

Report

Report to:	Employee Issues Forum
Date of Meeting:	21 May 2024
Report by:	Executive Director (Finance and Corporate Resources) and Executive Director (Community and Enterprise Resources)

Subject:	Community and Enterprise Resources – Workforce Monitoring – January to March 2024
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for January to March 2024 relating to Community and Enterprise Resources

2. Recommendation(s)

2.1. The Employee Issues Forum is asked to approve the following recommendation(s):-

(1) that the following employment information for January to March 2024 relating to Community and Enterprise 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 of 9 March 2024

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 Community and Enterprise Resources provides information on the position for January to March 2024.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of March 2024 for Community and Enterprise Resources.

The Resource absence figure for March 2024 was 7.2%, this figure remains unchanged when compared to last month and is 0.9% higher than the Council-wide figure. Compared to March 2023, the Resource absence figure has decreased by 0.1%.

Based on the absence figures at March 2024 and annual trends, the annual average absence for the Resource for 2023/2024 is 6.2%, compared to a Council-wide average figure of 5.4%.

Managers follow the procedures outlined in the Maximising Attendance Policy to support employees to remain at work, or to return to work after a sickness absence. There are comprehensive employee supports in place and additionally, Personnel Services work in close partnership with line managers and Resource Management Teams on a case management basis to ensure that appropriate actions are taken.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall, 412 referrals were made this period. This represents an increase of 80 when compared with the same period last year.

4.3. Accident/Incident Statistics

There were 51 accidents/incidents recorded within the Resource this period, an increase of 6 when compared to the same period last year.

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

During the period, 23 disciplinary hearings were held within the Resource, this figure has decreased by 24 when compared to the same period last year. Two appeals were heard by the Appeals Panel, this figure has increased by 2 when compared to the same period last year. Three appeals were pending, this figure has increased by 3 when compared to the same period last year. Two grievance hearings were raised within the Resource, this figure has increased by 2 when compared to the same period last year. No Dignity at Work complaints were raised within the Resource, this figure remains unchanged when compared to the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There was a total of 50 leavers in the Resource this period eligible for an exit interview. This figure has increased by 13 when compared with the same period last year. Eight exit interviews were conducted in this period, a decrease of 2 when compared to the same period last year.

4.6. When processing an employee termination, managers were asked to identify whether they intended to replace the employee who had left the Council. If they indicated that they did not intend to replace the employee, they were asked to select from the following options:-

- ◆ plan to hold for savings
- ◆ fill on a fixed term basis pending savings
- ◆ transfer budget to another post
- ◆ end of fixed term post

4.7. Appendix 2a provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period January to March 2024, 193 employees in total (138.41 FTE) left employment, managers indicated that 134 posts (83.43 FTE) were being replaced, 2 posts (1.36 FTE) are filling on a temporary basis, 53 posts (51.16 FTE) were due to end of fixed term contracts and 4 posts (2.46 FTE) are being held pending service reviews.

5. Staffing Watch (Appendix 3)

- 5.1. There has been a decrease of 121 in the number of employees in post from 9 December 2023 to 9 March 2024.

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. Climate Change, Sustainability and Environmental Implications

- 8.1. There are no Climate Change, Sustainability and Environmental Implications in terms of the information contained within this report.

9. Other Implications

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

10. Equality Impact Assessment and Consultation Arrangements

- 10.1. 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.

- 10.2. There was no requirement to undertake any consultation in terms of the information contained in this report.

Jackie Taylor

Executive Director (Finance and Corporate Resources)

David Booth

Executive Director (Community and Enterprise Resources)

19 April 2024

Link(s) to Council Values/Priorities/Outcomes

- ◆ Accountable, effective, efficient and transparent
- ◆ Fair, open and sustainable
- ◆ Ambitious, self aware and improving
- ◆ Excellent employer
- ◆ Focused on people and their needs
- ◆ Working with and respecting others

Previous References

- ◆ Employee Issue Forum – 5 March 2024

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 - 2021/2022, 2022/2023 & 2023/2024
Community and Enterprise Resources**

