



Council Offices, Almada Street
Hamilton, ML3 0AA

Monday, 30 November 2020

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, 08 December 2020

Time: 11:00

Venue: By Microsoft Teams,

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

Yours sincerely

Cleland Sneddon
Chief Executive

Members

Isobel Dorman (Chair), Graeme Campbell, Gerry Convery, Lynsey Hamilton, Ian Harrow, Graeme Horne, Joe Lowe, Monique McAdams, Jim McGuigan, Collette Stevenson

Substitutes

Alex Allison, Janine Calikes, Maureen Chalmers, Poppy Corbett, Maureen Devlin, Allan Falconer

BUSINESS

1 Declaration of Interests

- 2 **Minutes of Previous Meeting** 3 - 6
Minutes of the meeting of the Employee Issues Forum held on 29 September 2020 submitted for approval as a correct record. (Copy attached)

Item(s) for Noting

- 3 **Council-wide Workforce Monitoring – July to September 2020** 7 - 28
Report dated 9 November 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 4 **Finance and Corporate Resources – Workforce Monitoring – July to September 2020** 29 - 36
Report dated 9 November 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 5 **Healthy Working Lives** 37 - 40
Report dated 11 November 2020 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: Hilary Tennant

Clerk Telephone: 01698 454185

Clerk Email: hilary.tennant@southlanarkshire.gov.uk

EMPLOYEE ISSUES FORUM

2

Minutes of meeting held via Microsoft Teams and in the Corporate Dining Room, Council Offices, Almada Street, Hamilton on 29 September 2020

Chair:

Councillor Isobel Dorman

Councillors Present:

Councillor Graeme Campbell, Councillor Gerry Convery, Councillor Maureen Devlin (*substitute for Councillor Lynsey Hamilton*), Councillor Ian Harrow, Councillor Graeme Horne, Councillor Monique McAdams

Councillors' Apologies:

Councillor Lynsey Hamilton, Councillor Joe Lowe, Councillor Jim McGuigan, Councillor Collette Stevenson

Attending:

Education Resources

S Nicolson, Head of Education (Senior Phase)

Finance and Corporate Resources

S McLeod, Administration Officer; K McVeigh, Head of Personnel Services; M Milne, HR Business Partner

Also Attending:

A Harvey, Educational Institute of Scotland; H Scott, GMB; T Slaven, UNISON

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 18 February 2020 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 – April to June 2020

A report dated 1 September 2020 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period April to June 2020:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers, exit interviews and labour turnover
- ◆ recruitment monitoring
- ◆ Staffing Watch as at 13 June 2020

The Forum decided: that the report be noted.

[Reference: Minutes of 18 February 2020 (Paragraph 3)]

4 Education Resources – Workforce Monitoring – April to June 2020

A report dated 1 September 2020 by the Executive Director (Education Resources) was submitted on the following employee information for Education Resources for the period April to June 2020:-

- ♦ 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 13 June 2020

The Forum decided: that the report be noted.

[Reference: Minutes of 18 June 2019 (Paragraph 4)]

5 COVID-19 Update on Education Recovery

A joint report dated 3 September 2020 by the Executive Directors (Finance and Corporate Resources) and (Education Resources) was submitted on guidance provided by the Scottish Government and the Council's response to the COVID-19 pandemic, focusing on the re-opening of schools and other educational establishments.

All schools in Scotland had been closed from 20 March 2020, prior to the national lockdown which had commenced on 23 March 2020, and the Council's initial COVID-19 response in terms of the provision of education had focused on the following:-

- ♦ the safety and welfare of vulnerable children
- ♦ provision of emergency childcare for the children of key workers
- ♦ provision for the continuity of learning for all children
- ♦ ensuring engagement with parents, carers, children, young people and employees
- ♦ support provided to schools in relation to the awards-based estimates that had replaced the Scottish Qualification Authority's examination diet

On 30 July 2020, the First Minister confirmed to the Scottish Parliament that schools would re-open for all pupils in August 2020 and that the Scottish Government had provided further guidance on preparing for the start of the new school term.

The Council had carried out significant work in terms of preparing for the recovery and re-opening of schools and other educational establishments and services.

Detailed information was provided in relation to the following key areas:-

- ♦ the Local Phasing Delivery Plan
- ♦ safety and infrastructure
- ♦ school transport

- ◆ support for pupils in terms of:-
 - ◆ mental health and wellbeing
 - ◆ additional support needs
 - ◆ vulnerable children and young people
- ◆ learning focus for schools as pupils returned to schools in terms of:-
 - ◆ health and wellbeing
 - ◆ equity
 - ◆ continuity of learning
- ◆ digital learning
- ◆ early learning and childcare provision
- ◆ recruitment of additional teachers and support staff, including school support assistants

The Forum decided: that the report be noted.

[Reference: Minutes of Education Resources Committee of 18 August 2020 (Paragraph 12)]

6 Urgent Business

There were no items of urgent business.

Report

3

Report to: **Employee Issues Forum**
 Date of Meeting: **8 December 2020**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Council-wide Workforce Monitoring – July to September 2020**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period July to September 2020

2. Recommendation(s)

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

(1) that the following employment information for the period July to September 2020 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
- ◆ staffing watch as at 14 September 2020

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 the Council provides information on the position for the period July to September 2020.

