



Council Offices, Almada Street
Hamilton, ML3 0AA

Monday, 07 August 2023

Dear Councillor

Employee Issues Forum

The Members listed below are requested to attend a meeting of the above Forum to be held as follows:-

Date: Tuesday, 15 August 2023

Time: 14:00

Venue: Hybrid - Committee Room 1, Council Offices, Almada Street, Hamilton, ML3 0AA

The business to be considered at the meeting is listed overleaf.

Yours sincerely

Cleland Sneddon
Chief Executive

Members

Margaret Cowie (Chair), Celine Handibode (Depute Chair), John Anderson, Walter Brogan, Archie Buchanan, Gerry Convery, Geri Gray, Katy Loudon, Richard Nelson, Kirsten Robb

Substitutes

Mathew Buchanan, Mary Donnelly, Catherine McClymont, Elaine McDougall,

BUSINESS

1 Declaration of Interests

- 2 Minutes of Previous Meeting** 3 - 4
Minutes of the Employee Issues Forum held on 16 May 2023 submitted for approval as a correct record. (Copy attached)

Item(s) for Consideration

- 3 Council-wide Workforce Monitoring - April to June 2023** 5 - 24
Report dated 20 July 2023 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 4 Finance and Corporate Resources - Workforce Monitoring - April to June 2023** 25 - 30
Report dated 20 July 2023 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 5 Dates for Future Meetings** 31 - 32
Report dated 1 August 2023 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Urgent Business

- 6 Urgent Business**
Any other items of business which the Chair decides are urgent.

For further information, please contact:-

Clerk Name:	Helen Calley
Clerk Telephone:	07385370069
Clerk Email:	helen.calley@southlanarkshire.gov.uk

EMPLOYEE ISSUES FORUM

2

Minutes of meeting held via Confero and in Committee Room 1, Council Offices, Almada Street, Hamilton on 16 May 2023

Chair:

Councillor Margaret Cowie

Councillors Present:

Councillor John Anderson, Councillor Archie Buchanan, Councillor Gerry Convery, Councillor Celine Handibode (Depute), Councillor Katy Loudon, Councillor Kirsten Robb

Councillors' Apologies:

Councillor Walter Brogan, Councillor Geri Gray, Councillor Richard Nelson

Attending:

Finance and Corporate Resources

H Calley, Administration Officer; K McVeigh, Head of Personnel Services; L Wyllie, Administration Assistant

Education Resources

S Nicolson, Head of Education (Senior Phase)

Also Attending:

J Gaffney, EIS

H Scott, GMB

K Wallace, Unite the Union

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Employee Issues Forum held on 7 March 2023 were submitted for approval as a correct record.

The Forum decided: that the minutes be approved as a correct record.

3 Council-wide Workforce Monitoring – January to March 2023

A report dated 14 April 2023 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period January to March 2023:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ Staffing Watch as at 10 December 2022

Officers responded to members' questions regarding the Active Travel Plan and confirmed that the number of staff eligible for an exit interview was in relation to labour turnover.

The Forum decided: that the report be noted.

4 Education Resources – Workforce Monitoring – January to March 2023

A joint report dated 14 April 2023 by the Executive Directors (Finance and Corporate Resources) and (Education Resources) was submitted on the following employee information for Education Resources for the period January to March 2023:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ Staffing Watch as at 10 December 2022

The Forum decided: that the report be noted.

5 Collaborative Improvement: Challenge and Support in the Senior Phase

S Nicolson, Head of Education (Senior Phase), Education Resources, gave a presentation on collaborative improvement: challenge and support in the senior phase.

The presentation highlighted:-

- ◆ the approach to collaborative improvement
- ◆ the central mechanisms used to engage and challenge schools, support improvement and secure provision and outcomes for all
- ◆ the process which included an initial online meeting, 2 days of face-to-face meetings, reflection and reporting
- ◆ the outcomes and practical steps
- ◆ the next steps of the 'what' and the 'how'

Having responded to members' questions, S Nicolson was thanked for his informative presentation.

The Forum decided: that the presentation be noted.

6 Urgent Business

There were no items of urgent business.

Chair's Remarks

The Chair advised that this was the last Forum meeting that Kay McVeigh, Head of Personnel Services, would be attending as she was retiring. The Chair, on behalf of the Forum, thanked Ms McVeigh for her many years of public service and wished her well for the future.

Report

3

Report to:	Employee Issues Forum
Date of Meeting:	15 August 2023
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Council-wide Workforce Monitoring – April to June 2023
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide employment information relating to the Council for the period April to June 2023

2. Recommendation(s)

2.1. The Employee Issue Forum is asked to approve the following recommendation(s):-

(1) that the following employment information for the period April to June 2023 relating to the Council be noted:-

- ♦ attendance statistics
- ♦ occupational health
- ♦ accident/incident statistics
- ♦ discipline, grievance and Dignity at Work cases
- ♦ analysis of leavers and exit interviews
- ♦ recruitment monitoring

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to the Employee Issue Forum. This report for the Council provides information on the position for the period April to June 2023.

