkshire Council for 2017/2018 had been set at 1.7% and the Council's performance against the target for the second quarter to the end of September 2017 was +0.03%. This meant that the Council's tax base required to achieve growth of 1.67% by 31 March 2018 to secure additional funding under the Scheme.

It was proposed that the following debts be written off:-

- ◆ irrecoverable Council Tax accounts from 1993/1994 to 2017/2018 to the value of £629,547.03 relating primarily to prescribed debt, sequestrations and estates of the deceased
- ◆ non-domestic rates from 2015/2016 to 2017/2018 totalling £2,541,310.39 relating to debtors who were in liquidation, had ceased trading or had been sequestrated
- ◆ non-domestic rates over 3 years old from 2014/2015 totalling £2,041,616.88
- ◆ BID levies totalling £17,451.74
- ◆ sundry debts to a value of £538,683.57
- ◆ former tenant rent arrears totalling £187,647.57, factoring arrears totalling £17,809 and housing benefit overpayments totalling £112,716.80

The Committee decided:

- (1) that the Council's performance in the collection of revenues be noted;
- (2) that the Council's performance against the Business Rates Incentivisation Scheme target be noted; and
- (3) that the write-off of the following irrecoverable debts be approved:-
 - ◆ Council Tax debt from 1993/1994 to 2017/2018 to the value of £629,547.03
 - ◆ non-domestic rates from 2015/2016 to 2017/2018 totalling £2,541,310.39
 - ◆ non-domestic rates over 3 years old from 2014/2015 totalling £2,041,616.88
 - ◆ Hamilton and Carluke Town Centre Business Improvement District levies totalling £17,451.74
 - ◆ sundry debts to a value of £538,683.57
 - ◆ house rent totalling £187,647.57
 - ◆ factoring arrears totalling £17,809
 - ◆ housing benefit overpayments totalling £112,716.80

[Reference: Minutes of 6 September 2017 (Paragraph 10)]

12 Mobile Men's Shed Project

A report dated 3 November 2017 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ◆ the mobile Men's Shed project
- ◆ a proposal to add a post of 0.5 Full Time Equivalent (FTE) Mobile Men's Shed Project Worker to the establishment for a fixed term of 3 years

The Men's Shed programme had started in Australia and had been very successful in engaging older men in sharing and learning new skills and enabling them to meet new friends. Seniors Together had helped to support older men in South Lanarkshire to develop static Men's Sheds. Feedback from those involved had identified that a mobile Men's Shed, with the support of a development worker, would help to engage older men in activities within areas where no Men's Sheds had been established.

Seniors Together had recently been awarded funding by the Big Lottery Fund, amounting to £117,000 over a 3 year period, which would cover the cost of setting up a mobile Men's Shed and recruiting a part-time development worker. It was proposed that a former mobile library be converted to a Men's Shed and located for approximately 8 weeks at a time in the grounds of leisure and community facilities within South Lanarkshire to enable men who attended to also engage in other programmes which were available at the facilities.

It was hoped that, with the support of the development worker, a minimum of 2 Men's Sheds would be established during the 3 year period of the project. The men that participated in Men's Sheds' activities would form the South Lanarkshire Men's Shed Network which would provide support and assistance to help ensure the long-term sustainability of existing Sheds as well as helping to support the continued growth of new Men's Sheds within the Council area.

In order to support the project, it was proposed to add a fixed term post of 0.5 FTE Mobile Men's Shed Project Worker on Grade 3, Level 2, SCP 55-65 (£13,322 to £15,456) to the Finance and Corporate Resources' establishment for a fixed term of 3 years.

The Committee decided:

- (1) that the report be noted; and
- (2) that a post of 0.5 Full Time Equivalent (FTE) Mobile Men's Shed Project Worker, as detailed in the report, be added to the Finance and Corporate Resources' establishment for a fixed term of 3 years.

[Reference: Minutes of the Equal Opportunities Forum of 20 September 2017 (Paragraph 5)]

13 2016/2017 Year End Insured Risks Report

A report dated 16 October 2017 by the Executive Director (Finance and Corporate Resources) was submitted on insurance claims made against the Council during 2016/2017.

The Council had in place insurance policies for employer's and public liability as well as motor and property insurance. Those constituted the main classes of insurance. Insurance was also in place for other miscellaneous risks.

A full review of the Council's insurance programme had been undertaken prior to the renewal of insurance policies on 1 April 2017. The aim of the review had been to ensure the optimum balance between self-insurance and purchased insurance cover and to reduce the total cost of loss to the Council. As a result of the review, the main change to the insurance programme had been that the level of purchased insurance cover had been reduced and the level of self-insured risk had increased. The changes to the programme had been based on a calculated risk which had taken account of historic claims and had demonstrated that the changes were likely to generate savings in the Council's overall cost of risk.

The number and value of claims by Resource in 2016/2017 and a comparison of the number of claims and costs of incidents reported from 2012/2013 to 2015/2016 were detailed in Appendix 1 to the report. Appendix 2 compared the claim numbers and costs for incidents reported in 2015/2016 to incidents reported in 2016/2017. The overall number of claims received to date for incidents occurring during 2016/2017 was 1,001, a decrease of 256 claims on the numbers reported for 2015/2016. The total estimated cost of claims had decreased from £2.374 million for 2015/2016 to £1.662 million for 2016/2017.

A review of all claims that had been reported to the Council during the period from 1 April 2014 to 31 December 2016 had been undertaken by the Council's Risk Management section. The review had identified claim trends and had highlighted new emerging areas of risk.

Details of insurance hotspots were provided in the report and 43 actions to mitigate hotspot areas had been agreed with Resource Risk Sponsors.

There were currently 13 asbestos related disease claims ongoing in respect of employees who had been employed by one of the Council's predecessor authorities and 3 new employers' liability claims had been intimated during 2016/2017 in respect of asbestos exposure. Where insurers were known, the claims had been passed onto them to handle.

The Committee decided:

- (1) that the insured risks report for year ended 31 March 2017 and positive claims trends be noted;
- (2) that the outcome of the review of the Council's insurance programme be noted; and
- (3) that the actions agreed to mitigate risks and the outcome of the insurance hotspots review be noted.

