

Report

Report to:	Finance and Corporate Resources Committee
Date of Meeting:	10 November 2021
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Finance and Corporate Resources - Workforce Monitoring – July to August 2021
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide employment information for the period July to August 2021 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 the period July to August 2021 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 12 June 2021

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 the period July to August 2021.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of August 2021 for Finance and Corporate Resources.

The Resource absence figure for August 2021 was 3.6%, which is an increase of 0.3% when compared to last month and is 1.1% lower than the Council-wide figure. Compared to August 2020, the Resource absence figure has increased by 1.6%.

Based on the absence figures at August 2021 and annual trends, the projected annual average absence for the Resource for 2021/2022 is 3.2%, compared to a Council-wide average figure of 4.8%.

For the financial year 2021/2022, the projected average days lost per employee equates to 7.6 days, compared with the overall figure for the Council of 10.8 days per employee.

The attendance information contained in this report includes absences as a result of Covid-19, and employees are being supported through this difficult time to maintain attendance levels where they can. As this report was being prepared, at 6 October 2021, the Council overall absence level was 6.26% with 1.18% of this relating to Covid-19 for sickness and special leave.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, 54 referrals were made this period, an increase of 30 when compared with the same period last year.

4.3. Accident/Incident Statistics (Appendix 2)

There were no accidents/incidents recorded within the Resource this period, which remains unchanged when compared with the same period last year.

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

There were no disciplinary hearings held within the Resource this period, which remains unchanged when compared with the same period last year. There were no grievances raised within the Resource this period, which remains unchanged when compared with the same period last year. There were no Dignity at Work complaints raised within the Resource this period, which remains unchanged when compared with the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There were 6 leavers in the Resource this period who were eligible for an exit interview. This figure has increased by 4 when compared with the same period last year. Exit interviews were held with 33% of employees, compared with 100% for the same period last year.

4.6. When processing an employee termination, managers are asked to identify whether they intend to replace the employee who had left the Council. If they indicate that they do not intend to replace the employee, they are asked to select from four options:-

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

4.7. Appendix 2a provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period July to August 2021, 11 (9.76 FTE) employees in total left employment. Managers indicated that 10 posts (9.22 FTE) are being replaced and 1 post (0.54 FTE) was being held pending a service review.

5. Staffing Watch

5.1. There has been a decrease of 4 in the number of employees in post from 13 March 2021 to 12 June 2021.

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 or environmental implications arising from the information presented in 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)

11 October 2021

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

- ◆ Finance and Corporate Resources – 1 September 2021

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 - 2019/2020, 2020/2021 & 2021/2022
Finance and Corporate Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022	
April	3.5	3.5	2.6	April	7.1	8.5	0.0	April	3.6	3.6	2.6	April	4.0	4.4	4.3	
May	3.2	2.3	3.3	May	0.0	16.0	0.0	May	3.2	2.4	3.3	May	4.4	3.1	4.9	
June	3.3	1.9	3.5	June	0.5	7.4	0.0	June	3.2	1.9	3.5	June	4.4	2.7	4.7	
July	3.3	2.0	3.3	July	2.4	3.5	0.0	July	3.2	2.0	3.3	July	3.4	2.3	4.0	
August	3.6	1.8	3.6	August	5.9	12.1	0.0	August	3.6	2.0	3.6	August	3.7	3.1	4.7	
September	3.3	2.3		September	3.5	13.4		September	3.3	2.4		September	4.5	4.2		
October	3.7	3.2		October	3.6	10.2		October	3.7	3.3		October	4.6	4.8		
November	3.9	3.1		November	2.6	11.4		November	3.8	3.2		November	5.5	5.8		
December	4.6	2.7		December	1.3	11.4		December	4.5	2.8		December	5.7	5.6		
January	3.9	2.8		January	0.0	7.0		January	3.9	2.8		January	5.3	4.8		
February	4.1	3.5		February	7.6	0.0		February	4.1	3.5		February	5.6	4.8		
March	4.5	3.5		March	4.6	0.0		March	4.5	3.5		March	6.2	4.9		
Annual Average	3.7	2.7	3.1	Annual Average	3.3	8.4	4.5	Annual Average	3.7	2.8	3.2	Annual Average	4.8	4.2	4.8	
Average Apr-Aug	3.4	2.3	3.3	Average Apr-Aug	3.2	9.5	0.0	Average Apr-Aug	3.4	2.4	3.3	Average Apr-Aug	4.0	3.1	4.5	
No of Employees at 31 August 2021			952	No of Employees at 31 August 2021			0	No of Employees at 31 August 2021			952	No of Employees at 31 August 2021			16424	

For the financial year 2021/22, the projected average days lost per employee equates to 7.6 days.

Appendix 2		
FINANCE AND CORPORATE RESOURCES		
	Jul-Aug 2020	Jul-Aug 2021
MEDICAL EXAMINATIONS		
Number of Employees Attending	5	12
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	0	15
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	6	10
REFERRALS TO EMPLOYEE SUPPORT OFFICER	13	17
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	0	0
TOTAL	24	54
CAUSE OF ACCIDENTS/INCIDENTS	Jul-Aug 2020	Jul-Aug 2021
Specified Injuries*	0	0
Over 7 day absences	0	0
Over 3 day absences**	0	0
Minor	0	0
Near Miss	0	0
Violent Incident: Physical****	0	0
Violent Incident: Verbal*****	0	0
Total Accidents/Incidents	0	0
*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	Jul-Aug 2020	Jul-Aug 2021
Total Number of Hearings	0	0
Total Number of Appeals	0	0
Appeals Pending	0	0
Time Taken to Convene Hearing Apr - Jun 2021		
0-3 Weeks	4-6 Weeks	Over 6 Weeks
0	0	0
RECORD OF GRIEVANCE HEARINGS	Jul-Aug 2020	Jul-Aug 2021
Number of Grievances	0	0
Number Resolved at Stage 1	0	0
Number Resolved at Stage 2	0	0
Number Resolved at Stage 3	0	0
Still in Progress	0	0
RECORD OF DIGNITY AT WORK	Jul-Aug 2020	Jul-Aug 2021
Number of Incidents	0	0
Number Resolved at Informal Stage	0	0
Number Resolved at Formal Stage	0	0
Number of Appeals	0	0
Appeals in Process	0	0
Still in Process	0	0
ANALYSIS OF REASONS FOR LEAVING	Jul-Aug 2020	Jul-Aug 2021
Career Advancement	0	1
Poor Relationship with Manager/Colleagues	0	0
Moving Outwith Area	0	0
Personal Reasons	1	0
Travelling Difficulties	0	0
Further Education	0	0
Childcare/caring responsibilities	0	0
Dissatisfaction With Terms and Conditions	0	0
Other	1	1
Number of Exit Interviews conducted	2	2
Total Number of Leavers Eligible for Exit Interview	2	6
Percentage of interviews conducted	100%	33%

Appendix 2a

Reason	Jul-Aug 2021		Cumulative total	
	FTE	H/C	FTE	H/C
Terminations/Leavers	9.76	11	24.19	29
Being replaced	9.22	10	20.25	24
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	0.54	1	1.14	2
Plan to remove for savings	0.00	0	2.80	3

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

As at 12 June 2021

Total Number of Employees

MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
204	13	365	284	866

*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	121.76	337.32	223.28	54.74	25.30	6.00	1.00	0.00	771.4

As at 13 March 2021

Total Number of Employees

MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
200	16	349	305	870

*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	112.37	338.88	227.40	55.54	25.30	6.00	1.00	0.00	768.49