4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for June 2023, is provided in Appendices 1 to 8. Points to note are:-

The Council's absence rate for June 2023, shown in appendix 1, is 4.7%, which represents a decrease of 0.4% when compared with last month and the figure has decreased by 0.6% when compared to June 2022.

When compared to June 2022, the APT&C absence rate has decreased by 0.1%, the teachers' figure has increased by 0.4% and the manual workers' figure has decreased by 1.6%.

Based on annual trends and the absence rate to June 2023, the projected annual average absence rate for the Council for the financial year 2023/2024 is 5.6%.

In comparison to June 2022 (Appendix 8):-

- ◆ psychological and musculoskeletal conditions are the main reasons for absence
- ◆ total days lost due to psychological conditions have increased by 436 days
- ◆ total days lost due to musculoskeletal conditions have increased by 703 days
- ◆ total days lost due to respiratory conditions have decreased by 2281 days
- ◆ total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 265 days

5. Occupational Health

5.1. Information on Occupational Health for the period April to June 2023 is provided in Appendix 9.

- ◆ during the period there were 327 employees referred for a medical examination, a decrease of 56 when compared to the same period last year. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals
- ◆ a total of 440 employees attended physiotherapy treatment, showing a decrease of 48 when compared to the same period last year. Of the 440 employees referred, 63% remained at work whilst undertaking treatment
- ◆ during this period 415 employees were referred to the Employee Support Officer, showing an increase of 17 when compared with the same period last year. Of the referrals made this period, 88% related to personal reasons
- ◆ 158 employees were referred to the PAM Assist counselling service this period, this has increased by 32 when compared with the same period last year. All the referrals made this period were from management and none were made directly by employees. Personal reasons accounted for 58% of the referrals made, 19% were for work related reasons and 23% was for other reasons
- ◆ 7 employees were referred for Cognitive Behavioural Therapy this period, an increase of 7 when compared to the same period last year

6. Accidents/Incidents

6.1. The accident/incident report for April to June 2023 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 368, this figure has increased by 41 from the same period last year
- ◆ there was 1 specified injury recorded, this figure has decreased by 1 from the same period last year
- ◆ there were 358 minor accidents/incidents, this figure has increased by 49 from the same period last year
- ◆ there was 1 accident resulting in an absence lasting over 3 days during the period, this figure has decreased by 1 from the same period last year
- ◆ there were 8 accidents resulting in an absence lasting over 7 days during the period, this figure has decreased by 6 from the same period last year

7. Discipline, Grievance, Dignity at Work Hearings and Mediation Referrals

7.1. Information on Disciplinary, Grievance Hearings, Dignity at Work and Mediation Referrals for April to June 2023 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 43 disciplinary hearings were held across Resources within the Council, this figure has increased by 13 when compared to the same period last year
- ◆ action was taken in 41 of these cases. No appeals were raised against the outcomes
- ◆ our target is to convene disciplinary hearings within 6 weeks, 88% of hearings met this target
- ◆ during the period, no appeals were heard by the Appeals Panel

- ◆ at the end of June 2023, 1 Appeals Panel is pending
- ◆ during the period, no grievance cases were raised
- ◆ during the period, no Dignity at Work cases were raised
- ◆ during the period, 3 referrals for mediation were submitted

8. Analysis of Leavers and Exit Interviews

- 8.1. Information on the number of leavers and exit interviews for the period April to June 2023 is contained in Appendix 13. Exit interviews are conducted with employees who leave voluntarily.

Labour Turnover

Using information compiled from Resources and Staffing Watch information as at 11 March 2023, the Council's turnover figure for April to June 2023 is as follows:-

170 leavers eligible for exit interviews/14,983 employees in post = Labour Turnover of 1.1%.

Based on the figure at March 2023, the projected annual labour turnover figure for the financial year 2023/2024 for the Council is 4.5%.

- 8.2. Analysis of Leavers and Exit Interviews:-

- ◆ there was a total of 170 employees leaving the Council that were eligible for an exit interview, an increase of 6 when compared with the same period last year
- ◆ there was a total of 44 exit interviews conducted, a decreased of 23 when compared with the same period last year

- 8.3. 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 4 options:-

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

- 8.4. Appendix 13a provides information relating to vacant posts and whether these are being replaced or held for savings. From April to June 2023, 379 employees (270.44 FTE) left employment. Managers indicated that 359 posts (257.80 FTE) would be replaced, 4 posts (1.44 FTE) were being filled on a temporary basis, 8 posts (4.80 FTE) were due to the end of fixed term contracts and 8 posts (6.40 FTE) were being left vacant pending savings or service reviews.

9. Recruitment Monitoring

- 9.1. Information on Recruitment Monitoring for April to June 2023 is contained within Appendix 14.