[Reference: Minutes of 23 November 2016 (Paragraph 14)]

14 2017 Information and Communication Technology (ICT) Asset Management Plan

A report dated 24 October 2017 by the Executive Director (Finance and Corporate Resources) was submitted on the outcomes from the 2017 Information and Communication Technology (ICT) Asset Management Plan.

The Asset Management Plan outlined the priorities and strategies required to develop and support the ICT asset estate which supported the business objectives of the Council whilst ensuring business continuity. The Plan highlighted the 4 corporate themes for ICT priorities and also highlighted the key support work planned for the year ahead to ensure that the Council's ICT assets were fit for purpose.

Details of the key support work were provided in the report and key facts from the Asset Management Plan were provided in Appendix 1 to the report.

The Committee decided: that the 2017 update to the Information and Communication Technology Asset Management Plan be noted.

[Reference: Minutes of the Executive Committee of 7 September 2016 (Paragraph 10)]

15 Early Retirement, Voluntary Severance and Switch 2

A report dated 16 October 2017 by the Executive Director (Finance and Corporate Resources) was submitted on early retirements, voluntary severances, re-employment of early retirees and the Switch 2 programme for the period 1 April to 30 September 2017.

The Committee decided: that the report be noted.

[Reference: Minutes of 6 September 2017 (Paragraph 23)]

16 Urgent Business

There were no items of urgent business.

APPEALS PANEL

3

Minutes of meeting held in Committee Room 3, Council Offices, Almada Street, Hamilton on 18 January 2018

Chair:

Councillor Gladys Miller

Councillors Present:

Poppy Corbett, Jim McGuigan

Attending:

Finance and Corporate Resources

S McLeod, Administration Officer; E Maxwell, Personnel Adviser

1 Declaration of Interests

No interests were declared.

2 Urgent Business

There were no items of urgent business.

3 Exclusion of Press and Public

The Panel decided:

that, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, the press and public be excluded from the meeting for the next item of business on the grounds that it was likely that there would be disclosure of exempt information in terms of Paragraph 1 of Part I of Schedule 7A of the Act.

4 Appeal Against Dismissal

The Administration Officer referred to appeal (Ref 8/17) and advised the Panel that the appellant had requested a postponement due to the unavailability of his representatives. The appellant had also advised that he would arrange to have his statements and appeal notes submitted.

The Panel decided:

that the appellant be contacted to advise that his submissions and details of his representatives required to be received no later than 12 noon on Friday 26 January 2018, failing which, it would be assumed that his appeal had been withdrawn.

APPEALS PANEL

3

Minutes of meeting held in Committee Room 3, Council Offices, Almada Street, Hamilton on 23 January 2018

Chair:

Councillor Collette Stevenson

Councillors Present:

Mary Donnelly, Eric Holford

Attending:

Finance and Corporate Resources

S McLeod, Administration Officer; E Maxwell, Personnel Adviser

1 Declaration of Interests

No interests were declared.

2 Urgent Business

There were no items of urgent business.

3 Exclusion of Press and Public

The Panel decided:

that, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, the press and public be excluded from the meeting for the next item of business on the grounds that it was likely that there would be disclosure of exempt information in terms of Paragraph 1 of Part I of Schedule 7A of the Act.

4 Appeal Against Dismissal

The Panel considered an appeal (Ref 9/17) by an employee against his dismissal.

The appellant was present and represented by S Smellie of UNISON. The Council was represented by a Personnel Adviser.

S Smellie requested that an additional submission be considered. The Personnel Adviser outlined her objections to the additional submission being considered.

Both sides withdrew. Following discussion, the Panel agreed that the additional submission would be considered. Both sides re-entered the meeting and were advised of the position.

The Council called a witness and the appellant's representative called the appellant. All parties were heard in relation to the appeal and then withdrew from the meeting.

The Panel decided:

that the grounds of the appeal had been substantiated in part and the appeal be upheld to the extent that:-

- ◆ the appellant be demoted to the post of Social Worker with effect from 24 January 2018
- ◆ a period of unpaid absence be applied from the date of dismissal until 23 January 2018
- ◆ the appellant be issued with a final written warning
- ◆ the appellant undertake appropriate training

Councillor Donnelly, as the mover of an amendment which failed to find a seconder, asked that her dissent be recorded

Report

4

Report to: **Finance and Corporate Resources Committee**
 Date of Meeting: **7 February 2018**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Audit Scotland Report - Equal Pay in Scottish Councils**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide an overview of the Audit Scotland report on Equal Pay in Scottish Councils and the current position for South Lanarkshire Council

2. Recommendation(s)

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

- (1) that the content of the Audit Scotland report on Equal Pay in Scottish Councils be noted;
- (2) that the Council's position in relation to equal pay be noted; and
- (3) that the report be forwarded to the Risk and Audit Scrutiny Forum for discussion.

3. Background

3.1. The Audit Scotland work was carried out during 2016/2017 and reported in September 2017. The report, attached at Appendix 1, examines equal pay in local government, focusing on five themes:-

- ◆ how councils implemented the Single Status Agreement (SSA)
- ◆ how much councils have spent settling equal pay claims
- ◆ how councils demonstrate that they are dealing effectively with equal pay claims and minimising future risks
- ◆ how effective the governance and oversight arrangements of the SSA are
- ◆ what lessons can be learned for the future

The audit provides an overview around how the SSA has been implemented but it does not look at individual councils' job evaluation schemes, or consider employee terms and conditions at individual councils.

3.2. The audit work involved an extensive survey of local authorities and visits to five reference sites which included South Lanarkshire Council.

4. Main Findings

4.1. The Audit Scotland report findings are summarised in the following paragraphs:-

All employers have a legal responsibility to ensure that women and men receive equal pay for equal work and the Single Status Agreement reached in 1999 aimed to harmonise local government pay and employment terms and conditions, and eliminate pay inequality.

Implementing the Single Status Agreement was a complex process, particularly around full job evaluation and councils underestimated the challenges involved - all but one missed the agreed implementation date of 2004. It was not until 2010 that all councils in Scotland had single status in place.

There was a lack of collective national leadership to overcome the challenges and address equal pay issues in a timely way.