4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for September 2020, is provided in Appendices 1 to 8. Points to note are:-

The Council's absence rate for September 2020, shown in Appendix 1, is 4.2%, which represents an increase of 1.1% when compared with last month, and this figure has decreased by 0.3% when compared to September 2019.

When compared to September 2019, the APT&C absence rate has decreased by 0.4%, the teachers' figure has increased by 0.2%, and the manual workers' figure has decreased by 0.3%.

Based on annual trends and the absence rate to September 2020, the projected average absence rate for the Council for the financial year 2020/2021 is 4.4%.

For the financial year 2020/2021, the projected average days lost per employee equates to 7.5 days.

In comparison to September 2019 (Appendix 8):-

- ◆ psychological and musculoskeletal conditions are the main reasons for absence.
- ◆ total days lost due to musculoskeletal conditions have decreased by 532 days.
- ◆ total days lost due to psychological conditions have increased by 127 days.
- ◆ total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 713 days.
- ◆ total days lost due to respiratory conditions have increased by 1176 days.

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.

The attendance information contained in this report includes absences as a result of Covid-19, and employees are being supported through this difficult time to maintain attendance levels where they can. After the numbers of respiratory absences peaked in March they reduced significantly from April to July, albeit still at much higher rates than the same period in 2019. Since August, and in line with national trends, the numbers of respiratory absences have begun to increase again similar to levels in March and April.

5. Occupational Health

5.1. Information on Occupational Health for the period July to September 2020 is provided in Appendix 9.

- ◆ during the period there were 286 employees referred for a medical examination, a decrease of 130 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 321 employees attended physiotherapy treatment, showing a decrease of 253 when compared to the same period last year. Of the 321 employees referred, 68% remained at work whilst undertaking treatment.
- ◆ during this period 313 employees were referred to the Employee Support Officer, showing a decrease of 34 when compared with the same period last year. Of the referrals made this period, 86% related to personal reasons.
- ◆ 112 employees were referred to the PAM Assist counselling service this period, showing a decrease of 66 when compared with the same period last year. All of the referrals made this period were from management and none were made directly by employees. Personal reasons accounted for 78% of the referrals made, 4% were for work related reasons and 18% were for other reasons.
- ◆ 36 employees were referred for Cognitive Behavioural Therapy in this period, an increase of 2 when compared to the same period last year.

6. Accidents/Incidents

6.1. The accident/incident report for July to September 2020 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 204, this figure has decreased by 13 from the same period last year.
- ◆ there were no specified injuries recorded, this figure remains unchanged from the same period last year.
- ◆ there were 195 minor accidents/incidents, this figure has decreased by 3 from the same period last year.
- ◆ 3 accidents resulted in an absence lasting over 3 days during the period, this figure has decreased by 2 from the same period last year.
- ◆ there were 6 accidents resulting in absences lasting over 7 days during the period, this figure has decreased by 8 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 July to September 2020 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 13 disciplinary hearings were held across Resources within the Council, a decrease of 25 when compared to the same period last year.
- ◆ action was taken in 12 of these cases. No appeals were raised against the outcomes.
- ◆ our target is to convene disciplinary hearings within 6 weeks, 54% of hearings met this target.
- ◆ during the period, 2 appeals were heard by the Appeals Panel, of which 1 was upheld in part and 1 was not upheld.
- ◆ at the end of September 2020, 4 Appeals Panels were pending.
- ◆ during the period, 10 grievance cases were raised.
- ◆ during the period, 4 Dignity at Work cases were raised.
- ◆ during the period, no referrals for mediations were submitted.

8. Analysis of Leavers and Exit Interviews

8.1. Information on the number of leavers and exit interviews for the period July to September 2020 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 14 September 2020, the Council's turnover figure for July to September 2020 is as follows:-

130 leavers eligible for exit interviews/14,848 employees in post = Labour Turnover of 0.9%.

Based on the figure at September 2020, the projected annual labour turnover figure for the financial year 2020/2021 for the Council is 3.5%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ there were a total of 130 employees leaving the Council that were eligible for an exit interview, a decrease of 60 when compared with the same period last year.
- ◆ exit interviews were held with 27% of leavers, compared with 9% from 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 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

8.4. Appendix 13a provides information relating to vacant posts and whether these are being replaced or held for savings. From July to September 2020, 359 (243.72 FTE) employees left employment and managers indicated that 349 (235.12 FTE) would be replaced. Of the remaining posts, 8 (8.0 FTE) were due to the end of fixed term contracts and for the remaining 2 posts (0.60 FTE), the manager indicated that the budget would be transferred to other posts.

9. Recruitment Monitoring

9.1. Information on Recruitment Monitoring for July to September 2020 is contained within Appendix 14.

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

- ◆ overall, 2,654 applications and 2,523 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (117), 65 were shortlisted for interview and 17 were appointed
- ◆ of those applicants of a black/ethnic minority background (87), 34 were shortlisted for interview and 13 were appointed.

10. Staffing Watch

10.1. There has been an increase of 21 in the number of employees in post from 13 June 2020 to 14 September 2020. Details of staffing watch are contained in Appendix 15.

