

Report

Report to:	Employee Issues Forum
Date of Meeting:	20 March 2018
Report by:	Executive Director (Finance and Corporate Resources) and Executive Director (Education Resources)

Subject:	Education Resources – Workforce Monitoring – November 2017 to January 2018
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for November 2017 to January 2018 relating to Education Resources

2 Recommendation(s)

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

(1) that the following employment information for November 2017 to January 2018 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
- ◆ staffing watch as at 9 December 2017

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 Education Resources provides information on the position for November 2017 to January 2018.

4 Monitoring Statistics

4.1 Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of January 2018 for Education Resources.

The Resource absence figure for January 2018 was 3.9%, which represents a decrease of 0.5% when compared to the previous month and is 1.1% lower than the Council-wide figure. Compared to January 2017, the Resource absence figure has increased by 0.3%.

Based on the absence figures at January 2018 and annual trends, the projected annual average absence for the Resource for 2017/18 is 3.3%, compared to a Council-wide average figure of 4.2%.

For the financial year 2017/18, the projected average days lost per employee within the Resource equates to 7.4 days, compared with the projected average figure for the Council of 9.9 days per employee.

4.2 Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 402 referrals were made this period, an increase of 54 when compared with the same period last year.

4.3 Accident/Incident Statistics

There were 182 accidents/incidents recorded within the Resource this period, an increase of 9 when compared to the same period last year.

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

There were 10 disciplinary hearings held within the Resource this period, an increase of 5 when compared with the same period last year. There were no grievance hearings, this figure remains unchanged when compared to the same period last year. One Dignity at Work hearing was held within the Resource this period, this figure remains unchanged when compared with the same period last year.

4.5 Analysis of Leavers (Appendix 2)

There were 73 leavers in the Resource this period, an increase of 41 when compared with the same period last year. Exit interviews were held with 15 of these employees.

5 Staffing Watch (Appendix 3)

5.1 There has been an increase of 39 in the number of employee in post from 9 September 2017 to 9 December 2017.

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 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)

26 February 2018

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 – 31 October 2017

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 - 2015/2016, 2016/2017 & 2017/2018
Education Resources

APT&C				Teachers				Resource Total				Council Wide				
	2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018	
April	4.2	3.4	4.0	April	2.6	2.9	2.1	April	3.2	3.1	2.9	April	3.8	4.3	3.9	
May	4.3	3.8	4.7	May	2.9	3.1	2.7	May	3.5	3.4	3.5	May	3.9	4.4	4.2	
June	3.6	3.8	3.6	June	2.2	2.4	2.2	June	2.8	3.0	2.8	June	3.5	4.1	3.9	
July	2.6	2.9	2.1	July	1.2	1.2	0.8	July	1.8	1.9	1.3	July	2.9	3.3	3.0	
August	3.1	3.0	2.7	August	1.5	1.4	1.0	August	2.2	2.0	1.7	August	3.3	3.6	3.2	
September	4.6	3.7	4.3	September	2.6	2.4	2.2	September	3.4	2.9	3.0	September	3.8	4.1	4.0	
October	4.5	4.2	4.6	October	2.8	2.9	2.4	October	3.5	3.4	3.3	October	4.1	4.4	4.1	
November	5.4	5.4	5.0	November	3.8	3.1	3.5	November	4.5	4.0	4.1	November	4.7	4.9	4.8	
December	5.0	5.4	5.3	December	4.2	3.2	3.8	December	4.5	4.1	4.4	December	4.7	4.9	5.1	
January	4.6	4.7	5.2	January	4.0	2.8	3.0	January	4.3	3.6	3.9	January	4.6	4.5	5.0	
February	4.7	5.5		February	4.2	3.7		February	4.4	4.4		February	5.0	5.0		
March	4.9	5.6		March	4.3	3.4		March	4.5	4.3		March	5.2	4.7		
Annual Average	4.3	4.3	4.4	Annual Average	3.0	2.7	2.6	Annual Average	3.6	3.3	3.3	Annual Average	4.1	4.4	4.2	
Average Apr-Jan	4.2	4.0	4.2	Average Apr-Jan	2.8	2.5	2.4	Average Apr-Jan	3.4	3.1	3.1	Average Apr-Jan	3.9	4.3	4.1	
No of Employees at 31 January 2018			2580	No of Employees at 31 January 2018			3740	No of Employees at 31 January 2018			6320	No of Employees at 31 January 2018			14924	

For the financial year 2017/18, the projected average days lost per employee equates to 7.4 days.

EDUCATION RESOURCES

	Nov-Jan 2016/2017	Nov-Jan 2017/2018
MEDICAL EXAMINATIONS		
Number of Employees Attending	68	92
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	43	38
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	129	146
REFERRALS TO EMPLOYEE SUPPORT OFFICER	88	102
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	20	24
TOTAL	348	402

CAUSE OF ACCIDENTS/INCIDENTS	Nov-Jan 2016/2017	Nov-Jan 2017/2018
Specified Injuries*	1	0
Over 7 day absences	3	1
Over 3 day absences**	2	0
Minor	8	5
Near Miss	0	2
Violent Incident: Physical****	137	160
Violent Incident: Verbal*****	22	14
Total Accidents/Incidents	173	182

*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	Nov-Jan 2016/2017	Nov-Jan 2017/2018
Total Number of Hearings	5	10

Time Taken to Convene Hearing Nov-Jan 2017-2018

0-3 Weeks	4-6 Weeks	Over 6 Weeks
7	2	1

RECORD OF GRIEVANCE HEARINGS	Nov-Jan 2016-2017	Nov-Jan 2017-2018
Number of Grievances	0	0

RECORD OF DIGNITY AT WORK	Nov-Jan 2016-2017	Nov-Jan 2017-2018
Number of Incidents	1	1
Number Resolved at Formal Stage	1	0
Still in Process	0	1

ANALYSIS OF REASONS FOR LEAVING	Nov-Jan 2016-2017	Nov-Jan 2017-2018
Career Advancement	0	4
Poor Relationship with Manager/Colleagues	0	1
Personal Reasons	1	0
Dissatisfaction With Terms and Conditions	0	1
Other	2	9
Number of Exit Interviews conducted	3	15

Total Number of Leavers Eligible for Exit Interview	32	73
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Percentage of interviews conducted	9%	21%
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JOINT STAFFING WATCH RETURN
EDUCATION RESOURCES

1. As at 9 December 2017

		MALE		FEMALE		TOTAL				
		F/T	P/T	F/T	P/T					
	Teachers	681	59	2230	650	3620				
	Other	126	80	369	1870	2445				
	Total Employees	807	139	2599	2520	6065				
	*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
Teachers	0	0	0	0	0	0	0	4.6	3324	3328.6
Other	1	1058.46	458.97	86.09	21	27.11	4	58.44	9.6	1724.67

1. As at 9 September 2017

		MALE		FEMALE		TOTAL				
		F/T	P/T	F/T	P/T					
	Teachers	680	58	2235	649	3622				
	Other	127	71	358	1848	2404				
	Total Employees	807	129	2593	2497	6026				
	*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
Teachers	0	0	0	0	0	0	0	4.6	3328.2	3332.8
Other	1	1037.51	448.5	86.07	19	14.00	4	56.94	10.6	1677.62