No additional funding was received by councils to cover the significant costs of implementing single status and some councils and trade unions found themselves balancing the risk of industrial unrest with affordability. This meant that some of the approaches taken by councils when implementing single status did not always prioritise pay equality and were later found to be discriminatory.

Councils sought to compensate workers who had historically been unfairly paid by offering payments if they signed compromise agreements. Councils paid around £232 million to approximately 50,000 workers in this way. The payments made were often of a relatively low value compared with the difference in pay over time, so some people refused them. Even while councils were implementing single status, they continued to receive thousands of equal pay claims for historical pay discrimination.

All councils received equal pay claims after implementation. There were many reasons for these claims, and since 2004, around 70,000 equal pay claims have been lodged against councils. The cost of compensation agreements and settling claims, along with legal fees, amounts to around £750 million. The number of claims made against councils varies widely. Some of this variation can be explained by how actively 'no-win no-fee' lawyers have encouraged claims in different council areas. There are almost 27,000 live equal pay claims and workers could potentially still make new claims against councils.

Councils need to be confident they have fair and transparent pay arrangements and take necessary action, such as regular equal pay audits, to deliver pay equality in line with their public sector equality duty. Elected members need to continue to oversee, scrutinise and challenge councils' approaches to delivering equal pay and reducing the gender pay gap.

5. Council Position

- 5.1. In relation to the Audit Scotland findings, South Lanarkshire Council was the only authority to fully implement the Single Status Agreement within the agreed timeframe. In part, this was due to work that was already underway in relation to job evaluation, but is also reflective of the partnership working approach with the Trade Unions and the direction provided by the Council.
- 5.2. The report highlights the need for elected members to oversee, scrutinise and challenge the approach to delivering equal pay and reducing the gender pay gap. Regular reports have been presented to committee covering these topics in the past and, in addition, member's briefings and awareness sessions on equal pay were presented. In terms of the current arrangements for updating elected members, these are formed of both regular equalities reports, which include detailing the work around the gender pay gap, and specific reports where required on any equal pay issues.

6. Employee Implications

- 6.1. There are no additional employee implications arising from this report.

7. Financial Implications

- 7.1. There are no additional financial implications arising from this report.

8. Other Implications

- 8.1. There is a risk of pay inequality if arrangements are not regularly reviewed and actions taken. This is mitigated by the reporting and monitoring arrangements currently in place which include elected member oversight as recommended within the Audit Scotland report.
- 8.2. There are no sustainability issues arising from 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)

18 January 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent
- ◆ Fair, open and sustainable
- ◆ Excellent Employer

Previous References

- ◆ None

List of Background Papers

- ◆ Audit Scotland Report – Equal Pay in Scottish councils

Contact for Further Information

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

Kay McVeigh, Head of Personnel Services

Ext: 4330 (Tel: 01698 454330)

E-mail: kay.mcveigh@southlanarkshire.gov.uk

Report

5

Report to:	Finance and Corporate Resources Committee
Date of Meeting:	7 February 2018
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Council-wide Workforce Monitoring – October to November 2017
----------	---

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period October to November 2017

2. Recommendation(s)

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

(1) that the following employment information for the period October to November 2017 relating to the Council be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ 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 the Council provides information on the position for the period October to November 2017.

4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for November 2017, is provided in Appendices 1 – 8. Points to note are:-

The Council's absence rate for November 2017, shown in Appendix 1, is 4.8%, this figure has increased by 0.7% when compared to last month and has decreased by 0.1% when compared to November 2016.

When compared to November 2016, the APT&C absence rate figure has decreased by 0.3%, teachers' absence rate has increased by 0.4% and the manual workers' figure has decreased by 0.3%.

The projected average absence rate for the Council for the financial year 2017/2018 is 4.2%.

For the financial year 2017/2018, the projected average days lost per employee equates to 9.3 days.

In comparison to November 2016 (Appendix 8):-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have increased by 50 days.
- ◆ Total days lost due to psychological conditions have decreased by 311 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have increased by 61 days.
- ◆ Total days lost due to respiratory conditions have decreased by 289 days.

5. Occupational Health

5.1. Information on Occupational Health for the period October to November 2017 is provided in Appendix 9.

- ◆ during the period there were 244 employees referred for a medical examination, an increase of 7 when compared to the same period last year. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ a total of 394 employees attended physiotherapy treatment, showing a decrease of 24 when compared to the same period last year. Of the 394 employees referred, 75% remained at work whilst undertaking treatment.
- ◆ during this period there were 227 employees referred to the Employee Support Officer, showing an increase of 34 when compared with the same period last year. Of those referrals made this period, 91% related to personal reasons.
- ◆ 111 employees were referred to 'TimeforTalking' counselling service this period, showing an increase of 4 when compared with the same period last year. Of the 111 referrals made this period, 100 were from management and 11 were from employees. Personal reasons accounted for 62% of the referrals made, 28% were for work related reasons and 10% were for other reasons.
- ◆ 37 employees were referred for Cognitive Behavioural Therapy this period, a decrease of 8 when compared to the same period last year.

6. Accidents/Incidents

6.1. The quarterly accident/incident report for October to November 2017 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 206, this figure has increased by 31 from the same period last year.
- ◆ there were no specified injury accidents/incidents recorded, this figure has decreased by 1 from the same period last year.
- ◆ there were 196 minor accidents/incidents, this figure has increased by 34 from the same period last year.
- ◆ there were 4 accidents resulting in an absence lasting over 3 days during the period, this figure remains unchanged from the same period last year.
- ◆ there were 6 accidents resulting in absences lasting over 7 days during the period, this figure has decreased by 2 from the same period last year.

7. Discipline, Grievance, Dignity at Work Hearings and Mediation Referrals

7.1. information on Disciplinary, Grievance Hearings, Dignity at Work and Mediation Referrals for October to November 2017 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 40 disciplinary hearings were held across Resources within the Council, an increase of 5 when compared to the same period last year.
- ◆ action was taken in 36 of these cases. 4 Resource level appeals were raised against the outcomes of which 1 was upheld, 1 was upheld in part and 2 were not upheld.
- ◆ our target is to convene disciplinary hearings within 6 weeks, 68% of hearings met this target.
- ◆ during the period, 2 appeals were heard by the Appeals Panel, of which 1 was upheld in part and 1 was not upheld.
- ◆ at the end of November 2017, 3 Appeals Panels were pending.
- ◆ during the period, 3 grievance cases were raised, one was resolved at stage 1 and 2 are still in process.
- ◆ during the period, 5 Dignity at Work cases were raised and 5 were still in process.
- ◆ during the period, 1 referral for mediation was submitted.

