

Report

Report to:	Finance and Corporate Resources Committee
Date of Meeting:	15 February 2023
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Finance and Corporate Resources – Workforce Monitoring – September to November 2022
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for September to November 2022 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 September to November 2022 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 September 2022

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 September to November 2022.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of November 2022 for Finance and Corporate Resources.

The Resource absence figure for November 2022 was 3.4%, this figure has decreased by 0.4% when compared to last month and is 3.1% lower than the Council-wide figure. Compared to November 2021, the Resource absence figure has decreased by 0.9%.

Based on the absence figures at November 2022 and annual trends, the projected annual average absence for the Resource for 2022/2023 is 3.6%, compared to a Council-wide average figure of 6.0%.

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.

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. At the time of this report, the Council overall absence level was 6.0% with 0.43% 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, overall, 61 referrals were made this period. This represents an increase of 12 when compared with the same period last year.

4.3. Accident/Incident Statistics

There was 1 accident/incident recorded within the Resource this period, this figure has increased by 1 when compared to the same period last year.

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

During the period, 2 disciplinary hearings were held within the Resource. This figure has increased by 2 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 11 leavers in the Resource this period eligible for an exit interview, an increase of 6 when compared with the same period last year. One exit interview was 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 September to November 2022, 27 employees (19.10 FTE) in total left employment, managers indicated that 22 posts (16.0 FTE) were being replaced, 2 posts (1.0 FTE) were filled on a temporary basis, 1 post (0.71 FTE) was due to the end of a fixed term contract, 1 post (0.60 FTE) is being held pending a service review and 1 post (0.79 FTE) is being removed for savings.

5. Staffing Watch

- 5.1. There has been an increase of 36 in the number of employees in post from 11 June 2022 to 10 September 2022.

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.

Paul Manning

Executive Director (Finance and Corporate Resources)

11 January 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 – 16 November 2022

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 - 2020/2021, 2021/2022 & 2022/2023

Finance and Corporate Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023
	%	%	%		%	%	%		%	%	%		%	%	%
April	3.5	2.6	2.8	April	8.5	0.0	0.0	April	3.6	2.6	2.8	April	4.4	4.3	5.6
May	2.3	3.3	3.2	May	16.0	0.0	0.0	May	2.4	3.3	3.2	May	3.1	4.9	5.4
June	1.9	3.5	4.0	June	7.4	0.0	0.0	June	1.9	3.5	4.0	June	2.7	4.7	5.3
July	2.0	3.3	3.9	July	3.5	0.0	0.0	July	2.0	3.3	3.9	July	2.3	4.0	4.6
August	1.8	3.6	4.1	August	12.1	0.0	0.0	August	2.0	3.6	4.1	August	3.1	4.7	4.4
September	2.3	4.0	3.6	September	13.4	0.0	0.0	September	2.4	4.0	3.6	September	4.2	6.4	5.4
October	3.2	3.6	3.8	October	10.2	0.0	0.0	October	3.3	3.6	3.8	October	4.8	6.3	5.8
November	3.1	4.3	3.4	November	11.4	0.0	0.0	November	3.2	4.3	3.4	November	5.8	6.9	6.5
December	2.7	3.8		December	11.4	0.0		December	2.8	3.8		December	5.6	6.9	
January	2.8	3.8		January	7.0	0.0		January	2.8	3.8		January	4.8	7.0	
February	3.5	3.4		February	0.0	0.0		February	3.5	3.4		February	4.8	6.6	
March	3.5	3.4		March	0.0	0.0		March	3.5	3.4		March	4.9	7.9	
Annual Average	2.7	3.6	3.6	Annual Average	8.4	0.0	0.0	Annual Average	2.8	3.6	3.6	Annual Average	4.2	5.9	6.0
Average Apr-Nov	2.5	3.5	3.6	Average Apr-Nov	10.3	0.0	0.0	Average Apr-Nov	2.6	3.5	3.6	Average Apr-Nov	3.8	5.3	5.4
No of Employees at 30 Nov 2022			981	No of Employees at 30 Nov 2022			0	No of Employees at 30 Nov 2022			981	No of Employees at 30 Nov 2022			16160

	Sep - Nov 2021	Sep - Nov 2022
MEDICAL EXAMINATIONS		
Number of Employees Attending	18	19
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	0	0
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	13	15
REFERRALS TO EMPLOYEE SUPPORT OFFICER	18	27
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	0	0
TOTAL	49	61

CAUSE OF ACCIDENTS/INCIDENTS	Sep - Nov 2021	Sep - Nov 2022
Minor	0	1
Total Accidents/Incidents	0	1

*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 pen

**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	Sep - Nov 2021	Sep - Nov 2022
Total Number of Hearings	0	2
Total Number of Appeals	1	0
Appeals Pending	0	1

Time Taken to Convene Hearing September - November 2022

0-3 Weeks
2

4-6 Weeks
0

Over 6 Weeks
0

RECORD OF GRIEVANCE HEARINGS	Sep - Nov 2021	Sep - Nov 2022
Number of Grievances	0	0

RECORD OF DIGNITY AT WORK	Sep - Nov 2021	Sep - Nov 2022
Number of Incidents	0	0

ANALYSIS OF REASONS FOR LEAVING	Sep - Nov 2021	Sep - Nov 2022
Personal Reasons	0	1
Other	2	0
Number of Exit Interviews conducted	2	1

Total Number of Leavers Eligible for Exit Interview	5	11
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Percentage of interviews conducted	40%	9%
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Reason	Sep - Nov 2022		Cumulative total	
	FTE	H/C	FTE	H/C
Terminations/Leavers	19.10	27	52.45	67
Being replaced	16.00	22	44.93	57
Filling on a temporary basis	1.00	2	1.00	2
Plan to transfer this budget to another post	0.00	0	2.00	2
End of fixed term contract	0.71	1	2.14	3
Held pending service Review	0.60	1	1.60	2
Plan to remove for savings	0.79	1	0.79	1

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

As at 10 September 2022

Total Number of Employees

MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
207	24	415	251	897

*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	128.41	363.75	223.48	57.49	24.30	6.00	0.00	0.00	805.43

As at 11 June 2022

Total Number of Employees

MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
199	20	390	252	861

*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	126.48	332.42	226.70	55.10	24.30	6.00	0.00	0.00	773