From an analysis of Equal Opportunities Monitoring Forms, the main points to note are:-

- ◆ overall, 4,576 applications and 4,445 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (136), 83 were shortlisted for interview and 9 were appointed

- ♦ of those applicants of a black/ethnic minority background (492), 107 were shortlisted for interview and 31 were appointed
- ♦ of those applicants who are veterans (59), 27 were shortlisted for interview and 3 were appointed

10. Employee Implications

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

11. Financial Implications

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

12. Climate Change, Sustainability and Environmental Implications

- 12.1. There are no climate change, sustainability or environmental implications arising from the information presented in this report.

13. Other Implications

- 13.1. There are no implications for risk in terms of the information contained within this report.

14. Equality Impact Assessment and Consultation Arrangements

- 14.1. 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.

- 14.2. 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)

20 July 2023

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

- ♦ Employee Issue Forum – 16 May 2023

List of Background Papers

- ♦ Monitoring information provided by 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

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Council Wide

Council Wide																
APT&C				Teachers				Manual Workers				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	4.1	5.2	5.2	April	2.5	2.7	2.8	April	6.2	8.8	7.0	April	4.3	5.6	5.1	
May	4.7	5.0	5.1	May	3.2	3.6	3.2	May	6.7	7.6	6.2	May	4.9	5.4	5.1	
June	4.4	5.0	4.9	June	2.6	2.6	2.2	June	7.0	8.1	6.5	June	4.7	5.3	4.7	
July	4.1	4.5		July	1.1	1.4		July	6.3	7.4		July	4.0	4.6		
August	4.6	4.3		August	2.0	1.4		August	7.3	7.4		August	4.7	4.4		
September	6.1	5.2		September	4.4	2.8		September	8.5	8.0		September	6.4	5.4		
October	6.0	5.7		October	4.1	3.4		October	8.7	8.1		October	6.3	5.8		
November	6.5	6.3		November	5.6	4.7		November	8.7	8.6		November	6.9	6.5		
December	6.2	6.7		December	6.1	5.3		December	8.8	8.9		December	6.9	7.0		
January	6.7	5.2		January	3.9	4.3		January	10.1	8.0		January	7.0	5.8		
February	6.5	5.7		February	3.7	4.1		February	9.5	7.9		February	6.6	5.9		
March	8.0	6.2		March	4.3	4.6		March	11.3	8.3		March	7.9	6.4		
Annual Average	5.7	5.4	5.4	Annual Average	3.6	3.4	3.4	Annual Average	8.3	8.1	7.7	Annual Average	5.9	5.7	5.6	
Average Apr-Jun	4.4	5.1	5.1	Average Apr-Jun	2.8	3.0	2.7	Average Apr-Jun	6.6	8.2	6.6	Average Apr-Jun	4.6	5.4	5.0	
No of Employees at 30 June 2023			7695	No of Employees at 30 June 2023			3944	No of Employees at 30 June 2023			4569	No of Employees at 30 June 2023			16208	

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Community and Enterprise 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	2.3	4.4	3.6	April	5.7	7.3	6.3	April	5.2	6.9	6.0	April	4.3	5.6	5.1				
May	2.7	3.9	3.7	May	6.4	6.8	6.3	May	5.9	6.3	5.9	May	4.9	5.4	5.1				
June	2.8	3.5	4.3	June	6.6	7.2	5.9	June	6.0	6.7	5.7	June	4.7	5.3	4.7				
July	2.9	3.9		July	5.3	5.9		July	4.9	5.6		July	4.0	4.6					
August	2.9	3.4		August	6.4	6.6		August	5.9	6.1		August	4.7	4.4					
September	3.4	3.1		September	8.2	7.9		September	7.5	7.1		September	6.4	5.4					
October	3.8	5.1		October	7.9	7.5		October	7.3	7.1		October	6.3	5.8					
November	3.5	4.2		November	8.0	8.3		November	7.3	7.7		November	6.9	6.5					
December	4.2	3.7		December	8.0	8.8		December	7.4	8.0		December	6.9	7.0					
January	3.6	2.6		January	9.6	7.4		January	8.6	6.7		January	7.0	5.8					
February	4.4	3.6		February	9.5	7.4		February	8.7	6.9		February	6.6	5.9					
March	6.0	3.9		March	11.0	7.9		March	10.2	7.3		March	7.9	6.4					
Annual Average	3.5	3.8	3.8	Annual Average	7.7	7.4	7.2	Annual Average	7.1	6.9	6.7	Annual Average	5.9	5.7	5.6				
Average Apr-Jun	2.6	3.9	3.9	Average Apr-Jun	6.2	7.1	6.2	Average Apr-Jun	5.7	6.6	5.9	Average Apr-Jun	4.6	5.4	5.0				
No of Employees at 30 June 2023				509	No of Employees at 30 June 2023				2955	No of Employees at 30 June 2023				3464	No of Employees at 30 June 2023				16208