8. Analysis of Leavers and Exit Interviews

8.1. Information on the number of leavers and exit interviews for the period October to November 2017 is contained in Appendix 13. Exit interviews are conducted with employees who leave voluntarily.

Labour Turnover

Using information compiled from Resources and Staffing Watch information as at 9 September 2017, the Council's turnover figure for October to November 2017 is as follows:-

109 leavers eligible for exit interviews/14,332 employees in post = Labour Turnover of 0.8%.

Based on the figure at November 2017, the annual labour turnover figure for the financial year 2017/2018 for the Council is 5.1%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ there were a total of 103 employees leaving the Council that were eligible for an exit interview, an increase of 39 when compared with the same period last year.
- ◆ exit interviews were held with 17% of leavers, compared with 28% from the same period last year.

9. Recruitment Monitoring

9.1. Information on Recruitment Monitoring for October to November 2017 is contained within Appendix 14.

From an analysis of Equal Opportunities Monitoring Forms, the main points to note are:-

- ◆ overall, 2,998 applications and 2,933 completed Equal Opportunities Monitoring Forms were received.

- ◆ of those applicants who declared themselves as disabled (111), 65 were shortlisted for interview and 22 were appointed.
- ◆ of those applicants of a black/ethnic minority background (93), 37 were shortlisted for interview and 21 were appointed.

10. Staffing Watch

10.1 There has been a decrease of 2 in the number of employees in post from 10 June 2017 to 9 September 2017 (Appendix 15).

10. Employee Implications

10.1. There are no implications for employees arising from the information presented in this report.

11. Financial Implications

11.1. All financial implications are accommodated within existing budgets.

12. Other Implications

12.1. There are no implications for sustainability or risk in terms of the information contained within this report.

13. Equality Impact Assessment and Consultation Arrangements

13.1. 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.

13.2. 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)

28 December 2017

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent
- ◆ Fair, open and sustainable
- ◆ Ambitious, self aware and improving
- ◆ Excellent employer
- ◆ People focused
- ◆ Working with and respecting others

Previous References

- ◆ Finance and Corporate Resources Committee – 15 November 2017

List of Background Papers

- ◆ Monitoring information provided by Resources

Contact for Further Information

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

Janet McLuckie, Personnel Officer

Ext: 4239 (Tel: 01698 454239)

E-mail: Janet.McLuckie@southlanarkshire.gcsx.gov.uk

ABSENCE TRENDS - 2015/2016, 2016/2017 & 2017/2018
Council Wide

APT&C				Teachers			Manual Workers				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	4.2	4.0	4.1	April	2.6	2.9	2.1	April	4.3	6.1	5.2	April	3.8	4.3	3.9
May	4.0	4.2	4.4	May	2.9	3.1	2.7	May	4.4	5.8	5.1	May	3.9	4.4	4.2
June	3.6	4.1	4.1	June	2.2	2.4	2.2	June	4.5	5.6	4.9	June	3.5	4.1	3.9
July	3.2	3.5	3.3	July	1.2	1.2	0.8	July	3.9	4.7	4.5	July	2.9	3.3	3.0
August	3.5	3.7	3.7	August	1.5	1.4	1.0	August	4.3	5.2	4.5	August	3.3	3.6	3.2
September	3.6	4.1	4.4	September	2.6	2.4	2.2	September	5.1	5.4	5.0	September	3.8	4.1	4.0
October	4.1	4.5	4.3	October	2.8	2.9	2.4	October	5.0	5.6	5.4	October	4.1	4.4	4.1
November	4.5	5.0	4.7	November	3.8	3.1	3.5	November	5.9	6.4	6.1	November	4.7	4.9	4.8
December	4.2	5.1		December	4.2	3.2		December	6.1	6.3		December	4.7	4.9	
January	4.1	4.7		January	4.0	2.8		January	6.0	5.5		January	4.6	4.5	
February	4.5	5.1		February	4.2	3.7		February	6.5	5.8		February	5.0	5.0	
March	4.7	5.0		March	4.3	3.4		March	6.8	5.4		March	5.2	4.7	
Annual Average	4.0	4.4	4.4	Annual Average	3.0	2.7	2.5	Annual Average	5.2	5.7	5.3	Annual Average	4.1	4.4	4.2
Average Apr-Nov	3.8	4.1	4.1	Average Apr-Nov	2.5	2.4	2.1	Average Apr-Nov	4.7	5.6	5.1	Average Apr-Nov	3.8	4.1	3.9

No of Employees at 30 November 2017	6932	No of Employees at 30 November 2017	3750	No of Employees at 30 November 2017	4295	No of Employees at 30 November 2017	14977
-------------------------------------	------	-------------------------------------	------	-------------------------------------	------	-------------------------------------	-------

For the financial year 2017/18, the projected average days lost per employee equates to 9.3 days.

