

# Report

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>27 September 2023</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Finance and Corporate Resources – Workforce Monitoring – May to July 2023</b>
----------	--

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for May to July 2023 relating to Finance and Corporate Resources

## 2. Recommendation(s)

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

(1) that the following employment information for May to July 2023 relating to Finance and Corporate 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 10 June 2023

## 3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for Finance and Corporate Resources provides information on the position for May to July 2023.

## 4. Monitoring Statistics

### 4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of July 2023 for Finance and Corporate Resources.

The Resource absence figure for July 2023 was 3.5%, this figure has decreased by 0.7% when compared to last month and is 0.3% lower than the Council-wide figure. Compared to July 2022, the Resource absence figure has decreased by 0.4%.

Based on the absence figures at July 2023 and annual trends, the projected annual average absence for the Resource for 2023/2024 is 3.9%, compared to a Council-wide average figure of 5.5%.

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, 59 referrals were made this period. This represents a decrease of 7 when compared with the same period last year.

**4.3. Accident/Incident Statistics**

There were 2 accidents/incidents recorded within the Resource this period, this figure remains unchanged when compared to the same period last year.

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

During the period, 1 disciplinary hearing was held within the Resource. This figure remains unchanged when compared to the same period last year. No appeals were heard by the Appeals Panel. No grievance hearings were raised within the Resource, this figure remains unchanged 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 were a total of 7 leavers in the Resource this period eligible for an exit interview, a decrease of 8 when compared with the same period last year. 3 exit interviews were conducted in this period, a decrease of 1 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 May to July 2023, 19 employees (16.20 FTE) in total left employment, managers indicated that 17 posts (14.80 FTE) were being replaced and 2 posts (1.40 FTE) are being held pending a savings or service review.**

**5. Staffing Watch**

**5.1. There has been a decrease of 15 in the number of employees in post from 11 March 2023 to 10 June 2023.**

**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 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.

**Paul Manning**

**Executive Director (Finance and Corporate Resources)**

24 August 2023

### **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**

- ◆ Finance and Corporate Resources, 28 June 2023

### **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: -

Elaine Maxwell, HR Business Manager

Ext: 4647 (Tel: 01698 454647)

E-mail: [Elaine.Maxwell@southlanarkshire.gov.uk](mailto:Elaine.Maxwell@southlanarkshire.gov.uk)

**Absence Trends - 2021/2022, 2022/2023 & 2023/2024**  
**Finance and Corporate 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	2.6	2.8	3.6	April	0.0	0.0	0.0	April	2.6	2.8	3.6	April	4.3	5.6	5.1				
May	3.3	3.2	3.9	May	0.0	0.0	0.0	May	3.3	3.2	3.9	May	4.9	5.4	5.1				
June	3.5	4.0	4.2	June	0.0	0.0	0.0	June	3.5	4.0	4.2	June	4.7	5.3	4.7				
July	3.3	3.9	3.5	July	0.0	0.0	0.0	July	3.3	3.9	3.5	July	4.0	4.6	3.8				
August	3.6	4.1		August	0.0	0.0		August	3.6	4.1		August	4.7	4.4					
September	4.0	3.6		September	0.0	0.0		September	4.0	3.6		September	6.4	5.4					
October	3.6	3.8		October	0.0	0.0		October	3.6	3.8		October	6.3	5.8					
November	4.3	3.4		November	0.0	0.0		November	4.3	3.4		November	6.9	6.5					
December	3.8	4.3		December	0.0	0.0		December	3.8	4.3		December	6.9	7.0					
January	3.8	4.3		January	0.0	0.0		January	3.8	4.3		January	7.0	5.8					
February	3.4	3.8		February	0.0	0.0		February	3.4	3.8		February	6.6	5.9					
March	3.4	3.8		March	0.0	0.0		March	3.4	3.8		March	7.9	6.4					
Annual Average	3.6	3.8	3.9	Annual Average	0.0	0.0	0.0	Annual Average	3.6	3.8	3.9	Annual Average	5.9	5.7	5.5				
Average Apr-Jul	3.2	3.5	3.8	Average Apr-Jul	0.0	0.0	0.0	Average Apr-Jul	3.2	3.5	3.8	Average Apr-Jul	4.5	5.2	4.7				
No of Employees at 31 July 2023				924	No of Employees at 31 July 2023				0	No of Employees at 31 July 2023				924	No of Employees at 31 July 2023				16165

## FINANCE &amp; CORPORATE RESOURCES

	May - Jul 2022	May - Jul 2023
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	25	11
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	0	0
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	19	19
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>	22	29
<b>REFERRALS TO COGNITIVE BEHAVIOUR THERAPY</b>	0	0
<b>TOTAL</b>	66	59
<b>CAUSE OF ACCIDENTS/INCIDENTS</b>	May - Jul 2022	May - Jul 2023
Minor	1	1
Violent Incident: Verbal****	1	1
<b>Total Accidents/Incidents</b>	2	2
<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>		
<b>RECORD OF DISCIPLINARY HEARINGS</b>	May - Jul 2022	May - Jul 2023
Total Number of Hearings	1	1
<b>Time Taken to Convene Hearing May - July 2023</b>		
<b>0-3 Weeks</b>	<b>4-6 Weeks</b>	<b>Over 6 Weeks</b>
0	0	1
<b>RECORD OF GRIEVANCE HEARINGS</b>	May - Jul 2022	May - Jul 2023
Number of Grievances	0	0
<b>RECORD OF DIGNITY AT WORK</b>	May - Jul 2022	May - Jul 2023
Number of Incidents	0	0
<b>ANALYSIS OF REASONS FOR LEAVING</b>	May - Jul 2022	May - Jul 2023
Further Education	2	0
Moving outwith area	0	1
Personal Reasons	0	2
Poor relationship with managers / colleagues	1	0
Other	1	0
<b>Number of Exit Interviews conducted</b>	4	3
<b>Total Number of Leavers Eligible for Exit Interview</b>	15	7
<b>Percentage of interviews conducted</b>	27%	43%

Reason	May - July 2023		Cumulative total	
	FTE	H/C	FTE	H/C
Terminations/Leavers	16.20	19	23.90	29
Being replaced	14.80	17	22.50	27
Filling on a temporary basis	0.00	0	0.00	0
Plan to transfer this budget to another post	0.00	0	0.00	0
End of fixed term contract	0.00	0	0.00	0
Held pending service Review	1.40	2	1.40	2
Plan to remove for savings	0.00	0	0.00	0

**JOINT STAFFING WATCH RETURN**  
**FINANCE AND CORPORATE RESOURCES**

As at 10 June 2023

**Total Number of Employees**

MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
203	17	410	228	858

\*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	119.63	359.13	216.05	53.07	24.30	2.00	0.00	0.00	779.18

As at 11 March 2023

**Total Number of Employees**

MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
207	19	414	233	873

\*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
2.00	124.78	358.72	219.55	58.05	22.30	6.00	0.00	0.00	791.4