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Education Resources

Education Resources																			
APT&C				Teachers				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	4.8	5.5	5.0	April	2.5	2.7	2.8	April	3.5	4.0	3.8	April	4.3	5.6	5.1				
May	5.7	5.5	5.4	May	3.2	3.6	3.2	May	4.4	4.5	4.2	May	4.9	5.4	5.1				
June	4.7	5.1	4.8	June	2.6	2.6	2.2	June	3.5	3.7	3.4	June	4.7	5.3	4.7				
July	3.4	3.8		July	1.1	1.4		July	2.1	2.5		July	4.0	4.6					
August	3.8	3.6		August	2.0	1.4		August	2.8	2.4		August	4.7	4.4					
September	6.4	5.8		September	4.4	2.8		September	5.3	4.1		September	6.4	5.4					
October	6.6	6.5		October	4.1	3.4		October	5.2	4.8		October	6.3	5.8					
November	8.0	7.9		November	5.6	4.7		November	6.7	6.2		November	6.9	6.5					
December	8.0	8.5		December	6.1	5.3		December	7.0	6.8		December	6.9	7.0					
January	8.1	6.1		January	3.9	4.3		January	5.8	5.1		January	7.0	5.8					
February	7.2	6.8		February	3.7	4.1		February	5.3	5.4		February	6.6	5.9					
March	9.5	7.0		March	4.3	4.6		March	6.7	5.7		March	7.9	6.4					
Annual Average	6.4	6.0	5.9	Annual Average	3.6	3.4	3.4	Annual Average	4.9	4.6	4.5	Annual Average	5.9	5.7	5.6				
Average Apr-Jun	5.1	5.4	5.1	Average Apr-Jun	2.8	3.0	2.7	Average Apr-Jun	3.8	4.1	3.8	Average Apr-Jun	4.6	5.4	5.0				
No of Employees at 30 June 2023				3516	No of Employees at 30 June 2023				3944	No of Employees at 30 June 2023				7460	No of Employees at 30 June 2023				16208

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		July	0.0	0.0		July	3.3	3.9		July	4.0	4.6		
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	5.6	
Average Apr-Jun	3.1	3.3	3.9	Average Apr-Jun	0.0	0.0	0.0	Average Apr-Jun	3.1	3.3	3.9	Average Apr-Jun	4.6	5.4	5.0	
No of Employees at 30 June 2023			929	No of Employees at 30 June 2023			0	No of Employees at 30 June 2023			929	No of Employees at 30 June 2023			16208	

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Housing & Technical 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	3.2	5.5	5.7	April	3.6	10.6	6.9	April	3.3	7.6	6.2	April	4.3	5.6	5.1				
May	2.9	4.5	4.9	May	4.2	8.1	6.1	May	3.4	6.0	5.4	May	4.9	5.4	5.1				
June	3.5	4.9	5.4	June	6.2	8.5	6.8	June	4.6	6.4	6.0	June	4.7	5.3	4.7				
July	4.0	5.5		July	5.7	8.9		July	4.7	6.9		July	4.0	4.6					
August	4.9	4.7		August	7.9	7.1		August	6.2	5.7		August	4.7	4.4					
September	5.8	4.5		September	8.1	6.3		September	6.8	5.2		September	6.4	5.4					
October	5.2	4.3		October	9.0	7.8		October	6.8	5.8		October	6.3	5.8					
November	5.7	4.6		November	9.2	7.8		November	7.2	5.9		November	6.9	6.5					
December	4.6	4.4		December	9.5	7.2		December	6.7	5.6		December	6.9	7.0					
January	5.2	4.5		January	8.8	5.5		January	6.7	4.9		January	7.0	5.8					
February	6.4	4.4		February	8.5	6.2		February	7.3	5.1		February	6.6	5.9					
March	7.8	5.3		March	10.7	6.8		March	9.0	5.9		March	7.9	6.4					
Annual Average	4.9	4.8	4.9	Annual Average	7.6	7.6	7.0	Annual Average	6.1	5.9	5.7	Annual Average	5.9	5.7	5.6				
Average Apr-Jun	3.2	5.0	5.3	Average Apr-Jun	4.7	9.1	6.6	Average Apr-Jun	3.8	6.7	5.9	Average Apr-Jun	4.6	5.4	5.0				
No of Employees at 30 June 2023				875	No of Employees at 30 June 2023				560	No of Employees at 30 June 2023				1435	No of Employees at 30 June 2023				16208