ABSENCE TRENDS - 2015/2016, 2016/2017 & 2017/2018
Community and Enterprise 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	1.7	4.0	3.9	April	4.2	5.8	5.2	April	3.8	5.3	4.8	April	3.8	4.3	3.9
May	2.6	4.2	4.4	May	4.4	5.6	5.7	May	4.1	5.2	5.4	May	3.9	4.4	4.2
June	2.3	3.4	4.2	June	4.5	5.5	5.1	June	4.1	4.9	4.9	June	3.5	4.1	3.9
July	2.4	2.5	3.4	July	3.9	4.4	4.2	July	3.6	3.9	4.0	July	2.9	3.3	3.0
August	3.3	2.9	3.6	August	4.5	5.0	4.5	August	4.2	4.4	4.3	August	3.3	3.6	3.2
September	2.3	4.4	3.4	September	5.2	5.6	5.0	September	4.7	5.3	4.8	September	3.8	4.1	4.0
October	5.4	4.8	3.8	October	5.3	5.8	5.6	October	5.3	5.5	5.3	October	4.1	4.4	4.1
November	3.5	5.5	4.5	November	6.1	6.7	6.2	November	5.6	6.4	5.9	November	4.7	4.9	4.8
December	2.5	5.3		December	6.5	6.2		December	5.7	6.0		December	4.7	4.9	
January	3.2	4.4		January	6.3	5.7		January	5.7	5.4		January	4.6	4.5	
February	3.0	4.5		February	6.5	6.4		February	6.0	5.9		February	5.0	5.0	
March	4.1	4.2		March	6.5	5.9		March	5.9	5.4		March	5.2	4.7	
Annual Average	3.0	4.2	4.1	Annual Average	5.3	5.7	5.5	Annual Average	4.9	5.3	5.2	Annual Average	4.1	4.4	4.2
Average Apr-Nov	2.9	4.0	3.9	Average Apr-Nov	4.8	5.6	5.2	Average Apr-Nov	4.4	5.1	4.9	Average Apr-Nov	3.8	4.1	3.9
No of Employees at 30 November 2017	570			No of Employees at 30 November 2017	2676			No of Employees at 30 November 2017	3246			No of Employees at 30 November 2017	14977		

For the financial year 2017/18, the projected average days lost per employee equates to 12.5 days.

ABSENCE TRENDS - 2015/2016, 2016/2017 & 2017/2018
Education Resources

APT&C				Teachers				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	4.2	3.4	4.0	April	2.6	2.9	2.1	April	3.2	3.1	2.9	April	3.8	4.3	3.9				
May	4.3	3.8	4.7	May	2.9	3.1	2.7	May	3.5	3.4	3.5	May	3.9	4.4	4.2				
June	3.6	3.8	3.6	June	2.2	2.4	2.2	June	2.8	3.0	2.8	June	3.5	4.1	3.9				
July	2.6	2.9	2.1	July	1.2	1.2	0.8	July	1.8	1.9	1.3	July	2.9	3.3	3.0				
August	3.1	3.0	2.7	August	1.5	1.4	1.0	August	2.2	2.0	1.7	August	3.3	3.6	3.2				
September	4.6	3.7	4.3	September	2.6	2.4	2.2	September	3.4	2.9	3.0	September	3.8	4.1	4.0				
October	4.5	4.2	4.6	October	2.8	2.9	2.4	October	3.5	3.4	3.3	October	4.1	4.4	4.1				
November	5.4	5.4	5.0	November	3.8	3.1	3.5	November	4.5	4.0	4.1	November	4.7	4.9	4.8				
December	5.0	5.4		December	4.2	3.2		December	4.5	4.1		December	4.7	4.9					
January	4.6	4.7		January	4.0	2.8		January	4.3	3.6		January	4.6	4.5					
February	4.7	5.5		February	4.2	3.7		February	4.4	4.4		February	5.0	5.0					
March	4.9	5.6		March	4.3	3.4		March	4.5	4.3		March	5.2	4.7					
Annual Average	4.3	4.3	4.4	Annual Average	3.0	2.7	2.5	Annual Average	3.6	3.3	3.3	Annual Average	4.1	4.4	4.2				
Average Apr-Nov	4.0	3.8	3.9	Average Apr-Nov	2.5	2.4	2.1	Average Apr-Nov	3.1	3.0	2.8	Average Apr-Nov	3.8	4.1	3.9				
No of Employees at 30 November 2017				2576	No of Employees at 30 November 2017				3750	No of Employees at 30 November 2017				6326	No of Employees at 30 November 2017				14977

For the financial year 2017/18, the projected average days lost per employee equates to 6.8 days.

ABSENCE TRENDS - 2015/2016, 2016/2017 & 2017/2018
Finance and Corporate 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	3.1	2.6	2.8	April				April	3.1	2.6	2.8	April	3.8	4.3	3.9
May	2.9	2.2	3.2	May			0.0	May	2.9	2.2	3.2	May	3.9	4.4	4.2
June	3.7	2.2	3.3	June			0.0	June	3.7	2.2	3.3	June	3.5	4.1	3.9
July	3.5	2.0	3.1	July			0.0	July	3.5	2.0	3.0	July	2.9	3.3	3.0
August	3.0	2.2	3.5	August			0.0	August	3.0	2.2	3.4	August	3.3	3.6	3.2
September	1.7	2.4	4.1	September			0.0	September	1.7	2.4	4.1	September	3.8	4.1	4.0
October	2.3	2.6	4.4	October			0.0	October	2.3	2.6	4.3	October	4.1	4.4	4.1
November	2.3	3.1	4.2	November			0.0	November	2.3	3.1	4.1	November	4.7	4.9	4.8
December	2.5	2.6		December				December	2.5	2.6		December	4.7	4.9	
January	2.7	2.6		January				January	2.7	2.6		January	4.6	4.5	
February	3.9	3.8		February				February	3.9	3.8		February	5.0	5.0	
March	2.7	3.7		March				March	2.7	3.7		March	5.2	4.7	
Annual Average	2.9	2.7	3.4	Annual Average			0.0	Annual Average	2.9	2.7	3.4	Annual Average	4.1	4.4	4.2
Average Apr-Nov	2.8	2.4	3.6	Average Apr-Nov			0.0	Average Apr-Nov	2.8	2.4	3.5	Average Apr-Nov	3.8	4.1	3.9
No of Employees at 30 November 2017	1047			No of Employees at 30 November 2017	12			No of Employees at 30 November 2017	1059			No of Employees at 30 November 2017	14977		

For the financial year 2017/18, the projected average days lost per employee equates to 8.3 days.
Figures for manual workers only applicable from May 2017/2018

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	4.9	November	4.5	6.7	6.4	November	4.5	5.5	5.5	November	4.7	4.9	4.8
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-Nov	3.9	4.7	4.3	Average Apr-Nov	4.4	5.4	4.6	Average Apr-Nov	4.1	4.9	4.4	Average Apr-Nov	3.8	4.1	3.9
No of Employees at 30 November 2017	899	No of Employees at 30 November 2017	559	No of Employees at 30 November 2017	1458	No of Employees at 30 November 2017	14977								

For the financial year 2017/18, the projected average days lost per employee equates to 10.9 days.