11. Employee Implications

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

12. Financial Implications

12.1. All financial implications are accommodated within existing budgets.

13. Climate Change, Sustainability and Environmental Implications

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

14. Other Implications

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

15. Equality Impact Assessment and Consultation Arrangements

- 15.1. 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.
- 15.2. 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)

9 November 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

- ◆ Employee Issues Forum, 29 September 2020

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:-

Janet McLuckie, Personnel Officer

Ext: 4239 (Tel: 01698 454239)

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

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Council Wide

APT&C				Teachers				Manual Workers				Council Wide				
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021	
	%	%	%		%	%	%		%	%	%		%	%	%	
April	4.2	4.0	4.2	April	1.9	2.9	2.9	April	5.7	5.2	6.0	April	4.1	4.0	4.4	
May	4.2	4.4	2.9	May	2.1	3.2	1.4	May	6.1	5.6	4.9	May	4.2	4.4	3.1	
June	4.2	4.4	2.5	June	2.3	2.7	0.9	June	6.0	5.7	4.5	June	4.3	4.4	2.7	
July	3.5	3.5	2.2	July	1.0	1.2	0.5	July	5.1	5.1	4.0	July	3.4	3.4	2.3	
August	3.7	3.9	2.9	August	1.2	1.3	1.2	August	5.4	5.5	5.1	August	3.6	3.7	3.1	
September	4.4	4.5	4.1	September	2.2	2.5	2.7	September	6.2	6.1	5.8	September	4.4	4.5	4.2	
October	4.7	4.7		October	2.2	2.6		October	5.8	6.1		October	4.4	4.6		
November	5.3	5.7		November	3.5	3.8		November	6.0	6.6		November	5.1	5.5		
December	4.9	5.7		December	3.1	3.8		December	6.3	7.2		December	4.8	5.7		
January	4.7	5.2		January	3.3	3.4		January	6.6	7.1		January	4.9	5.3		
February	4.9	5.6		February	4.0	3.8		February	6.7	7.3		February	5.2	5.6		
March	4.7	6.2		March	3.9	4.8		March	6.1	7.3		March	4.9	6.2		
Annual Average	4.5	4.8	4.3	Annual Average	2.6	3.0	2.7	Annual Average	6.0	6.2	6.0	Annual Average	4.4	4.8	4.4	
Average Apr-Sep	4.0	4.1	3.1	Average Apr-Sep	1.8	2.3	1.6	Average Apr-Sep	5.8	5.5	5.1	Average Apr-Sep	4.0	4.1	3.3	
No of Employees at 30 September 2020			7262	No of Employees at 30 September 2020			3978	No of Employees at 30 September 2020			4589	No of Employees at 30 September 2020			15829	

For the financial year 2020/21, the projected average days lost per employee equates to 7.5 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021	
April	3.2	4.0	3.1	April	5.4	4.4	5.3	April	5.0	4.3	5.0	April	4.1	4.0	4.4	
May	2.8	3.6	2.4	May	6.0	5.1	4.3	May	5.5	4.9	4.0	May	4.2	4.4	3.1	
June	3.8	3.9	1.6	June	5.8	5.5	4.0	June	5.5	5.3	3.6	June	4.3	4.4	2.7	
July	4.3	3.9	1.8	July	4.5	4.3	3.6	July	4.4	4.3	3.4	July	3.4	3.4	2.3	
August	4.8	4.0	1.7	August	5.3	5.1	4.9	August	5.2	4.9	4.4	August	3.6	3.7	3.1	
September	6.0	2.9	1.6	September	6.2	5.9	5.8	September	6.2	5.4	5.1	September	4.4	4.5	4.2	
October	3.8	3.4		October	5.8	5.9		October	5.5	5.5		October	4.4	4.6		
November	4.8	4.8		November	6.2	6.6		November	6.0	6.4		November	5.1	5.5		
December	4.1	5.4		December	6.0	7.0		December	5.7	6.8		December	4.8	5.7		
January	3.4	4.1		January	6.1	6.6		January	5.6	6.2		January	4.9	5.3		
February	4.1	3.8		February	6.3	7.1		February	5.9	6.6		February	5.2	5.6		
March	4.8	4.5		March	5.6	7.1		March	5.5	6.7		March	4.9	6.2		
Annual Average	4.2	4.0	3.2	Annual Average	5.8	5.9	5.7	Annual Average	5.5	5.6	5.3	Annual Average	4.4	4.8	4.4	
Average Apr-Sep	4.2	3.7	2.0	Average Apr-Sep	5.5	5.1	4.7	Average Apr-Sep	5.3	4.9	4.3	Average Apr-Sep	4.0	4.1	3.3	
No of Employees at 30 September 2020			550	No of Employees at 30 September 2020			2899	No of Employees at 30 September 2020			3449	No of Employees at 30 September 2020			15829	

For the financial year 2020/21, the projected average days lost per employee equates to 10.8 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Education Resources