Absence Trends - 2021/2022, 2022/2023 & 2023/2024

Social Work Resources

Social Work 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	4.5	6.2	6.5	April	9.6	12.6	9.4	April	6.2	8.3	7.4	April	4.3	5.6	5.1
May	5.0	5.7	5.8	May	9.3	10.1	8.4	May	6.5	7.1	6.6	May	4.9	5.4	5.1
June	3.9	5.9	5.5	June	7.6	11.3	8.6	June	5.2	7.6	6.5	June	4.7	5.3	4.7
July	6.1	6.0		July	10.3	11.8		July	7.5	7.9		July	4.0	4.6	
August	7.3	6.0		August	10.2	10.8		August	8.2	7.5		August	4.7	4.4	
September	7.6	5.9		September	10.3	9.6		September	8.5	7.1		September	6.4	5.4	
October	6.9	5.8		October	11.3	10.4		October	8.4	7.3		October	6.3	5.8	
November	6.2	6.0		November	10.8	10.4		November	7.7	7.4		November	6.9	6.5	
December	5.5	6.4		December	11.1	10.6		December	7.3	7.7		December	6.9	7.0	
January	7.4	5.2		January	13.0	12.0		January	9.2	7.4		January	7.0	5.8	
February	7.5	5.8		February	10.1	11.0		February	8.3	7.5		February	6.6	5.9	
March	8.0	7.0		March	12.8	10.9		March	9.5	8.2		March	7.9	6.4	
Annual Average	6.3	6.0	6.0	Annual Average	10.5	11.0	10.3	Annual Average	7.7	7.6	7.4	Annual Average	5.9	5.7	5.6
Average Apr-Jun	4.5	5.9	5.9	Average Apr-Jun	8.8	11.3	8.8	Average Apr-Jun	6.0	7.7	6.8	Average Apr-Jun	4.6	5.4	5.0
No of Employees at 30 June 2023			1866	No of Employees at 30 June 2023			1054	No of Employees at 30 June 2023			2920	No of Employees at 30 June 2023			16208

Absence by long and short term										Appendix 7
From: 1 April 2023 to 30 June 2023										
		April 2023			May 2023			June 2023		
Resource	No of employees	Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %
Community and Enterprise	3464	1.8	4.2	6.0	4.0	1.9	5.9	1.8	3.9	5.7
Education	7460	0.7	3.1	3.8	1.4	2.8	4.2	1.1	2.3	3.4
Finance and Corporate	929	1.1	2.5	3.6	1.0	2.9	3.9	1.5	2.7	4.2
Housing & Technical	1435	2.4	3.8	6.2	1.3	4.1	5.4	2.2	3.8	6.0
Social Work	2920	1.9	5.5	7.4	1.9	4.7	6.6	1.7	4.8	6.5
Council Overall for April 2023 to June 2023	16208	1.3	3.8	5.1	1.6	3.5	5.1	1.5	3.2	4.7

Attendance Monitoring Absence Classification												Appendix 8
From : 1 June 2023 - 30 June 2023												
Reasons	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1411	34	929	18	90	12	562	32	919	27	3911	26
Psychological	1271	31	2139	41	379	50	600	34	1150	34	5539	36
Stomach, Bowel, Blood, Metabolic Disorders	311	7	598	11	35	5	170	10	317	9	1431	9
Respiratory	280	7	418	8	60	8	141	8	344	10	1243	8
Other Classification	882	21	1182	22	194	26	279	16	664	20	3201	21
Total Days Lost By Resource	4155	100	5266	100	758	100	1752	100	3394	100	15325	100
Total Work Days Available	72831		153277		18124		29440		52268			
From : 1 June 2022 - 30 June 2022												
REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1260	25	714	13	44	6	482	26	708	18	3208	19
Psychological	1039	21	1780	31	247	34	735	39	1302	33	5103	30
Stomach, Bowel, Blood, Metabolic Disorders	608	12	560	10	64	9	129	7	335	8	1696	10
Respiratory	1109	22	1311	23	176	24	270	14	658	17	3524	20
Other Classification	951	19	1315	23	206	28	272	14	969	24	3713	22
Total Days Lost By Resource	4967	100	5680	100	737	100	1888	100	3972	100	17244	100
Total Work Days Available	74307		152625		18435		29550		52361			
*WDL = Work Days Lost												

Occupational Health Reports

From: 1 April - 30 June 2023 comparison with 1 June - 30 April 2022

Medical Referrals											
		Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals			
			Teachers	Others							
Total (Apr - Jun 2023)		85	47	51	12	46	86	327			
Total (Apr - Jun 2022)		100	32	53	26	66	106	383			

No of Employees Referred For Physiotherapy			No of Employees Referred To Employee Support Officer			No of Employees Referred For Cognitive Behavioural Therapy		
Resource	Apr - Jun 2022	Apr - Jun 2023	Resource	Apr - Jun 2022	Apr - Jun 2023	Resource	Apr - Jun 2022	Apr - Jun 2023
Community and Enterprise	125	109	Community and Enterprise	90	97	Community and Enterprise	0	0
Education (Teachers)	81	63	Education	154	160	Education	0	2
Education (Others)	69	89	Finance and Corporate	23	26	Finance and Corporate	0	0
Finance and Corporate	15	20	Housing and Technical	38	44	Housing and Technical	0	1
Housing and Technical	58	51	Social Work	93	88	Social Work	0	2
Social Work	140	108	Total	398	415	Not Disclosed	0	2
Total	488	440				Total	0	7