**ABSENCE TRENDS - 2015/2016, 2016/2017 & 2017/2018
Social Work 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	5.0	4.8	5.0	April	4.2	6.6	5.6	April	4.8	5.4	5.2	April	3.8	4.3	3.9
May	4.8	5.3	4.9	May	4.5	6.9	4.1	May	4.7	5.8	4.6	May	3.9	4.4	4.2
June	3.9	5.2	5.3	June	4.3	6.2	4.6	June	4.0	5.5	5.1	June	3.5	4.1	3.9
July	3.9	5.0	4.8	July	4.0	5.7	4.9	July	4.0	5.3	4.8	July	2.9	3.3	3.0
August	4.0	4.8	4.9	August	4.0	5.4	4.7	August	4.0	5.0	4.8	August	3.3	3.6	3.2
September	3.5	4.3	5.0	September	5.3	5.3	5.2	September	4.0	4.7	5.1	September	3.8	4.1	4.0
October	3.9	4.7	4.2	October	4.8	5.6	5.8	October	4.2	5.0	4.8	October	4.1	4.4	4.1
November	4.4	5.1	4.4	November	6.0	5.4	5.9	November	4.9	5.2	4.9	November	4.7	4.9	4.8
December	4.3	5.6		December	5.5	6.1		December	4.7	5.8		December	4.7	4.9	
January	4.4	5.5		January	5.7	5.5		January	4.8	5.5		January	4.6	4.5	
February	5.2	5.8		February	6.2	4.8		February	5.5	5.4		February	5.0	5.0	
March	5.3	5.6		March	7.2	4.8		March	5.9	5.3		March	5.2	4.7	
Annual Average	4.4	5.1	5.1	Annual Average	5.1	5.7	5.2	Annual Average	4.6	5.3	5.1	Annual Average	4.1	4.4	4.2
Average Apr-Nov	4.2	4.9	4.8	Average Apr-Nov	4.6	5.9	5.1	Average Apr-Nov	4.3	5.2	4.9	Average Apr-Nov	3.8	4.1	3.9
No of Employees at 30 November 2017			1840	No of Employees at 30 November 2017			1048	No of Employees at 30 November 2017			2888	No of Employees at 30 November 2017			14977

For the financial year 2017/18, the projected average days lost per employee equates to 10.7 days.

ABSENCE BY LONG AND SHORT TERM

From: 1 September 2017 - 30 November 2017

Resource	No of employees	September 2017			October 2017			November 2017		
		Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %
Community and Enterprise	3246	1.8	3.0	4.8	2.1	3.2	5.3	2.3	3.6	5.9
Education	6326	1.3	1.7	3.0	1.1	2.2	3.3	1.7	2.4	4.1
Finance and Corporate	1059	1.6	2.5	4.1	1.5	2.8	4.3	1.6	2.5	4.1
Housing & Technical	1458	1.9	2.5	4.4	1.6	2.4	4.0	2.7	2.8	5.5
Social Work	2888	1.7	3.4	5.1	1.9	2.9	4.8	2.0	2.9	4.9
Council Overall for September - November 2017	14977	1.6	2.4	4.0	1.5	2.6	4.1	2.0	2.8	4.8

ATTENDANCE MONITORING
Absence Classification

From : 1 November - 30 November 2017

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1248	31	1106	21	128	15	533	32	648	25	3663	25
Psychological	874	21	1356	26	253	29	542	32	704	27	3729	26
Stomach, Bowel, Blood, Metabolic Disorders	502	12	735	14	71	8	153	9	392	15	1853	13
Respiratory	366	9	545	10	74	9	110	7	244	9	1339	9
Other Classification	1092	27	1537	29	333	39	332	20	597	23	3891	27
Total Days Lost By Resource	4082	100	5279	100	859	100	1670	100	2585	100	14475	100
Total Work Days Available	69518		128365		20900		30264		52530			

From : 1 November - 30 November 2016

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1395	30	862	17	102	23	566	27	688	24	3613	24
Psychological	994	22	1508	30	186	42	503	24	849	30	4040	27
Stomach, Bowel, Blood, Metabolic Disorders	617	13	614	12	37	8	203	10	321	11	1792	12
Respiratory	393	9	554	11	79	18	288	14	314	11	1628	11
Other Classification	1199	26	1467	29	43	10	534	26	659	23	3902	26
Total Days Lost By Resource	4598	100	5005	100	447	100	2094	100	2831	100	14975	100
Total Work Days Available	72351		123904		14239		37989		54723			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 October 2017 - 30 November 2017 comparison with 1 October 2016 - 30 November 2016

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Oct-Nov 2017)	75	19	36	14	40	60	244
TOTAL (Oct-Nov 2016)	79	13	28	6	23	88	237

No of Employees Referred For Physiotherapy		
RESOURCE	Oct-Nov 2016	Oct-Nov 2017
Community and Enterprise	112	96
Education (Teachers)	47	55
Education (Others)	52	68
Finance and Corporate	18	26
Housing and Technical	72	46
Social Work	117	103
TOTAL	418	394

No of Employees Referred To Employee Support Officer		
RESOURCE	Oct-Nov 2016	Oct-Nov 2017
Community and Enterprise	53	47
Education	53	89
Finance and Corporate	7	19
Housing and Technical	24	20
Social Work	56	52
TOTAL	193	227

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Oct-Nov 2016	Oct-Nov 2017
Community and Enterprise	10	2
Education	13	18
Finance and Corporate	6	5
Housing and Technical	3	5
Social Work	13	7
TOTAL	45	37

Analysis of Counselling Referrals by Cause												
Reason												
	Work Stress		Addiction		Personal		Anxiety/ Depression		Bereavement		Total	
	M	S	M	S	M	S	M	S	M	S	M	S
TOTAL (Oct-Nov 2017)	27	4	0	0	65	4	0	1	8	2	100	11
TOTAL (Oct-Nov 2016)	29	3	0	0	62	3	0	0	8	2	99	8
											Total Referrals (Oct-Nov 2017)	111
											Total Referrals (Oct-Nov 2016)	107