APT&C				Teachers				Resource Total				Council Wide							
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021				
April	4.1	3.5	3.9	April	1.9	2.9	2.9	April	2.8	3.2	3.3	April	4.1	4.0	4.4				
May	4.5	4.2	2.2	May	2.1	3.2	1.4	May	3.1	3.6	1.8	May	4.2	4.4	3.1				
June	4.4	3.8	1.8	June	2.3	2.7	0.9	June	3.2	3.2	1.3	June	4.3	4.4	2.7				
July	2.4	2.4	1.3	July	1.0	1.2	0.5	July	1.6	1.7	0.9	July	3.4	3.4	2.3				
August	2.7	2.8	2.7	August	1.2	1.3	1.2	August	1.8	2.0	1.8	August	3.6	3.7	3.1				
September	4.1	4.3	4.8	September	2.2	2.5	2.7	September	3.0	3.3	3.6	September	4.4	4.5	4.2				
October	4.7	4.5		October	2.2	2.6		October	3.2	3.5		October	4.4	4.6					
November	5.7	5.8		November	3.5	3.8		November	4.4	4.7		November	5.1	5.5					
December	5.4	5.5		December	3.1	3.8		December	4.1	4.6		December	4.8	5.7					
January	5.1	5.1		January	3.3	3.4		January	4.1	4.2		January	4.9	5.3					
February	5.3	5.7		February	4.0	3.8		February	4.5	4.6		February	5.2	5.6					
March	5.0	7.1		March	3.9	4.8		March	4.4	5.8		March	4.9	6.2					
Annual Average	4.5	4.6	4.2	Annual Average	2.6	3.0	2.7	Annual Average	3.4	3.7	3.3	Annual Average	4.4	4.8	4.4				
Average Apr-Sep	3.7	3.5	2.8	Average Apr-Sep	1.8	2.3	1.6	Average Apr-Sep	2.6	2.8	2.1	Average Apr-Sep	4.0	4.1	3.3				
No of Employees at 30 September 2020				3039	No of Employees at 30 September 2020				3978	No of Employees at 30 September 2020				7017	No of Employees at 30 September 2020				15829

For the financial year 2020/21, the projected average days lost per employee equates to 5.1 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Finance and Corporate Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021				
April	3.1	3.5	3.5	April	8.6	7.1	8.5	April	3.2	3.6	3.6	April	4.1	4.0	4.4				
May	3.3	3.2	2.3	May	0.4	0.0	16.0	May	3.2	3.2	2.4	May	4.2	4.4	3.1				
June	2.5	3.3	1.9	June	0.0	0.5	7.4	June	2.5	3.2	1.9	June	4.3	4.4	2.7				
July	2.9	3.3	2.0	July	0.0	2.4	3.5	July	2.9	3.2	2.0	July	3.4	3.4	2.3				
August	2.8	3.6	1.8	August	0.4	5.9	12.1	August	2.8	3.6	2.0	August	3.6	3.7	3.1				
September	3.1	3.3	2.3	September	0.0	3.5	13.4	September	3.0	3.3	2.4	September	4.4	4.5	4.2				
October	3.6	3.7		October	0.0	3.6		October	3.6	3.7		October	4.4	4.6					
November	4.6	3.9		November	0.0	2.6		November	4.6	3.8		November	5.1	5.5					
December	3.8	4.6		December	0.0	1.3		December	3.8	4.5		December	4.8	5.7					
January	3.6	3.9		January	0.0	0.0		January	3.5	3.9		January	4.9	5.3					
February	3.7	4.1		February	2.3	7.6		February	3.6	4.1		February	5.2	5.6					
March	3.2	4.5		March	9.8	4.6		March	3.3	4.5		March	4.9	6.2					
Annual Average	3.4	3.7	3.2	Annual Average	1.8	3.3	6.7	Annual Average	3.3	3.7	3.2	Annual Average	4.4	4.8	4.4				
Average Apr-Sep	3.0	3.4	2.3	Average Apr-Sep	1.6	3.2	10.2	Average Apr-Sep	2.9	3.4	2.4	Average Apr-Sep	4.0	4.1	3.3				
No of Employees at 30 September 2020				959	No of Employees at 30 September 2020				10	No of Employees at 30 September 2020				969	No of Employees at 30 September 2020				15829

For the financial year 2020/21, the projected average days lost per employee equates to 5.6 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021				
April	3.9	3.9	4.1	April	6.5	6.7	3.5	April	4.9	5.0	3.8	April	4.1	4.0	4.4				
May	3.6	4.2	2.8	May	6.5	5.1	2.0	May	4.8	4.5	2.5	May	4.2	4.4	3.1				
June	4.0	4.8	3.2	June	6.2	5.0	2.0	June	4.9	4.9	2.7	June	4.3	4.4	2.7				
July	3.7	4.1	2.7	July	6.3	5.4	2.7	July	4.8	4.6	2.7	July	3.4	3.4	2.3				
August	4.1	4.0	2.5	August	5.5	5.7	3.4	August	4.6	4.7	2.8	August	3.6	3.7	3.1				
September	4.5	4.4	2.1	September	6.2	5.8	3.3	September	5.2	5.0	2.6	September	4.4	4.5	4.2				
October	4.3	4.3		October	5.9	6.6		October	4.9	5.2		October	4.4	4.6					
November	4.8	5.5		November	6.5	6.1		November	5.5	5.7		November	5.1	5.5					
December	4.4	5.2		December	6.5	6.3		December	5.3	5.6		December	4.8	5.7					
January	4.2	5.8		January	7.0	5.9		January	5.3	5.8		January	4.9	5.3					
February	4.2	5.8		February	6.6	5.7		February	5.2	5.8		February	5.2	5.6					
March	4.2	5.1		March	7.3	6.5		March	5.5	5.7		March	4.9	6.2					
Annual Average	4.2	4.8	4.1	Annual Average	6.4	5.9	4.5	Annual Average	5.1	5.2	4.2	Annual Average	4.4	4.8	4.4				
Average Apr-Sep	4.0	4.2	2.9	Average Apr-Sep	6.2	5.6	2.8	Average Apr-Sep	4.9	4.8	2.9	Average Apr-Sep	4.0	4.1	3.3				
No of Employees at 30 September 2020				883	No of Employees at 30 September 2020				559	No of Employees at 30 September 2020				1442	No of Employees at 30 September 2020				15829