Analysis of Counselling Referrals by Cause											
	Reason										
	Work Stress		Addiction		Personal		Anxiety/ Depression		Bereavement		Total
	M	S	M	S	M	S	M	S	M	S	
Total (Apr - Jun 2023)	30	0	0	0	91	0	13	0	24	0	158
Total (Apr - Jun 2022)	30	0	0	0	82	0	0	0	14	0	126
Total											
									Total Referrals (Apr - Jun 2023)		158
									Total Referrals (Apr - Jun 2022)		126

M = MANAGEMENT REFERRAL S = SELF REFERRAL

**Analysis of Accidents/ Incidents
Comparison
Cause of Accidents/ Incidents to employees**

From: 1 April - 30 June 2023 comparison with 1 June - 30 April 2022

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023
Specified Injury	0	1	0	0	0	0	0	0	2	0	2	1
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	0	1	0	0	0	0	0	0	2	0	2	1
Over 7-day	4	3	3	1	0	0	4	1	3	3	14	8
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 7-day**	4	3	3	1	0	0	4	1	3	3	14	8
Over 3-day	0	0	1	0	0	0	0	0	1	1	2	1
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 3-day**	0	0	1	0	0	0	0	0	1	1	2	1
Minor	18	24	11	13	1	1	1	4	14	5	45	47
Near Miss	1	5	1	2	0	0	0	0	3	0	5	7
Violent Incident: Physical	1	2	207	279	0	0	0	0	4	0	212	281
Violent Incident: Verbal	5	2	35	17	0	1	3	2	4	1	47	23
Total Minor***	25	33	254	311	1	2	4	6	25	6	309	358
Total Accidents/Incidents	29	37	258	312	1	2	8	7	31	10	327	368

*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.

*** A minor injury is an injury not covered by " Over 7-day", "Over 3-day" or "Specified".

Record of Disciplinary Hearings

From: 1 April - 30 June 2023 comparison with 1 June - 30 April 2022

Resource	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 6 Weeks
	APT&C	Manual/ Craft	Teachers	Total	No Action				Action Taken				3	4-6	6+	
					APT&C	Manual / Craft	Teachers	Total	APT&C	Manual / Craft	Teachers	Total				
Community and Enterprise	1	26	N/A	27	0	0	N/A	0	1	26	N/A	27	17	7	3	89%
Education	1	3	3	7	1	0	1	2	0	3	2	5	4	1	2	71%
Finance and Corporate	2	0	N/A	2	0	0	N/A	0	2	0	N/A	2	2	0	0	100%
Housing and Technical	1	2	N/A	3	0	0	N/A	0	1	2	N/A	3	2	1	0	100%
Social Work	0	4	N/A	4	0	0	N/A	0	0	4	N/A	4	4	0	0	100%
Total (Apr - Jun 2023)	5	35	3	43	1	0	1	2	4	35	2	41	29	9	5	88%
Total (Apr - Jun 2022)	4	26	0	30	0	3	0	3	4	23	0	27	17	1	12	60%

Resource	No of Appeals				Outcome of Appeals												Appeals Pending
	APT&C	Manual/ Craft	Teachers	Total	Upheld				Upheld in Part				Not Upheld				
					APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	
Total (Apr - Jun 2023)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total (Apr - Jun 2022)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*Resources nil responses are not included in figures

Appeal's Panel

From: 1 April - 30 June 2023

Appeal's Panel	Upheld	Upheld in Part	Not Upheld	Total	Withdrawn	Appeals pending to date
Total	0	0	0	0	0	1

						Appendix 12a
Record of Grievances						
From: 1 April - 30 June 2023 comparison with 1 June - 30 April 2022						
Grievances	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process	
Total (Apr - Jun 2023)	0	0	0	0	0	
Total (Apr - Jun 2022)	2	1	1	0	0	
Dignity at Work						
From: 1 April - 30 June 2023 comparison with 1 June - 30 April 2022						
Dignity at Work	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
Total (Apr - Jun 2023)	0	0	0	0	0	0
Total (Apr - Jun 2022)	2	0	2	0	0	0

				Appendix 12b			
Referrals for Workplace Mediation							
As at June 2023							
Workplace Mediation	Apr-23	May-23	Jun-23				
No of Referrals	0	2	1				
*No of Successful Cases	0	0	0				
*No of Unsuccessful Cases	0	0	0				
No of cases unsuitable for mediation	0	1	0				
Workplace Mediation	Apr-22	May-22	Jun-22				
No of Referrals	0	0	1				
*No of Successful Cases	0	0	0				
*No of Unsuccessful Cases	0	0	0				
No of cases unsuitable for mediation	0	0	0				
*successful/unsuccessful case outcomes may be shown outwith the month they were referred.							