M = MANAGEMENT REFERRAL S = SELF REFERRAL

**ANALYSIS OF ACCIDENTS/INCIDENTS
Comparison
CAUSE OF ACCIDENTS/INCIDENTS TO EMPLOYEES**

FROM: 1 October 2017 - 30 November 2017 comparison with 1 October 2016 - 30 November 2016

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
Specified Injury	0	0	0	1	0	0	0	0	0	0	0	1
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	0	0	0	1	0	0	0	0	0	0	0	1
Over 7-day	3	5	0	1	0	0	2	1	1	1	6	8
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 7-day**	3	5	0	1	0	0	2	1	1	1	6	8
Over 3-day	2	0	0	2	0	0	1	2	1	0	4	4
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 3-day**	2	0	0	2	0	0	1	2	1	0	4	4
Minor	15	11	2	12	0	0	6	3	3	1	26	27
Near Miss	3	2	1	0	0	0	0	0	0	1	4	3
Violent Incident: Physical	3	1	129	99	1	0	0	1	16	9	149	110
Violent Incident: Verbal	3	0	8	11	3	0	0	5	3	6	17	22
Total Minor***	24	14	140	122	4	0	6	9	22	17	196	162
Total Accidents/Incidents	29	19	140	126	4	0	9	12	24	18	206	175

*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 major injury category that results in a period of absence of absence as defined by the HSE.

*** A minor injury is an injury not covered by " Over 7-day", "Over 3-day" or "Specified".

RECORD OF DISCIPLINARY HEARINGS

FROM: 1 October 2017 - 30 November 2017 comparison with 1 October 2016 - 30 November 2016

RESOURCE	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 6 Weeks
	APT&C	Manual/ Craft	Teachers	Total	No Action				Action Taken				3	4-6	6+	
					APT&C	Manual / Craft	Teachers	Total	APT&C	Manual / Craft	Teachers	Total				
COMMUNITY AND ENTERPRISE	3	17	N/A	20	0	2	N/A	2	3	15	N/A	18	8	6	6	70%
EDUCATION	2	0	4	6	2	0	0	2	0	0	4	4	3	2	1	83%
FINANCE AND CORPORATE	1	0	N/A	1	0	0	N/A	0	1	0	N/A	1	0	0	1	0%
HOUSING & TECHNICAL	2	3	N/A	5	0	0	N/A	0	2	3	N/A	5	2	1	2	60%
SOCIAL WORK	4	4	N/A	8	0	0	N/A	0	4	4	N/A	8	3	2	3	63%
TOTAL (Oct-Nov 2017)	12	24	4	40	2	2	0	4	10	22	4	36	16	11	13	68%
TOTAL (Oct-Nov 2016)	10	21	4	35	5	4	2	11	5	17	2	24	11	11	13	63%

RESOURCE	No of Appeals				Outcome of Appeals												Appeals Pending
	APT&C	Manual/ Craft	Teachers	Total	Upheld				Upheld in Part				Not Upheld				
					APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	
TOTAL (Oct-Nov 2017)	3	1	0	4	1	0	0	1	0	1	0	1	2	0	0	2	0
TOTAL (Oct-Nov 2016)	1	2	1	4	0	0	0	0	0	0	0	0	1	2	1	4	0

*Resources nil responses are not included in figures

N.B. Non-White employees refers to those employees who have indicated that they are:- Any other mixed background, Indian, Pakistani, Bangladeshi, Chinese, Any other Asian background, Caribbean, African and any other black background.

APPEALS PANEL

FROM: 1 October 2017 - 30 November 2017

APPEALS PANEL	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
	0	1	1	0	2	3

RECORD OF GRIEVANCES

FROM: 1 October 2017 - 30 November 2017 comparison with 1 October 2016 - 30 November 2016

GRIEVANCES	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (Oct-Nov 2017)	3	1	0	0	2
TOTAL (Oct-Nov 2016)	1	0	1	0	0

DIGNITY AT WORK

FROM: 1 October 2017 - 30 November 2017 comparison with 1 October 2016 - 30 November 2016

DIGNITY AT WORK	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
TOTAL (Oct-Nov 2017)	5	0	0	0	0	5
TOTAL (Oct-Nov 2016)	2	0	2	0	0	0

REFERRALS FOR WORKPLACE MEDIATION**As at November 2017**

WORKPLACE MEDIATION	Oct-17	Nov-17
No of Referrals	0	1
*No of Successful Cases	1	1
*No of Unsuccessful Cases	0	0
No of cases unsuitable for mediation	1	0

WORKPLACE MEDIATION	Oct-16	Nov-16
No of Referrals	2	2
*No of Successful Cases	1	0
*No of Unsuccessful Cases	0	0
No of cases unsuitable for mediation	2	1

*successful/unsuccessful case outcomes may be shown outwith the month they were referred.

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

FROM: 1 October 2017 - 30 November 2017

LABOUR TURNOVER (Oct-Nov 2017)

	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total
Total Number of Leavers Per Resource	35	41	4	4	25	109

EXIT INTERVIEWS (Oct-Nov 2017)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
CAREER ADVANCEMENT	0	2	0	0	1	3	17
DISSATISFACTION WITH TERMS AND CONDITIONS	0	1	0	0	0	1	6
FURTHER EDUCATION	0	1	0	0	0	1	6
MOVING OUTWITH AREA	0	0	0	0	1	1	6
POOR RELATIONSHIPS WITH MANAGERS /	0	1	0	0	0	1	6
OTHER	0	7	0	1	3	11	61
NUMBER OF EXIT INTERVIEWS CONDUCTED	0	12	0	1	5	18	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	35	35	4	4	25	103	
% OF LEAVERS INTERVIEWED	0	34	0	25	20	17	

EXIT INTERVIEWS (Oct-Nov 2016)

NUMBER OF EXIT INTERVIEWS CONDUCTED	1	17	0	0	0	18	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	19	24	0	6	15	64	
% OF LEAVERS INTERVIEWED	5	71	0	0	0	28	

* Note these totals include temporary employees

RECRUITMENT MONITORING

Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 October 2017 - 30 November 2017

Total Number of applications received:	2998
Total Number of Equal Opportunities Monitoring forms received:	2933
Total Number of posts recruited for:	206
Total Number of appointments:	608

