

**General Purposes Committee on 2 March 2006**

Report Title: <b>Key workforce data - April 2005 – September 2005</b>	
Report of: <b>Head of Personnel</b>	
Wards(s) affected: <b>All</b>	Report for: <b>Non-Key Decision</b>
<b>1. Purpose</b> 1.1 The attached report provides key workforce information on sickness, disciplinary and dismissal rates in the council between April to September 2005.	
<b>2. Recommendations</b> Committee is asked to note the report.	
Report Authorised by:	
Contact Officer: <b>Stuart Young, Head of Personnel, ext 3174</b>	
<b>3. Local Government (Access to Information) Act 1985</b> No documents that require to be listed were used in the preparation of this report.	

**4. Legal comments**

4.1 The Head of Legal Services has been consulted on this report and has no comments

**5. Financial Implications**

5.1 There are no financial implications arising out of this report.

**6. Equalities Implications**

6.1 The report does not include information about the gender or ethnicity of the workforce. It is planned to present a more comprehensive report of the workforce including gender and ethnicity information for the financial year 2005/06 later in the year.

## Haringey Council – Key Workforce Data

### April to September 2005

#### Sickness Absence Data

The Sickness Absence Target set by the Council and reported to the Audit Commission is **8.80** days per person.

The table below tracks the progress of the 'average days sick per employee' figure between April 2005 to September 2005, for a rolling 12 month period.

The overall absence rate of 9.6 days is favourable compared to the average absence rate in London boroughs of 10.6 days (source - Association of London Government survey 2004/05).

<b>Average Days Sick per Employee (Rolling Year), by Directorate for the Last 6 Months</b>							
DIRECTORATE	APR 05	MAY 05	JUN 05	*JUL 05	AUG 05	SEP 05	Average Increase / Decrease per Month
Access (AC)	10.85	10.8	10.59	9.83	9.69	9.07	-0.30
Children's (CH)	7.31	7.45	7.99	11.27	11.31	11.15	0.64
Children's – Schools (CH-SC)	4.76	4.66	4.59	6.61	7.14	6.37	0.27
Environment (EN)	12.35	12.43	12.70	12.40	12.41	12.23	-0.02
Finance (FI)	12.22	12.47	12.15	11.45	11.56	11.55	-0.11
Housing (HO)	10.88	10.89	10.82	11.06	11.06	11.07	0.03
Legal Services (LE)	13.08	13.30	12.26	11.70	10.38	9.52	-0.59
Organisational Development (OD)	8.41	8.34	7.87	7.40	6.75	6.18	-0.37
Social Services (SS)	13.42	14.09	14.45	14.63	14.46	14.39	0.16
Strategy (ST)	7.08	7.99	8.28	6.72	6.66	6.45	-0.11
<b>HARINGEY COUNCIL</b>	8.53	8.64	8.71	9.57	9.81	9.36	0.14

\* = Figures from July 2005 onwards, may appear to have drastically increased or decreased. This is due to improved reporting of late sickness absence. This is more prominent within Children's Services, where schools data is periodically entered late.

## Sickness Absence Control

The council has some work to do to achieve its target of 8.8 days per person. We are looking to improve this through a combination of

- Improved absence monitoring
- Targeting the resolution of long-term sickness absence – in the first instance
- Improved employee and management support in dealing with sickness cases through better Occupational health services
- Promoting an ongoing health and well being agenda with the workforce through initiatives such as Health for Life training, staff Health Fair, Health checks for staff.

The table below shows the numbers of cases by Directorate by each category of sickness under the formal sickness monitoring procedure. The period is 1 April to 30 September 2005.