							Appendix 13
Analysis of leavers and exit interviews							
From 1 April - 30 June 2023							
Reason for leaving	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
Career Advancement	5	7	1	0	4	17	39%
Personal Reasons	0	5	1	1	1	8	18%
Travelling difficulties	1	0	0	1	3	5	11%
Disatisfaction with terms and conditions	1	1	0	1	1	4	9%
Child Caring / Caring Responsibilities	0	0	0	0	2	2	5%
Further Education	0	0	0	0	1	1	2%
Moving outwith area	0	0	1	0	0	1	2%
Poor relationship with managers / colleagues	1	0	0	0	0	1	2%
Other	3	1	0	0	1	5	11%
Number of exit interviews conducted	11	14	3	3	13	44	
Total no. of leavers per Resource eligible for an exit interview	39	80	7	5	39	170	
% of leavers interviewed	28%	18%	43%	60%	33%	26%	
From 1 April - 30 June 2022							
Number of exit interviews conducted	5	29	3	4	26	67	
Total no. of leavers per Resource eligible for an exit interview	37	56	13	9	49	164	
% of leavers interviewed	14%	52%	23%	44%	53%	41%	
* Note these totals include temporary employees							

Appendix 13a														
April to June 2023	Number of leavers		Replace Employee		Filling on a temp basis		Plan to transfer this budget to another post		End of fixed term post		Leave vacant pending savings or service review		Plan to remove for savings	
Resource	Total FTE*	Total H/C**	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C
Community & Enterprise	60.72	112	60.14	110	0.00	0	0.00	0	0.58	2	0.00	0	0.00	0
Education	107.56	136	104.80	132	0.63	1	0.00	0	1.53	2	0.60	1	0.00	0
Finance & Corporate	19.37	24	17.97	22	0.00	0	0.00	0	0.00	0	1.40	2	0.00	0
Housing & Technical	20.23	26	19.83	25	0.00	0	0.00	0	0.40	1	0.00	0	0.00	0
Social Work	62.56	81	55.06	70	0.81	3	0.00	0	2.29	3	4.40	5	0.00	0
Total	270.44	379	257.80	359	1.44	4	0.00	0	4.80	8	6.40	8	0.00	0

Recruitment Monitoring
Analysis of Gender, Disability, Ethnicity and Age

From : 1 April to 30 June 2023

Total Number of applications received:	4576
Total Number of Equal Opportunities Monitoring forms received:	4445
Total Number of posts recruited for:	691
Total Number of appointments:	515

Gender / Disability / Age						
	Applied	Interviewed	Appointed	% of Applicants interviewed	% of Applicants appointed	% of Interviewees appointed
Total EO Forms Received	4445	1631	418	37%	9%	26%
Total No of Male Applicants	1678	510	125	30%	7%	25%
Total No of Female Applicants	2756	954	301	35%	11%	32%
Total No of Disabled Applicants	136	83	9	61%	7%	11%
Total No of applicants aged under 50	3419	1028	290	30%	8%	28%
Total No of applicants aged over 50	969	415	131	43%	14%	32%
Total No of White applicants	3901	1346	405	35%	10%	30%
Total No of Black/Ethnic minority applicants*	492	107	31	22%	6%	29%
Total No of Veteran applicants	59	27	3	46%	5%	11%

*Black/Ethnic Minority applicants includes Mixed, Asian, Black and other backgrounds.

From : 1 April to 30 June 2022

Total Number of applications received:	3059
Total Number of Equal Opportunities Monitoring forms received:	2949
Total Number of posts recruited for:	542
Total Number of appointments:	580

Gender / Disability / Age						
	Applied	Interviewed	Appointed	% of Applicants interviewed	% of Applicants appointed	% of Interviewees appointed
Total EO Forms Received	2949	1171	563	40%	19%	48%
Total No of Male Applicants	730	297	127	41%	17%	43%
Total No of Female Applicants	2201	797	360	36%	16%	45%
Total No of Disabled Applicants	68	42	11	62%	16%	26%
Total No of applicants aged under 50	2422	887	408	37%	17%	46%
Total No of applicants aged over 50	496	206	84	42%	17%	41%
Total No of White applicants	2760	1031	458	37%	17%	44%
Total No of Black/Ethnic minority applicants*	137	41	17	30%	12%	41%
Total No of Veteran applicants	26	14	0	54%	0%	0%

*Black/Ethnic Minority applicants includes Mixed, Asian, Black and other backgrounds.

Report

4

Report to:	Employee Issues Forum
Date of Meeting:	15 August 2023
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Finance and Corporate Resources – Workforce Monitoring – April to June 2023
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for April to June 2023 relating to Finance and Corporate Resources

2. Recommendation(s)

2.1. The Employee Issues Forum is asked to approve the following recommendation(s):-

(1) that the following employment information for April to June 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

3. Background

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

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

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

The Resource absence figure for June 2023 was 4.2%, this figure has increased by 0.3% when compared to last month and is 0.5% lower than the Council-wide figure. Compared to June 2022, the Resource absence figure has increased by 0.2%.