For the financial year 2020/21, the projected average days lost per employee equates to 6.9 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021
April	5.3	5.0	5.5	April	6.2	6.9	10.2	April	5.6	5.6	7.1	April	4.1	4.0	4.4
May	5.1	5.6	4.4	May	6.2	7.7	8.1	May	5.4	6.3	5.7	May	4.2	4.4	3.1
June	5.2	5.8	3.9	June	6.3	6.9	7.6	June	5.6	6.2	5.2	June	4.3	4.4	2.7
July	5.2	5.1	3.7	July	6.4	7.7	6.3	July	5.6	5.9	4.6	July	3.4	3.4	2.3
August	5.0	5.9	4.4	August	5.9	6.7	6.7	August	5.3	6.2	5.2	August	3.6	3.7	3.1
September	5.0	6.2	5.4	September	6.1	6.8	7.5	September	5.4	6.4	6.1	September	4.4	4.5	4.2
October	5.7	6.1		October	5.6	6.5		October	5.6	6.2		October	4.4	4.6	
November	5.4	6.8		November	5.3	6.8		November	5.4	6.8		November	5.1	5.5	
December	5.1	6.9		December	6.9	8.7		December	5.7	7.5		December	4.8	5.7	
January	5.2	6.2		January	8.4	9.5		January	6.2	7.3		January	4.9	5.3	
February	5.5	6.8		February	8.5	8.8		February	6.5	7.5		February	5.2	5.6	
March	5.4	6.8		March	6.5	8.5		March	5.8	7.4		March	4.9	6.2	
Annual Average	5.3	6.1	5.6	Annual Average	6.5	7.6	7.9	Annual Average	5.7	6.6	6.4	Annual Average	4.4	4.8	4.4
Average Apr-Sep	5.1	5.6	4.6	Average Apr-Sep	6.2	7.1	7.7	Average Apr-Sep	5.5	6.1	5.7	Average Apr-Sep	4.0	4.1	3.3

No of Employees at 30 September 2020	1831	No of Employees at 30 September 2020	1121	No of Employees at 30 September 2020	2952	No of Employees at 30 September 2020	15829
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For the financial year 2020/21, the projected average days lost per employee equates to 12.3 days.

ABSENCE BY LONG AND SHORT TERM

From: 1 July 2020 - 30 September 2020

Resource	No of employees	July 2020			August 2020			September 2020		
		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	3449	0.9	2.5	3.4	1.5	2.9	4.4	2.0	3.1	5.1
Education	7017	0.1	0.8	0.9	1.2	0.6	1.8	1.6	2.0	3.6
Finance and Corporate	969	0.6	1.4	2.0	0.7	1.3	2.0	0.9	1.5	2.4
Housing & Technical	1442	0.6	2.1	2.7	0.9	1.9	2.8	1.0	1.6	2.6
Social Work	2952	1.1	3.5	4.6	1.3	3.9	5.2	1.9	4.2	6.1
Council Overall for July 2020 - September 2020	15829	0.5	1.8	2.3	1.2	1.9	3.1	1.6	2.6	4.2

ATTENDANCE MONITORING
Absence Classification

From : 1 September - 30 September 2020

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	1018	27	710	14	52	11	169	22	789	24	2738	20
Psychological	1034	28	1715	33	190	42	316	42	1172	36	4427	33
Stomach, Bowel, Blood, Metabolic Disorders	305	8	515	10	25	5	56	7	161	5	1062	8
Respiratory	462	12	1060	21	71	16	103	14	405	12	2101	16
Other Classification	911	24	1164	23	118	26	116	15	751	23	3060	23
Total Days Lost By Resource	3730	100	5164	100	456	100	760	100	3278	100	13388	100
Total Work Days Available	72800		142721		18831		29405		53456			

From : 1 September - 30 September 2019

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	1019	27	920	21	79	13	416	29	836	25	3270	24
Psychological	894	24	1366	31	323	53	393	28	1324	39	4300	32
Stomach, Bowel, Blood, Metabolic Disorders	557	15	516	12	86	14	235	17	381	11	1775	13
Respiratory	227	6	429	10	10	2	65	5	194	6	925	7
Other Classification	1089	29	1154	26	107	18	302	21	639	19	3291	24
Total Days Lost By Resource	3786	100	4385	100	605	100	1411	100	3374	100	13561	100
Total Work Days Available	69693		134232		18537		28398		52887			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 July 2020 - 30 September 2020 comparison with 1 July 2019 - 30 September 2019

