

Report

Report to:	Education Resources Committee
Date of Meeting:	6 February 2018
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Education Resources)

Subject:	Education Resources – Workforce Monitoring – October and November 2017
----------	---

1 Purpose of Report

1.1 The purpose of the report is to:-

- ◆ provide employment information for October and November 2017 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 October and November 2017 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 September 2017

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 October and November 2017.

4 Monitoring Statistics

4.1 Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of November 2017 for Education Resources.

The Resource absence figure for November 2017 was 4.1%, which represents an increase of 0.8% when compared to the previous month and is 0.7% lower than the Council-wide figure. Compared to November 2016, the resource absence figure has increased by 0.1%.

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

For the financial year 2017/2018, the projected average days lost per employee equates to 6.8 days, compared with the overall figure for the Council of 9.3 days per employee.

4.2 Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 315 referrals were made this period, an increase of 81 when compared with the same period last year.

4.3 Accident/Incident Statistics

There were 140 accidents/incidents recorded within the Resource this period, an increase of 14 when compared to the same period last year.

On further analysis of this data, 129 reports relate to physical incidents (92% of the total number reported). 15 of the 129 are second or third reports of 1 incident, where more than one member of staff was involved. The staff and Resource continue to use the "Promoting Positive Behaviour and Relationships" Information Pack. The mandatory Learn Online module that was developed is available and all staff will complete this.

HQ Education officers continue to monitor the monthly activity and contact is made with every school from which a physical incident report is received. Where patterns or concerns emerge, more in depth support can be offered including multi agency meetings, behaviour outreach support, psychological services, adapted curriculum and activities, training or guidance for school staff on keeping themselves safe in challenging circumstances. Work is also ongoing within Education Resources to monitor violence at work reports within establishments, target recurring incidents and work together to reduce occurrences.

The Education Operating Procedure is issued annually at the start of each session.

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

There were 6 disciplinary hearings held within the Resource this period, which represents a decrease of 1 when compared with the same period last year. One grievance hearing was held within the Resource this period, which is an increase of 1 when compared with the same period last year. One dignity at work hearing was held within the Resource this period, which represents a decrease of 1 when compared with the same period last year.

4.5 Analysis of Leavers (Appendix 2)

There were 35 leavers in the Resource this period. This figure has increased by 11 when compared with the same period last year. Exit interviews were held with 12 employees.

5 Staffing Watch (Appendix 3)

5.1 There has been an increase of 140 in the number of employees in post from 10 June to 9 September 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)

Tony McDaid

Executive Director (Education Resources)

28 December 2017

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective and efficient
- ◆ Fair and open
- ◆ Self aware and improving
- ◆ Excellent employer
- ◆ People focused
- ◆ Working with and respecting others

Previous References

- ◆ Education Resources Committee – 14 November 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:-

Janet McLuckie, Personnel Officer

Ext: 4239 (Tel: 01698 454239)

E-mail: Janet.McLuckie@southlanarkshire.gcsx.gov.uk

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		December	4.2	3.2		December	4.5	4.1		December	4.7	4.9		
January	4.6	4.7		January	4.0	2.8		January	4.3	3.6		January	4.6	4.5		
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	2.5	Annual Average	3.6	3.3	3.3	Annual Average	4.1	4.4	4.2	
Average Apr-Nov	4.0	3.8	3.9	Average Apr-Nov	2.5	2.4	2.1	Average Apr-Nov	3.1	3.0	2.8	Average Apr-Nov	3.8	4.1	3.9	
No of Employees at 30 November 2017			2576	No of Employees at 30 November 2017			3750	No of Employees at 30 November 2017			6326	No of Employees at 30 November 2017			14977	

For the financial year 2017/18, the projected average days lost per employee equates to 6.8 days.

EDUCATION RESOURCES

	Oct-Nov 2016	Oct-Nov 2017
MEDICAL EXAMINATIONS		
Number of Employees Attending	41	55
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	28	30
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	99	123
REFERRALS TO EMPLOYEE SUPPORT OFFICER	53	89
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	13	18
TOTAL	234	315

CAUSE OF ACCIDENTS/INCIDENTS	Oct-Nov 2016	Oct-Nov 2017
Specified Injuries*	1	0
Over 7 day absences	1	0
Over 3 day absences**	2	0
Minor	12	2
Near Miss	0	1
Violent Incident: Physical****	99	129
Violent Incident: Verbal*****	11	8
Total Accidents/Incidents	126	140

*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	Oct-Nov 2016	Oct-Nov 2017
Total Number of Hearings	7	6
Total Number of Appeals	1	2

Time Taken to Convene Hearing Oct-Nov 2017

0-3 Weeks
3

4-6 Weeks
2

Over 6 Weeks
1

RECORD OF GRIEVANCE HEARINGS	Oct-Nov 2016	Oct-Nov 2017
Number of Grievances	0	1
Still in Progress	0	1

RECORD OF DIGNITY AT WORK	Oct-Nov 2016	Oct-Nov 2017
Number of Incidents	2	1
Number Resolved at Formal Stage	2	0
Still in Process	0	1

ANALYSIS OF REASONS FOR LEAVING	Oct-Nov 2016	Oct-Nov 2017
Career Advancement	10	2
Poor Relationship with Manager/Colleagues	0	1
Moving Outwith Area	1	0
Personal Reasons	1	0
Further Education	1	1
Childcare/caring responsibilities	1	0
Dissatisfaction With Terms and Conditions	0	1
Other	3	7
Number of Exit Interviews conducted	17	12

Total Number of Leavers Eligible for Exit Interview	24	35
--	----	----

Percentage of interviews conducted	71%	34%
---	-----	-----

**JOINT STAFFING WATCH RETURN
EDUCATION RESOURCES**

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

1. As at 10 June 2017

	MALE		FEMALE		TOTAL
	F/T	P/T	F/T	P/T	
Teachers	658	59	2155	638	3510
Other	131	75	360	1810	2376
Total Employees	789	134	2515	2448	5886

*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	3218.8	3223.4
Other	1	1009.36	456.89	84.42	21	14.00	4	54.84	13.7	1659.21