

# Report

Report to: **Education Resources Committee**  
 Date of Meeting: **19 May 2020**  
 Report by: **Executive Director (Finance and Corporate Resources)**  
**Executive Director (Education Resources)**

Subject: **Education Resources – Workforce Monitoring –  
January to March 2020**

## **1. Purpose of Report**

1.1. The purpose of the report is to:-

- ◆ provide employment information for January to March 2020 relating to Education Resources.

## **2. Recommendation(s)**

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

(1) that the following employment information for January to March 2020 relating to Education 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 Education Resources provides information on the position for January to March 2020.

## **4. Monitoring Statistics**

### **4.1. Attendance Statistics (Appendix 1)**

Information on absence statistics is analysed for the month of March 2020 for Education Resources.

The Resource absence figure for March 2020 was 5.8%, which represents an increase of 1.2% when compared to the previous month and is 0.4% lower than the Council-wide figure. Compared to March 2019, the Resource absence figure has increased by 1.4%.

Based on the absence figures at March 2020 and annual trends, the annual average absence for the Resource for 2019/2020 is 3.7%, compared to a Council-wide average figure of 4.8%.

For the financial year 2019/2020, the average days lost per employee equates to 8.9 days, compared with the overall figure for the Council of 11.1 days per employee.

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.

#### **4.2. Occupational Health (Appendix 2)**

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 530 referrals were made this period, an increase of 15 when compared with the same period last year.

#### **4.3. Accident/Incident Statistics (Appendix 2)**

There were 336 accidents/incidents recorded within the Resource this period. The new electronic reporting system has been in place for this period and, as anticipated, this has improved the data being recorded. The system facilitates multiple recording through the day allowing for better reporting, analysis and leading to more targeted interventions.

On further analysis of this data, 301 reports relate to physical incidents (90% of the total number reported).

Education Resources (Inclusion) continues to monitor violence at work reports within establishments, target recurring incidents and work together with establishment managers and practitioners to reduce occurrences. Work is ongoing to further develop, review, record and report incidents appropriately to ensure that staff are supported when incidents occur and that strategies are identified with a view to reducing the number of incidents. Where patterns or concerns emerge, more in depth support can be offered including multi agency meetings, outreach support, psychological services, specific planning for the individual child, training and/or guidance.

The updated policy "Promoting Positive Relationships and Understanding Distressed Behaviour" was formally launched at the Inclusion conference on 16 January 2020. All schools and establishments have copies of the policy and an accompanying information pack which includes guidance, approaches and strategies to support schools in preventing and managing distressed behaviour. A review group has been established which will meet termly to monitor the effectiveness and impact of the new policy including assessing the level and number of recorded violent incidents. It is anticipated that as this policy is embedded and distressed behaviours are effectively supported the number of violent incidents being recorded will naturally reduce.

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

There were 4 disciplinary hearings held within the Resource this period, which is a decrease of 2 when compared with the same period last year. No grievance hearings were held within the Resource this period, which is a decrease of 1 when compared with the same period last year. No Dignity at Work complaints were 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 47 leavers in the Resource this period who were eligible for an exit interview. This figure has increased by 1 when compared with the same period last year. Exit interviews were held with 11 employees.

4.6. From September 2019, 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 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 January to March 2020, 72 (49.55 FTE) employees in total left employment and managers indicated that these posts are being filled.

4.8. The cumulative figure for the period April 2019 – March 2020 is therefore that there were 185 (133.03 FTE) vacant posts in the Resource. Of these, 184 (132.39 FTE) were being filled through a recruitment process and 1 (0.64 FTE) was being filled on a fixed term basis. 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 arising from the information presented in this report.

