

Report

Report to:	Social Work Resources Committee
Date of Meeting:	2 October 2019
Report by:	Executive Director (Finance and Corporate Resources) Director, Health and Social Care

Subject:	Social Work Resources – Workforce Monitoring – June and July 2019
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for June and July 2019 relating to Social Work Resources.

2. Recommendation(s)

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

(1) that the following employment information for June and July 2019 relating to Social Work 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 at 8 June 2019

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for Social Work Resources provides information on the position for June and July 2019.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of July 2019 for Social Work Resources.

The Resource absence figure for July 2019 was 5.9%, which represents a decrease of 0.3% when compared to the previous month and is 2.5% higher than the Council-wide figure. Compared to July 2018, the Resource absence figure has increased by 0.3%.

Based on the absence figures at July 2019 and annual trends, the projected annual average absence for the Resource for 2019/2020 is 5.8%, compared to a Council-wide average figure of 4.5%.

For the financial year 2019/2020, the projected average days lost per employee equates to 13.1 days, compared with the overall figure for the Council of 9.8 days per employee.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, 250 referrals were made this period, a decrease of 28 when compared with the same period last year.

4.3. Accident/Incident Statistics (Appendix 2)

There were 22 accidents/incidents recorded within the Resource this period, an increase of 9 when compared to the same period last year.

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

There were 5 disciplinary hearings held within the Resource this period, which remains unchanged when compared with the same period last year. There was 1 grievance hearing, which is an increase of 1 when compared with the same period last year. There were no Dignity at Work complaints raised within the Resource this period, which is a decrease of 1 when compared with the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There were 18 leavers in the Resource this period, a decrease of 6 when compared with the same period last year. Exit interviews were held with 3 employees.

5. Staffing Watch (Appendix 3)

- 5.1. There has been an increase of 14 in the number of employees in post from 9 March 2019 to 8 June 2019.

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

Val de Souza

Director, Health and Social Care

27 August 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ 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

- ◆ Social Work Resources – 7 August 2019

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 - 2017/2018, 2018/2019 & 2019/2020
Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020	
April	5.0	5.3	5.0	April	5.6	6.2	6.9	April	5.2	5.6	5.6	April	3.9	4.1	4.0	
May	4.9	5.1	5.6	May	4.1	6.2	7.7	May	4.6	5.4	6.3	May	4.2	4.2	4.4	
June	5.3	5.2	5.8	June	4.6	6.3	6.9	June	5.1	5.6	6.2	June	3.9	4.3	4.4	
July	4.8	5.2	5.1	July	4.9	6.4	7.7	July	4.8	5.6	5.9	July	3.0	3.4	3.4	
August	4.9	5.0		August	4.7	5.9		August	4.8	5.3		August	3.2	3.6		
September	5.0	5.0		September	5.2	6.1		September	5.1	5.4		September	4.0	4.4		
October	4.2	5.7		October	5.8	5.6		October	4.8	5.6		October	4.1	4.4		
November	4.4	5.4		November	5.9	5.3		November	4.9	5.4		November	4.8	5.1		
December	5.6	5.1		December	6.1	6.9		December	5.7	5.7		December	5.1	4.8		
January	5.5	5.2		January	7.3	8.4		January	6.1	6.2		January	5.0	4.9		
February	6.1	5.5		February	5.8	8.5		February	6.0	6.5		February	5.0	5.2		
March	5.7	5.4		March	6.5	6.5		March	5.9	5.8		March	4.7	4.9		
Annual Average	5.1	5.3	5.3	Annual Average	5.5	6.5	6.9	Annual Average	5.3	5.7	5.8	Annual Average	4.2	4.4	4.5	
Average Apr-Jul	5.0	5.2	5.4	Average Apr-Jul	4.8	6.3	7.3	Average Apr-Jul	4.9	5.6	6.0	Average Apr-Jul	3.8	4.0	4.1	
No of Employees at 31 July 2019			1850	No of Employees at 31 July 2019			1108	No of Employees at 31 July 2019			2958	No of Employees at 31 July 2019			15386	

For the financial year 2019/20, the projected average days lost per employee equates to 13.1 days.

SOCIAL WORK RESOURCES

	Jun-Jul 2018	Jun-Jul 2019
MEDICAL EXAMINATIONS		
Number of Employees Attending	89	75
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	29	14
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	106	101
REFERRALS TO EMPLOYEE SUPPORT OFFICER	45	54
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	9	6
TOTAL	278	250

CAUSE OF ACCIDENTS/INCIDENTS	Jun-Jul 2018	Jun-Jul 2019
Over 7 day absences	0	4
Over 3 day absences**	0	1
Minor	4	4
Near Miss	1	1
Violent Incident: Physical****	7	8
Violent Incident: Verbal*****	1	4
Total Accidents/Incidents	13	22

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

***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.

****Physical violent incidents are included in the "Specified" figures, where applicable, to provide the "Total Specified" figures.

****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.

****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	Jun-Jul 2017	Jun-Jul 2018
Total Number of Hearings	5	5
Total Number of Appeals	1	0

Time Taken to Convene Hearing Jun - Jul 2019

0-3 Weeks
2

4-6 Weeks
0

Over 6 Weeks
3

RECORD OF GRIEVANCE HEARINGS	Jun-Jul 2018	Jun-Jul 2019
Number of Grievances	0	1
Still in Progress	0	1

RECORD OF DIGNITY AT WORK	Jun-Jul 2018	Jun-Jul 2019
Number of Incidents	1	0
Number Resolved at Formal Stage	1	0

ANALYSIS OF REASONS FOR LEAVING	Mar-May 2018	Mar-May 2019
Career Advancement	2	0
Poor Relationship with Manager/Colleagues	3	0
Moving Outwith Area	3	0
Personal Reasons	0	1
Childcare/caring responsibilities	1	0
Other	2	2
Number of Exit Interviews conducted	11	3

Total Number of Leavers Eligible for Exit Interview	24	18
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Percentage of interviews conducted	46%	17%
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**JOINT STAFFING WATCH RETURN
SOCIAL WORK RESOURCES**

APPENDIX 3

1. As at 8 June 2019

Total Number of Employees				
MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
226	193	918	1442	2779

*Full - Time Equivalent No of Employees									
Salary Bands									
Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
1	1339.26	474.47	533.72	20	25	2	0	0	2395.45

1. As at 9 March 2019

Total Number of Employees				
MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
218	191	910	1446	2765

*Full - Time Equivalent No of Employees									
Salary Bands									
Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
1	1328.99	466.47	544.35	20	22	2	0	0	2384.81