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Jul-Sep 2020)	85	7	26	9	42	117	286
TOTAL (Jul-Sep 2019)	90	15	38	29	86	158	416

No of Employees Referred For Physiotherapy		
RESOURCE	Jul-Sep 2019	Jul-Sep 2020
Community and Enterprise	157	81
Education (Teachers)	74	39
Education (Others)	84	55
Finance and Corporate	35	10
Housing and Technical	67	34
Social Work	157	102
TOTAL	574	321

No of Employees Referred To Employee Support Officer		
RESOURCE	Jul-Sep 2019	Jul-Sep 2020
Community and Enterprise	80	74
Education	95	112
Finance and Corporate	28	20
Housing and Technical	36	28
Social Work	108	79
TOTAL	347	313

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Jul-Sep 2019	Jul-Sep 2020
Community and Enterprise	3	6
Education	2	3
Finance and Corporate	0	0
Housing and Technical	5	3
Social Work	9	6
Not Disclose	15	18
TOTAL	34	36

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	M	S	
TOTAL (Jul-Sep 2020)	5	0	0	0	87	0	13	0	7	0	112	0
TOTAL (Jul-Sep 2019)	41	0	3	0	104	0	24	0	6	0	178	0
									Total Referrals (Jul-Sep 2020)		112	
									Total Referrals (Jul-Sep 2019)		178	

M = MANAGEMENT REFERRAL S = SELF REFERRAL

ANALYSIS OF ACCIDENTS/INCIDENTS
Comparison
CAUSE OF ACCIDENTS/INCIDENTS TO EMPLOYEES

FROM: 1 July 2020 - 30 September 2020 comparison with 1 July 2019 - 30 September 2019

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019
Specified Injury	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	0	0	0	0	0	0	0	0	0	0	0	0
Over 7-day	3	7	0	2	0	0	0	2	3	1	6	12
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	2	0	2
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 7-day**	3	7	0	2	0	0	0	2	3	3	6	14
Over 3-day	1	2	0	0	0	0	1	2	1	1	3	5
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**	1	2	0	0	0	0	1	2	1	1	3	5
Minor	12	24	2	5	0	1	1	9	11	5	26	44
Near Miss	0	5	0	0	0	0	0	1	0	1	0	7
Violent Incident: Physical	0	10	111	98	0	0	0	0	42	8	153	116
Violent Incident: Verbal	1	0	6	11	0	4	0	4	9	12	16	31
Total Minor***	13	39	119	114	0	5	1	14	62	26	195	198
Total Accidents/Incidents	17	48	119	116	0	5	2	18	66	30	204	217

*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 major 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 July 2020 - 30 September 2020 comparison with 1 July 2019 - 30 September 2019

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	2	N/A	3	1	0	N/A	1	0	2	N/A	2	2	0	1	67%
EDUCATION	1	0	1	2	0	0	0	0	1	0	1	2	0	0	2	0%
SOCIAL WORK	3	5	N/A	8	0	0	N/A	0	3	5	N/A	8	4	1	3	63%
TOTAL (Jul-Sep 2020)	5	7	1	13	1	0	0	1	4	7	1	12	6	1	6	54%
TOTAL (Jul-Sep 2019)	10	28	0	38	3	6	0	9	7	22	0	29	24	5	9	76%

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 (Jul-Sep 2020)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL (Jul-Sep 2019)	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

N.B. Non-White employees refers to those employees who have indicated that they are:- Any other mixed background, Indian, Pakistani, Bangladeshi, Chinese, Any other Asian background, Caribbean, African and any other black background.

APPEAL'S PANEL

FROM: 1 July 2020 - 30 September 2020

APPEAL'S PANEL	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
	0	1	1	0	2	4

RECORD OF GRIEVANCES**FROM: 1 July 2020 - 30 September 2020 comparison with 1 July 2019 - 30 September 2019**

GRIEVANCES	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (Jul-Sep 2020)	10	6	1	0	3
TOTAL (Jul-Sep 2019)	8	1	7	0	0

DIGNITY AT WORK**FROM: 1 July 2020 - 30 September 2020 comparison with 1 July 2019 - 30 September 2019**

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 (Jul-Sep 2020)	4	0	0	0	0	4
TOTAL (Jul-Sep 2019)	3	0	2	0	0	1

REFERRALS FOR WORKPLACE MEDIATION**As at September 2020**

WORKPLACE MEDIATION	Jul-20	Aug-20	Sep-20
No of Referrals	0	0	0
*No of Successful Cases	0	0	0
*No of Unsuccessful Cases	0	0	0
No of cases unsuitable for mediation	0	0	0

WORKPLACE MEDIATION	Jul-19	Aug-19	Sep-20
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	1	0	0

*successful/unsuccessful case outcomes may be shown outwith the month they were referred.