<b>Sickness Monitoring Cases by Category &amp; Directorate</b>				
<b>DIRECTORATE</b>	<b>COMBINATION OF SHORT/ LONG TERM</b>	<b>FREQUENT SHORT-TERM</b>	<b>LONG TERM</b>	<b>ALL EMPLOYEES</b>
Access (AC)	17	29	7	53
Children's (CH)	0	0	0	0
Children's – Schools (CH-SC)	0	0	0	0
Environment (EN)	1	0	0	1
Finance (FI)	4	11	9	24
Housing (HO)	14	5	8	27
Legal Services (LE)	0	1	0	1
Organisational Development (OD)	0	0	0	0
Social Services (SS)	6	9	18	33
Strategy (ST)	0	0	1	1
<b>HARINGEY COUNCIL</b>	42	55	43	140

## Sickness Absence Control (continued)

The following table shows the total number cases by Directorate being dealt with at the different stages of the sickness absence monitoring procedure. The period is 1 April to 30 September 2005.

<b>Sickness Monitoring Cases by Stage &amp; Directorate</b>									
<b>DIRECTORATE</b>	<b>SICK ATTEND REVIEW</b>	<b>SICK 1ST FORMAL</b>	<b>SICK INTER-MEDIATE</b>	<b>SICK REFERRED TO OHU</b>	<b>SICKNESS MEDIATION</b>	<b>SICK FINAL</b>	<b>SICK APPEAL</b>	<b>SICK ET</b>	<b>ALL EMPLOYEES</b>
Access (AC)	3	16	11	18	1	4	0	0	53
Children's (CH)	0	0	0	0	0	0	0	0	0
Children's – Schools (CH-SC)	0	0	0	0	0	0	0	0	0
Environment (EN)	0	1	0	0	0	0	0	0	1
Finance (FI)	0	19	5	0	0	0	0	0	24
Housing (HO)	6	6	14	0	0	1	0	0	27
Legal Services (LE)	0	1	0	0	0	0	0	0	1
Organisational Development (OD)	0	0	0	0	0	0	0	0	0
Social Services (SS)	0	5	4	19	0	5	0	0	33
Strategy (ST)	0	0	0	0	0	1	0	0	1
<b>HARINGEY COUNCIL</b>	<b>9</b>	<b>48</b>	<b>34</b>	<b>37</b>	<b>1</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>140</b>

## Disciplinary Cases

This section examines cases of formal disciplinary action taken against employees during the period of 01 April 2005 – 30 September 2005 in Haringey Council.

Housing Services have the highest percentage (29%) of disciplinary cases in this period.

<b>Disciplinary Cases by Directorate</b>				
<b>DIRECTORATE</b>	<b>NEW CASES</b>	<b>ONGOING CASES</b>	<b>TOTAL</b>	<b>%</b>
Access (AC)	8	2	10	16
Children's (CH)	6	7	13	21
Environment (EN)	2	4	6	10
Finance (FI)	1	0	1	2
Housing (HO)	9	9	18	29
Legal Services (LE)	0	0	0	0
Organisational Development (OD)	0	0	0	0
Social Services (SS)	5	8	13	21
Strategy (ST)	2	0	2	3
<b>HARINGEY COUNCIL</b>	<b>33</b>	<b>30</b>	<b>63</b>	<b>100</b>

\* = Please note that Children's Services - Schools do not enter Formal Procedures data into SAP.

## Disciplinary Cases (continued)

This table displays identifies reasons for Disciplinary action against employees within the 01 April 2005 – 30 September 2005 period.

The highest percentage of disciplinary action was due to behaviour (22%).

Ongoing cases are those cases that carried over from the period before April 2005.

<b>Reasons for Disciplinary Cases</b>				
<b>REASON</b>	<b>NEW CASES</b>	<b>ONGOING CASES</b>	<b>TOTAL</b>	<b>%</b>
ASSAULT	0	1	1	2
BEHAVIOUR	7	7	14	22
COUNCIL PROCEDURES	1	4	5	8
DISHONESTY	4	1	5	8
FALSE CLAIMS	2	0	2	3
FRAUD	0	2	2	3
GROSS NEGLIGENCE	1	2	3	5
HOUSING BENEFIT FRAUD	1	0	1	2
MISUSE OF E-MAIL	1	1	2	3
MISUSE OF RESOURCES	2	0	2	3
NEGLIGENCE	6	0	6	10
NOT COMPLYING WITH MGT INSTR.	1	0	1	2
OTHER	2	4	6	10
PERSONAL GAIN	0	1	1	2
PRIVATE WORK	0	3	3	5
RACIST ACTIONS	0	1	1	2
SEXUAL MISCONDUCT	1		1	2
TIMEKEEPING	1	2	3	5
UNAUTHORISED ABSENCE	3	1	4	6
<b>TOTAL</b>	<b>33</b>	<b>30</b>	<b>63</b>	<b>100</b>

## Disciplinary Cases (continued)

The following tables summarise the stages and status of Disciplinary cases between 01 April 2005 – 30 September 2005 period.