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	2959	1221	608
Total No of Male Applicants	561	198	93
Total No of Female Applicants	2366	972	479
Total No of Disabled Applicants	111	65	22
Total No of applicants aged under 50	2568	1007	505
Total No of applicants aged over 50	360	163	64
Total No of White applicants	2815	1130	557
Total No of Black/Ethnic minority applicants*	93	37	21

FROM : 1 October 2016 - 30 November 2016

Total Number of applications received:	1872
Total Number of Equal Opportunities Monitoring forms received:	1697
Total Number of posts recruited for:	177
Total Number of appointments:	280

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1697	671	190
Total No of Male Applicants	446	161	45
Total No of Female Applicants	1245	508	145
Total No of Disabled Applicants	55	30	5
Total No of applicants aged under 50	1440	551	156
Total No of applicants aged over 50	244	113	33
Total No of White applicants	1642	655	187
Total No of Black/Ethnic minority applicants*	36	8	2

*Black/Ethnic Minority applicants includes Mixed, Asian, Black and other backgrounds.

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 9 September 2017

Analysis by Resource

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community & Enterprise Resources	3129	1384	221	221	1303
Education - Others	2404	127	71	358	1848
Education - Teachers	3622	680	58	2235	649
Finance & Corporate Resources	1013	225	17	449	322
Housing & Technical	1353	891	13	306	143
Social Work Resources	2811	223	195	913	1480
Total All Staff	14332	3530	575	4482	5745

Total	Full-Time Equivalent Salary Band								
	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
	2320.74	1.00	1545.63	437.65	254.05	50.61	19.80	4.00	8.00
1677.62	1.00	1037.51	448.50	86.07	19.00	14.00	4.00	56.94	10.60
3332.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.60	3328.20
900.10	2.00	162.56	393.09	238.90	68.41	27.11	6.00	2.03	0.00
1299.00	1.00	190.79	689.91	363.30	40.00	12.00	2.00	0.00	0.00
2420.18	1.00	1354.03	477.57	543.58	20.00	22.00	2.00	0.00	0.00
8617.64	(excluding Teachers)								
11950.44	6.00	4290.52	2446.72	1485.90	198.02	94.91	18.00	71.57	3338.80

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 10 June 2017

Analysis by Resource

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community & Enterprise Resources	3189	1408	227	225	1329
Education - Others	2376	131	75	360	1810
Education - Teachers	3510	658	59	2155	638
Finance & Corporate Resources	1043	242	16	462	323
Housing & Technical	1364	897	11	311	145
Social Work Resources	2852	223	198	910	1521
Total All Staff	14334	3559	586	4423	5766

Total	Full-Time Equivalent Salary Band								
	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
	2366.88	1.00	1575.36	446.45	260.65	51.62	19.80	4.00	8.00
1659.21	1.00	1009.36	456.89	84.42	21.00	14.00	4.00	54.84	13.70
3223.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.60	3218.80
928.23	2.00	175.33	397.99	243.67	75.01	26.20	6.00	2.03	0.00
1310.19	1.00	191.33	694.60	369.26	40.00	12.00	2.00	0.00	0.00
2449.71	1.00	1387.51	491.72	525.48	20.00	22.00	2.00	0.00	0.00
8714.22	(excluding Teachers)								
11937.62	6.00	4338.89	2487.65	1483.48	207.63	94.00	18.00	69.47	3232.50

Report

6

Report to:	Finance and Corporate Resources Committee
Date of Meeting:	7 February 2018
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Capital Budget Monitoring 2017/2018 - Finance and Corporate Resources
----------	--

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide information on the progress of the capital programme for Finance and Corporate Resources for the period 1 April to 8 December 2017

2. Recommendation(s)

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

- (1) that the Finance and Corporate Resources capital programme of £1.959 million, and expenditure to date of £1.129 million, be noted.

3. Background

3.1. This is the third capital monitoring report presented to the Finance and Corporate Resources Committee for the financial year 2017/2018. Further reports will follow throughout the year.

3.2. The budget reflects the approved programme for the year (as approved at the Council meeting on 16 February 2017), exceptions approved during 2016/2017 and monies carried forward for projects from 2016/2017. It also includes budget adjustments approved by the Executive Committee up to and including its meeting on 31 January 2018.

3.3. The report details the financial position for Finance and Corporate Resources in Appendix A.

4. Employee Implications

4.1. None

5. Financial Implications

5.1. The total capital programme for Finance and Corporate Resources for 2017/2018 is £1.959 million. Anticipated spend to date was £1.116 million with £1.129 million of expenditure being incurred (57.63% of full budget). This represents a position of £0.013 million ahead of profile.

6. Other Implications

6.1. The main risk associated with the Council's Capital Programme is that there is an overspend. The risk has been assessed as low given the detailed project

management plans prepared and monitored for each project. The risk of overspend is managed through four weekly Investment Management Meetings.

- 6.2. There are no implications for sustainability in terms of the information contained in this report.

7. Equality Impact Assessment and Consultation Arrangements

- 7.1. 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.
- 7.2. There is also no requirement to undertake any consultation in terms of the information contained in the report.

Paul Manning
Executive Director (Finance and Corporate Resources)

3 January 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Value: Accountable, effective, efficient and transparent

Previous References

- ◆ Council meeting - 16 February 2017
- ◆ Executive Committee - 31 January 2018

List of Background Papers

- ◆ Financial ledger to 8 December 2017

Contact for Further Information

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

Lorraine O'Hagan, Finance Manager (Strategy)

Ext: 2601 (Tel: 01698 452601)

E-mail: lorraine.o'hagan@southlanarkshire.gov.uk

**South Lanarkshire Council
Capital Expenditure 2017-2018
Finance and Corporate Resources Programme
For Period 1 April 2017 – 8 December 2017**

	Budget £000	Budget b/f £000	Total Original Budget £000	Budget Adjustments £000	Slippage £000	Total Budget £000	Budget to Date £000	Actual Expenditure £000
Finance Services	0	293	293	0	(163)	130	106	210
Information Technology Services	1,026	285	1,311	592	(100)	1,803	1,010	919
Personnel Services	0	0	0	26	0	26	0	0
TOTAL	1,026	578	1,604	618	(263)	1,959	1,116	1,129