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS (Jul-Sep 2020)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
CAREER ADVANCEMENT	1	1	0	1	1	4	11
FURTHER EDUCATION	0	4	0	0	0	4	11
MOVING OUTWITH AREA	1	3	0	0	0	4	11
DISSATISFACTION WITH TERMS AND CONDITIONS	0	2	0	0	1	3	9
CHILD CARING / CARING RESPONSIBILITIES	0	2	0	0	0	2	6
POOR RELATIONSHIPS WITH MANAGERS / COLLEAGUES	0	1	0	0	1	2	6
TRAVELLING DIFFICULTIES	0	0	0	0	2	2	6
PERSONAL REASONS	0	0	1	0	0	1	3
OTHER	2	6	2	1	2	13	37
NUMBER OF EXIT INTERVIEWS CONDUCTED	4	19	3	2	7	35	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	26	65	3	7	29	130	
% OF LEAVERS INTERVIEWED	15	29	100	29	24	27	

EXIT INTERVIEWS (Jul-Sep 2019)

NUMBER OF EXIT INTERVIEWS CONDUCTED	2	8	3	2	3	18	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	22	115	10	6	37	190	
% OF LEAVERS INTERVIEWED	9	7	30	33	8	9	

* Note these totals include temporary employees

July - September 2020	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		Reason not specified	
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	56.65	101	49.65	94	0.00	0	0.00	0	7.00	7	0.00	0	0.00	0
Education	111.17	161	111.06	160	0.00	0	0.10	1	0.00	0	0.00	0	0.00	0
Finance & Corporate	8.46	10	8.46	10	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Housing & Technical	13.94	16	13.94	16	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Social Work	53.51	71	52.01	69	0.00	0	0.50	1	1.00	1	0.00	0	0.00	0
Total	243.73	359	235.12	349	0.00	0	0.60	2	8	8	0.00	0	0.00	0
Cumulative Total	330.00	492	319.39	478	0	0	0.6	2	8.65	10	0	0	1.34	2

* Full time equivalent

** Head count/number of employees

RECRUITMENT MONITORING

Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 July 2020 - 30 September 2020

Total Number of applications received:	2654
Total Number of Equal Opportunities Monitoring forms received:	2523
Total Number of posts recruited for:	179
Total Number of appointments:	726

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	2523	1303	680
Total No of Male Applicants	1037	474	235
Total No of Female Applicants	1477	815	444
Total No of Disabled Applicants	117	65	17
Total No of applicants aged under 50	2195	1114	611
Total No of applicants aged over 50	314	161	63
Total No of White applicants	2399	1245	661
Total No of Black/Ethnic minority applicants*	87	34	13

FROM : 1 July 2019 - 30 September 2019

Total Number of applications received:	6881
Total Number of Equal Opportunities Monitoring forms received:	6614
Total Number of posts recruited for:	349
Total Number of appointments:	807

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	6632	2045	665
Total No of Male Applicants	2417	673	200
Total No of Female Applicants	4165	1367	462
Total No of Disabled Applicants	332	149	26
Total No of applicants aged under 50	5346	1633	548
Total No of applicants aged over 50	1201	396	111
Total No of White applicants	6342	1972	652
Total No of Black/Ethnic minority applicants*	203	61	11

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 14 September 2020

Analysis by Resource

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community & Enterprise Resources	3138	1344	218	188	1388
Education - Others	2870	139	83	509	2139
Education - Teachers	3865	697	67	2351	750
Finance & Corporate Resources	885	203	16	359	307
Housing & Technical	1289	821	26	314	128
Social Work Resources	2801	206	208	991	1396
Total All Staff	14848	3410	618	4712	6108

Full-Time Equivalent									
Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2256.15	1.00	1542.75	408.68	231.67	47.05	16.00	4.00	5.00	0.00
2075.85	1.00	1017.21	791.07	136.30	49.64	12.60	4.00	57.63	6.40
3546.60	0.00	0.00	0.00	0.00	0.00	1.00	0.00	4.60	3541.00
782.63	2.00	116.60	345.47	229.92	56.54	25.10	6.00	1.00	0.00
1234.56	1.00	204.30	630.67	356.13	30.46	10.00	2.00	0.00	0.00
2433.15	1.00	1294.96	522.16	564.03	25.00	24.00	2.00	0.00	0.00
8782.34	(excluding Teachers)								
12328.94	6.00	4175.82	2698.05	1518.05	208.69	88.70	18.00	68.23	3547.40

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 13 June 2020

Analysis by Resource

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community & Enterprise Resources	3183	1363	225	188	1407
Education - Others	2890	140	83	510	2157
Education - Teachers	3761	694	61	2272	734
Finance & Corporate Resources	891	205	16	366	304
Housing & Technical	1290	826	26	308	130
Social Work Resources	2812	209	212	985	1406
Total All Staff	14827	3437	623	4629	6138

Full-Time Equivalent									
Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2286.76	1.00	1571.35	408.19	233.67	47.55	16.00	4.00	5.00	0.00
2083.73	1.00	1039.95	778.48	134.03	47.64	13.00	4.00	58.23	7.40
3450.24	0.00	0.34	0.00	0.00	0.00	1.00	0.00	4.00	3444.90
790.28	2.00	121.49	345.93	230.62	57.54	25.70	6.00	1.00	0.00
1234.71	1.00	202.46	640.77	348.02	30.46	10.00	2.00	0.00	0.00
2440.81	1.00	1306.05	533.04	550.32	24.40	24.00	2.00	0.00	0.00
8836.29	(excluding Teachers)								
12286.53	6.00	4241.64	2706.41	1496.66	207.59	89.70	18.00	68.23	3452.30

Report

Report to: **Employee Issues Forum**
 Date of Meeting: **8 December 2020**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Finance and Corporate Resources – Workforce
Monitoring – July to September 2020**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for July to September 2020 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 July to September 2020 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
- ◆ staffing watch as at 14 September 2020

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 July to September 2020.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of September 2020 for Finance and Corporate Resources.