<b>Summary of Disciplinary Cases by Stage</b>			
STAGE	NEW CASES	ONGOING CASES	TOTAL
DIS. INVEST SUSP	22	17	39
DIS. INVEST NOT SUSP	11	12	23
DIS. APPEAL	0	1	1
DIS. ET	0	0	0
<b>TOTAL</b>	<b>33</b>	<b>30</b>	<b>63</b>

The table below shows the number of cases being closed (completed) during April to September and the number of cases remaining open (still being investigated or awaiting a hearing). Ongoing cases are those cases that carried over from the period before April 2005.

<b>Summary of Disciplinary Cases by Status</b>			
CASE STATUS	NEW CASES	ONGOING CASES	TOTAL
CASE OPEN	11	4	15
CASE CLOSED	22	26	48
<b>TOTAL</b>	<b>33</b>	<b>30</b>	<b>63</b>

## Employment Tribunal Cases

Summary of Employment Tribunal cases heard, finished or started during the period 1 April 2005 to 30 September 2005.

<i>Directorate</i>	<i>New Case</i>	<i>Won</i>	<i>Withdrawn</i>	<i>Settled</i>	<i>Lost</i>	<i>Total</i>
Corporate Services (including OD, Legal, Access, Strategy)	2	1	0	1	0	4
Children's	0	0	0	1	0	1
Environment	4	0	0	3	1	8
Housing	2	0	1	3	0	6
Social Services	0	3	1	3	0	7
<b>TOTAL</b>	<b>8</b>	<b>4</b>	<b>2</b>	<b>11</b>	<b>1</b>	<b>26</b>

## Employee Turnover - Reasons for leaving

The table below shows summary reasons for leaving and turnover rates for the period 1 April 2005 – 30 September 2005 in Haringey Council.

Reasons for leaving – Turnover rates based on a total employee figure of 7193

<i>Reasons</i>	<i>Number</i>	<i>%</i>
Resignations	362	5.0%
Retirements	49	0.7%
Dismissals	26	0.4%
Redundancies	9	0.1%
TUPE Transfers	110	1.5%
Other	113	1.6%
<b>Total</b>	<b>669</b>	<b>9.3%</b>

The table below shows information from the Association of London Government Survey of Turnover in London Boroughs. In comparative terms it can be seen that the councils turnover rates are lower than the average in London boroughs.

It can also be seen that our redundancy rates are considerably lower but that other reasons for leaving including dismissal rates are proportionately similar.

### Employee turnover - London boroughs - 1998-2005 (financial years)

	London Boroughs					
	98/99	00/01	01/02	02/03	03/04	04/05
<b>Resignations</b>	10.2%	11.0%	11.6%	10.5%	8.3%	<b>9.1%</b>
<b>Retirements</b>	1.5%	1.7%	1.6%	1.4%	1.5%	<b>1.3%</b>
<b>Dismissals</b>	0.5%	0.5%	0.6%	0.6%	0.7%	<b>0.8%</b>
<b>Redundancies</b>	0.9%	0.8%	0.9%	0.5%	0.5%	<b>0.7%</b>
<b>TUPE Transfers</b>	N/A	0.6%	1.2%	1.9%	0.6%	<b>0.8%</b>
<b>Other</b>	2.0%	1.3%	2.7%	2.0%	2.3%	<b>2.4%</b>
<b>Total</b>	<b>15.2%</b>	<b>15.9%</b>	<b>18.6%</b>	<b>16.8%</b>	<b>14.0%</b>	<b>15.1%</b>

Source: ALG Employee Turnover Surveys (1) Figures exclude school-based staff