Based on the absence figures at June 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 5.6%.

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 works 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 5 when compared with the same period last year.

4.3. Accident/Incident Statistics

There were 2 accidents/incidents recorded within the Resource this period, an increase of 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, an increase of 1 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 was a total of 7 leavers in the Resource this period eligible for an exit interview. This figure has decreased by 6 when compared with the same period last year. Three exit interviews were conducted in this period, this figure remains unchanged 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 April to June 2023, 24 employees (19.37 FTE) in total left employment. Managers indicated that 22 posts (17.97 FTE) were being replaced and 2 posts (1.40 FTE) were being left vacant pending a savings or service reviews.

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)

20 July 2023

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

- ◆ Employee Issues Forum – 16 May 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: (Tel: 01698 454647)

E-mail: 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		July	0.0	0.0		July	3.3	3.9		July	4.0	4.6					
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	5.6				
Average Apr-Jun	3.1	3.3	3.9	Average Apr-Jun	0.0	0.0	0.0	Average Apr-Jun	3.1	3.3	3.9	Average Apr-Jun	4.6	5.4	5.0				
No of Employees at 30 June 2023				929	No of Employees at 30 June 2023				0	No of Employees at 30 June 2023				929	No of Employees at 30 June 2023				16208

Appendix 2		
FINANCE & CORPORATE RESOURCES		
	Apr - Jun 2022	Apr - Jun 2023
MEDICAL EXAMINATIONS		
Number of Employees Attending	26	12
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	0	0
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	15	20
REFERRALS TO EMPLOYEE SUPPORT OFFICER	23	27
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	0	0
TOTAL	64	59
CAUSE OF ACCIDENTS/INCIDENTS	Apr - Jun 2022	Apr - Jun 2023
Minor	1	1
Violent Incident: Verbal*****	0	1
Total Accidents/Incidents	1	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>		
RECORD OF DISCIPLINARY HEARINGS	Apr - Jun 2022	Apr - Jun 2023
Total Number of Hearings	1	2
Time Taken to Convene Hearing April - June 2023		
0-3 Weeks	4-6 Weeks	Over 6 Weeks
2	0	0
RECORD OF GRIEVANCE HEARINGS	Apr - Jun 2022	Apr - Jun 2023
Number of Grievances	0	0
RECORD OF DIGNITY AT WORK	Apr - Jun 2022	Apr - Jun 2023
Number of Incidents	0	0
ANALYSIS OF REASONS FOR LEAVING	Apr - Jun 2022	Apr - Jun 2023
Career Advancement	0	1
Further Education	2	0
Moving outwith area	0	1
Personal Reasons	0	1
Poor relationship with managers / colleagues	1	0
Number of Exit Interviews conducted	3	3
Total Number of Leavers Eligible for Exit Interview	13	7
Percentage of interviews conducted	23%	43%

Reason	Apr - Jun 2023		Cumulative total	
	FTE	H/C	FTE	H/C
Terminations/Leavers	19.37	24	19.37	24
Being replaced	17.97	22	17.97	22
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

Report

5

Report to:	Employee Issues Forum
Date of Meeting:	15 August 2023
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Dates for Future Meetings
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise on the arrangements for future meetings of the Employee Issues Forum

2. Recommendation(s)

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

- (1) that the arrangements made to hold future meetings of the Forum at 2.00 pm on the following dates be agreed:-

- ◆ Tuesday 14 November 2023
- ◆ Tuesday 5 March 2024
- ◆ Tuesday 21 May 2024
- ◆ Tuesday 20 August 2024
- ◆ Tuesday 29 October 2024

3. Background

3.1. In terms of the constitution, the Forum is required to meet 4 times per year.

3.2. It is, therefore, proposed that arrangements be made to hold future meetings of the Forum as follows:-

- ◆ Tuesday 14 November 2023
- ◆ Tuesday 5 March 2024
- ◆ Tuesday 21 May 2024
- ◆ Tuesday 20 August 2024
- ◆ Tuesday 29 October 2024

3.3. All meetings would be held at 2.00pm and be hybrid.

4. Employee Implications

4.1. There are no employee implications.

5. Financial Implications

5.1. There are no financial implications.

6 Climate Change, Sustainability and Environmental Implications

6.1 There are no climate change, sustainability and environmental implications in terms of the information contained in this report.

7. Other Implications

7.1. There are no implications in terms of the information contained within this report.

8. Equality Impact Assessment and Consultation Arrangements

8.1. 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.

8.2. Consultation was carried out with the Chair.

Paul Manning

Executive Director (Finance and Corporate Resources)

1 August 2023

Link(s) to Council Values/Ambitions/Objectives

- ◆ Excellent employer
- ◆ Focused on people and their needs

Previous References

- ◆ None

List of Background Papers

- ◆ None

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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