APT&C			Manual Workers			Resource Total			Council Wide						
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024
	%	%	%		%	%	%		%	%	%		%	%	%
April	2.3	4.4	3.6	April	5.7	7.3	6.3	April	5.2	6.9	6.0	April	4.3	5.6	5.1
May	2.7	3.9	3.7	May	6.4	6.8	6.3	May	5.9	6.3	5.9	May	4.9	5.4	5.1
June	2.8	3.5	4.3	June	6.6	7.2	5.9	June	6.0	6.7	5.7	June	4.7	5.3	4.7
July	2.9	3.9	2.3	July	5.3	5.9	4.6	July	4.9	5.6	4.3	July	4.0	4.6	3.8
August	2.9	3.4	3.0	August	6.4	6.6	5.2	August	5.9	6.1	4.9	August	4.7	4.4	4.1
September	3.4	3.1	2.5	September	8.2	7.9	7.1	September	7.5	7.1	6.4	September	6.4	5.4	5.3
October	3.8	5.1	2.0	October	7.9	7.5	7.0	October	7.3	7.1	6.3	October	6.3	5.8	5.1
November	3.5	4.2	2.6	November	8.0	8.3	8.1	November	7.3	7.7	7.3	November	6.9	6.5	6.2
December	4.2	3.7	3.0	December	8.0	8.8	7.5	December	7.4	8.0	6.8	December	6.9	7.0	6.6
January	3.6	2.6	3.6	January	9.6	7.4	7.4	January	8.6	6.7	6.9	January	7.0	5.8	6.1
February	4.4	3.6	4.0	February	9.5	7.4	7.8	February	8.7	6.9	7.2	February	6.6	5.9	6.4
March	6.0	3.9	3.2	March	11.0	7.9	7.9	March	10.2	7.3	7.2	March	7.9	6.4	6.3
Annual Average	3.5	3.8	3.2	Annual Average	7.7	7.4	6.8	Annual Average	7.1	6.9	6.2	Annual Average	5.9	5.7	5.4
No of Employees at 31 March 2024			527	No of Employees at 31 March 2024			2805	No of Employees at 31 March 2024			3332	No of Employees at 31 March 2024			16065

COMMUNITY AND ENTERPRISE RESOURCES		
	Jan - Mar 2023	Jan - Mar 2024
MEDICAL EXAMINATIONS		
Number of Employees Attending	100	149
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	16	0
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	129	142
REFERRALS TO EMPLOYEE SUPPORT OFFICER	87	121
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	0	0
TOTAL	332	412
CAUSE OF ACCIDENTS/INCIDENTS	Jan - Mar 2023	Jan - Mar 2024
Specified Injuries*	1	1
Over 7 day absences	7	7
Over 3 day absences**	0	1
Minor	25	18
Near Miss	7	7
Violent Incident: Physical****	4	14
Violent Incident: Verbal*****	1	3
Total Accidents/Incidents	45	51
<p>*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.</p> <p>**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.</p> <p>***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.</p> <p>****Physical violent incidents are included in the "Specified" figures, where applicable, to provide the "Total Specified" figures.</p> <p>*****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.</p> <p>****Physical Violent Incidents and ***** Verbal Violent Incidents are included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.</p>		
RECORD OF DISCIPLINARY HEARINGS	Jan - Mar 2023	Jan - Mar 2024
Total Number of Hearings	47	23
Total Number of Appeals	0	2
Appeals Pending	0	3
Time Taken to Convene Hearing January to March 2024		
	0-3 Weeks	4-6 Weeks
	14	5
		Over 6 Weeks
		4
RECORD OF GRIEVANCE HEARINGS	Jan - Mar 2023	Jan - Mar 2024
Number of Grievances	0	2
Number Resolved at Stage 1	0	1
Still in Progress	0	1
RECORD OF DIGNITY AT WORK	Jan - Mar 2023	Jan - Mar 2024
Number of Incidents	0	0
ANALYSIS OF REASONS FOR LEAVING	Jan - Mar 2023	Jan - Mar 2024
Career Advancement	5	0
Poor Relationship with Manager/Colleagues	2	2
Personal Reasons	1	1
Travelling Difficulties	1	0
Dissatisfaction With Terms and Conditions	0	3
Other	1	2
Number of Exit Interviews conducted	10	8
Total Number of Leavers Eligible for Exit Interview	37	50
Percentage of interviews conducted	27%	16%

Reason	January to March 2024		Cumulative total	
	FTE	H/C	FTE	H/C
Terminations/Leavers	138.41	193	337.79	541
Being replaced	83.43	134	271.96	469
Filling on a temporary basis	1.36	2	3.63	5
Plan to transfer this budget to another post	0.00	0	0.00	0
End of fixed term contract	51.16	53	57.74	61
Held pending service Review	2.46	4	4.46	6
Plan to remove for savings	0.00	0	0.00	0

**JOINT STAFFING WATCH RETURN
COMMUNITY AND ENTERPRISE RESOURCES**

As at 9 March 2024

Total Number of Employees				
MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
1112	273	198	1410	2993

*Full - Time Equivalent No of Employees

Salary Bands

Chief Officer	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
5.00	1412.35	348.58	244.59	43.55	15.30	0.00	5.00	0.00	2074.37

As at 9 December 2023

Total Number of Employees				
MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
1222	269	202	1421	3114

*Full - Time Equivalent No of Employees

Salary Bands

Chief Officer	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
5.00	1514.30	359.98	244.18	44.05	15.70	0.00	5.00	0.00	2188.21