### **8. Other Implications**

8.1. There are no implications for sustainability or 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)**

**Tony McDaid**  
**Executive Director (Education Resources)**

5 May 2020

**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**

- ◆ Education Resources – 3 March 2020

**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 - 2017/2018, 2018/2019 & 2019/2020**  
**Education Resources**

APT&C				Teachers				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	4.0	4.1	3.5	April	2.1	1.9	2.9	April	2.9	2.8	3.2	April	3.9	4.1	4.0				
May	4.7	4.5	4.2	May	2.7	2.1	3.2	May	3.5	3.1	3.6	May	4.2	4.2	4.4				
June	3.6	4.4	3.8	June	2.2	2.3	2.7	June	2.8	3.2	3.2	June	3.9	4.3	4.4				
July	2.1	2.4	2.4	July	0.8	1.0	1.2	July	1.3	1.6	1.7	July	3.0	3.4	3.4				
August	2.7	2.7	2.8	August	1.0	1.2	1.3	August	1.7	1.8	2.0	August	3.2	3.6	3.7				
September	4.3	4.1	4.3	September	2.2	2.2	2.5	September	3.0	3.0	3.3	September	4.0	4.4	4.5				
October	4.6	4.7	4.5	October	2.4	2.2	2.6	October	3.3	3.2	3.5	October	4.1	4.4	4.6				
November	5.0	5.7	5.8	November	3.5	3.5	3.8	November	4.1	4.4	4.7	November	4.8	5.1	5.5				
December	5.3	5.4	5.5	December	3.8	3.1	3.8	December	4.4	4.1	4.6	December	5.1	4.8	5.7				
January	5.2	5.1	5.1	January	3.0	3.3	3.4	January	3.9	4.1	4.2	January	5.0	4.9	5.3				
February	5.5	5.3	5.7	February	3.0	4.0	3.8	February	4.0	4.5	4.6	February	5.0	5.2	5.6				
March	4.7	5.0	7.1	March	2.9	3.9	4.8	March	3.7	4.4	5.8	March	4.7	4.9	6.2				
Annual Average	4.3	4.5	4.6	Annual Average	2.5	2.6	3.0	Annual Average	3.2	3.4	3.7	Annual Average	4.2	4.4	4.8				
Average Apr-Mar	4.3	4.5	4.6	Average Apr-Mar	2.5	2.6	3.0	Average Apr-Mar	3.2	3.4	3.7	Average Apr-Mar	4.2	4.4	4.8				
No of Employees at 31 March 2020				3034	No of Employees at 31 March 2020				3868	No of Employees at 31 March 2020				6902	No of Employees at 31 March 2020				15781

For the financial year 2019/20, the projected average days lost per employee equates to 8.9 days.

## EDUCATION RESOURCES

	Jan-Mar 2019	Jan-Mar 2020
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	99	100
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	37	21
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	183	180
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>	191	220
<b>REFERRALS TO COGNITIVE BEHAVIOUR THERAPY</b>	5	9
<b>TOTAL</b>	515	530

CAUSE OF ACCIDENTS/INCIDENTS	Jan-Mar 2019	Jan-Mar 2020
Over 7 day absences	1	2
Minor	8	8
Violent Incident: Physical****	156	301
Violent Incident: Verbal*****	17	25
<b>Total Accidents/Incidents</b>	182	336

\*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	Jan-Mar 2019	Jan-Mar 2020
Total Number of Hearings	6	4

## Time Taken to Convene Hearing Jan - Mar 2019

0-3 Weeks  
2

4-6 Weeks  
0

Over 6 Weeks  
2

RECORD OF GRIEVANCE HEARINGS	Jan-Mar 2019	Jan-Mar 2020
Number of Grievances	1	0
Still in Progress	1	0

RECORD OF DIGNITY AT WORK	Jan-Mar 2019	Jan-Mar 2020
Number of Incidents	0	0

ANALYSIS OF REASONS FOR LEAVING	Jan-Mar 2019	Jan-Mar 2020
Career Advancement	1	1
Moving Outwith Area	3	1
Travelling Difficulties	1	0
Childcare/caring responsibilities	1	1
Other	2	8
<b>Number of Exit Interviews conducted</b>	8	11

<b>Total Number of Leavers Eligible for Exit Interview</b>	46	47
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<b>Percentage of interviews conducted</b>	17%	23%
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## Appendix 2a

	Jan 2020 - Mar 2020		Reconciliation figure		Cumulative total	
			Apr 2019 - Dec 2019			
	FTE*	H/C**	FTE	H/C	FTE	H/C
Terminations/Leavers	49.55	72	83.48	113.00	133.03	185
Being replaced	49.55	72	82.84	112.00	132.39	184
Held pending savings	0.00	0	0.00	0.00	0.00	0
Filled on fixed term basis	0.00	0	0.64	1.00	0.64	1
Budget transfer to other post	0.00	0	0.00	0.00	0.00	0
End of fixed term contract	0.00	0	0.00	0.00	0.00	0

\* Full time equivalent

\*\* Head count/number of employees