

Report

Report to:	Community and Enterprise Resources Committee
Date of Meeting:	4 February 2020
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Community and Enterprise Resources)

Subject:	Community and Enterprise Resources – Workforce Monitoring – October and November 2019
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for October and November 2019 relating to Community and Enterprise Resources

2. Recommendation(s)

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

(1) that the following employment information for October and November 2019 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

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for Community and Enterprise Resources provides information on the position for October and November 2019.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of November 2019 for Community and Enterprise Resources.

The Resource absence figure for November 2019 was 6.4%. This figure has increased by 0.9% when compared to the previous month and is 0.9% higher than the Council-wide figure. Compared to November 2018, the Resource absence figure has increased by 0.4%.

Based on the absence figures at November 2019 and annual trends, the projected annual average absence for the Resource for 2019/2020 is 5.3%, 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 12.9 days, compared with the overall figure for the Council of 10.3 days per employee.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 257 referrals were made this period. This represents a decrease of 51 when compared with the same period last year.

4.3. Accident/Incident Statistics

There were 15 accidents/incidents recorded within the Resource this period, a decrease of 2 when compared to the same period last year.

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

During the period, 16 disciplinary hearings were held within the Resource, an increase of 6 when compared to last year. No appeals were heard by the Appeals Panel. No grievance hearings were held within the Resource. This figure remains unchanged when compared to the same period last year. One Dignity at Work complaint was 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 28 leavers in the Resource this period eligible for an exit interview. This figure has increased by 1 when compared with the same period last year. Two exit interviews were conducted.

4.6. From September 2019, when processing employee terminations, 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 3 provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period October and November 2019, 118 employees in total left employment (FTE 93.49) and, following consideration of the post and future workload requirements, managers indicated that 1 of these would be filled on a fixed term basis pending savings, 67 (FTE 67) were fixed term posts which had come to an end and the remaining 50 (FTE 26.26) are being filled.

4.8. A reconciliation of existing workforce information at September 2019 showed there were 185 vacant posts in the Resource (FTE 91.25). Of these, 141 (FTE 70.23) were being filled through a recruitment process, 3 (2.12 FTE) were being filled on a fixed term basis and the remaining 41 (FTE 18.9) were being held pending the conclusion of the savings discussions. It should be noted that some of the posts at recruitment may be currently covered on a fixed term basis pending recruitment.

5. Employee Implications

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

6. Financial Implications

- 6.1. All financial implications are accommodated within existing budgets.

7. Climate Change, Sustainability and Environmental Implications

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

8. Other Implications

- 8.1. There are no implications for 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)

Michael McGlynn

Executive Director (Community and Enterprise Resources)

31 December 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

- ◆ Community and Enterprise Resources Committee – 12 November 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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APPENDIX 1

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020

Community and Enterprise 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	3.9	3.2	4.0	April	5.2	5.4	4.4	April	4.8	5.0	4.3	April	3.9	4.1	4.0
May	4.4	2.8	3.6	May	5.7	6.0	5.1	May	5.4	5.5	4.9	May	4.2	4.2	4.4
June	4.2	3.8	3.9	June	5.1	5.8	5.5	June	4.9	5.5	5.3	June	3.9	4.3	4.4
July	3.4	4.3	3.9	July	4.2	4.5	4.3	July	4.0	4.4	4.3	July	3.0	3.4	3.4
August	3.6	4.8	4.0	August	4.5	5.3	5.1	August	4.3	5.2	4.9	August	3.2	3.6	3.7
September	3.4	6.0	2.9	September	5.0	6.2	5.9	September	4.8	6.2	5.4	September	4.0	4.4	4.5
October	3.8	3.8	3.4	October	5.6	5.8	5.9	October	5.3	5.5	5.5	October	4.1	4.4	4.6
November	4.5	4.8	4.8	November	6.2	6.2	6.6	November	5.9	6.0	6.4	November	4.8	5.1	5.5
December	3.6	4.1		December	6.4	6.0		December	5.9	5.7		December	5.1	4.8	
January	3.0	3.4		January	6.3	6.1		January	5.7	5.6		January	5.0	4.9	
February	3.0	4.1		February	6.8	6.3		February	6.1	5.9		February	5.0	5.2	
March	3.4	4.8		March	6.1	5.6		March	5.6	5.5		March	4.7	4.9	
Annual Average	3.7	4.2	3.9	Annual Average	5.6	5.8	5.6	Annual Average	5.2	5.5	5.3	Annual Average	4.2	4.4	4.5
Average Apr-Nov	3.9	4.2	3.8	Average Apr-Nov	5.2	5.7	5.4	Average Apr-Nov	4.9	5.4	5.1	Average Apr-Nov	3.9	4.2	4.3
No of Employees at 30 November 2019			550	No of Employees at 30 November 2019			2811	No of Employees at 30 November 2019			3361	No of Employees at 30 November 2019			15667

For the financial year 2019/20, the projected average days lost per employee equates to 12.9 days.

APPENDIX 2		
COMMUNITY AND ENTERPRISE RESOURCES		
	Oct-Nov 2018	Oct-Nov 2019
MEDICAL EXAMINATIONS		
Number of Employees Attending	97	81
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	48	17
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	104	99
REFERRALS TO EMPLOYEE SUPPORT OFFICER		
	48	58
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY		
	11	2
TOTAL	308	257
	Oct-Nov 2018	Oct-Nov 2019
CAUSE OF ACCIDENTS/INCIDENTS		
Over 7 day absences	3	2
Minor	7	10
Near Miss	2	0
Violent Incident: Physical****	4	3
Violent Incident: Verbal*****	1	0
Total Accidents/Incidents	17	15
<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>		
	Oct-Nov 2018	Oct-Nov 2019
RECORD OF DISCIPLINARY HEARINGS		
Total Number of Hearings	10	16
Time Taken to Convene Hearing Oct - Nov 2019		
0-3 Weeks	4-6 Weeks	Over 6 Weeks
8	3	5
RECORD OF GRIEVANCE HEARINGS		
	Oct-Nov 2018	Oct-Nov 2019
Number of Grievances	0	0
RECORD OF DIGNITY AT WORK		
	Oct-Nov 2018	Oct-Nov 2019
Number of Incidents	1	1
Number Resolved at Formal Stage	1	1
ANALYSIS OF REASONS FOR LEAVING		
	Oct-Nov 2018	Oct-Nov 2019
Career Advancement	0	1
Moving Outwith Area	1	0
Other	2	1
Number of Exit Interviews conducted	3	2
Total Number of Leavers Eligible for Exit Interview	27	28
Percentage of interviews conducted	11%	7%

APPENDIX 3

	Oct-Nov 2019		Reconciliation figure Apr - Sept 2019		Cumulative total	
	FTE*	H/C**	FTE	H/C	FTE	H/C
Terminations/Leavers	93.49	118	-	-	-	-
Being replaced	26.26	50	70.23	141	96.49	191
Held pending savings	0	0	18.9	41	18.9	41
Filled on fixed term basis	0.23	1	2.12	3	2.35	4
Budget transfer to other post	0	0	0	0	0	0
End of fixed term contract	67	67			67	67

* Full time equivalent

** Head count/number of employees