The Resource absence figure for September 2020 was 2.4%, which represents an increase of 0.4% when compared to last month and is 1.8% lower than the Council-wide figure. Compared to September 2019, the Resource absence figure has decreased by 0.9%.

Based on the absence figures at September 2020 and annual trends, the projected annual average absence for the Resource for 2020/2021 is 3.2%, compared to a Council-wide average figure of 4.4%.

For the financial year 2020/2021, the projected average days lost per employee equates to 5.6 days, compared with the overall figure for the Council of 7.5 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 39 referrals were made in this period, a decrease of 53 when compared with the same period last year.

4.3. Accident/Incident Statistics (Appendix 2)

There were no accidents/incidents recorded within the Resource this period, a decrease of 5 when compared to the same period last year.

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

There were no disciplinary, grievance and dignity at work hearings held within the Resource this period, this figure remains unchanged when compared to the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There were 3 leavers in the Resource this period who were eligible for an exit interview. This figure has decreased by 7 when compared with the same period last year. Exit interviews were held with 100% of employees compared with 30% for the same period last year.

4.6. 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 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 July to September 2020, 10 (8.46 FTE) employees in total left employment and managers indicated that all posts were being filled.

5. Staffing Watch (Appendix 3)

5.1. There has been a decrease of 6 in the number of employees in post from 13 June 2020 to 14 September 2020.

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. Climate Change, Sustainability and Environmental Implications

- 8.1. There are no Climate Change, Sustainability and Environmental Implications arising from the information presented in this report.

9. Other Implications

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

10. Equality Impact Assessment and Consultation Arrangements

- 10.1. 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.
- 10.2. 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)

9 November 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

- ◆ Employee Issues Forum – 17 September 2019

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

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Finance and Corporate Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021				
April	3.1	3.5	3.5	April	8.6	7.1	8.5	April	3.2	3.6	3.6	April	4.1	4.0	4.4				
May	3.3	3.2	2.3	May	0.4	0.0	16.0	May	3.2	3.2	2.4	May	4.2	4.4	3.1				
June	2.5	3.3	1.9	June	0.0	0.5	7.4	June	2.5	3.2	1.9	June	4.3	4.4	2.7				
July	2.9	3.3	2.0	July	0.0	2.4	3.5	July	2.9	3.2	2.0	July	3.4	3.4	2.3				
August	2.8	3.6	1.8	August	0.4	5.9	12.1	August	2.8	3.6	2.0	August	3.6	3.7	3.1				
September	3.1	3.3	2.3	September	0.0	3.5	13.4	September	3.0	3.3	2.4	September	4.4	4.5	4.2				
October	3.6	3.7		October	0.0	3.6		October	3.6	3.7		October	4.4	4.6					
November	4.6	3.9		November	0.0	2.6		November	4.6	3.8		November	5.1	5.5					
December	3.8	4.6		December	0.0	1.3		December	3.8	4.5		December	4.8	5.7					
January	3.6	3.9		January	0.0	0.0		January	3.5	3.9		January	4.9	5.3					
February	3.7	4.1		February	2.3	7.6		February	3.6	4.1		February	5.2	5.6					
March	3.2	4.5		March	9.8	4.6		March	3.3	4.5		March	4.9	6.2					
Annual Average	3.4	3.7	3.2	Annual Average	1.8	3.3	6.7	Annual Average	3.3	3.7	3.2	Annual Average	4.4	4.8	4.4				
Average Apr-Sep	3.0	3.4	2.3	Average Apr-Sep	1.6	3.2	10.2	Average Apr-Sep	2.9	3.4	2.4	Average Apr-Sep	4.0	4.1	3.3				
No of Employees at 30 September 2020				959	No of Employees at 30 September 2020				10	No of Employees at 30 September 2020				969	No of Employees at 30 September 2020				15829

For the financial year 2020/21, the projected average days lost per employee equates to 5.6 days.

FINANCE AND CORPORATE RESOURCES

	Jul-Sep 2019	Jul-Sep 2020
MEDICAL EXAMINATIONS		
Number of Employees Attending	29	9
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	0	0
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	35	10
REFERRALS TO EMPLOYEE SUPPORT OFFICER	28	20
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	0	0
TOTAL	92	39

CAUSE OF ACCIDENTS/INCIDENTS	Jul-Sep 2019	Jul-Sep 2020
Minor	1	0
Violent Incident: Verbal*****	4	0
Total Accidents/Incidents	5	0

*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	Jul-Sep 2019	Jul-Sep 2020
Total Number of Hearings	0	0

RECORD OF GRIEVANCE HEARINGS	Jul-Sep 2019	Jul-Sep 2020
Number of Grievances	0	0

RECORD OF DIGNITY AT WORK	Jul-Sep 2019	Jul-Sep 2020
Number of Incidents	0	0

ANALYSIS OF REASONS FOR LEAVING	Jul-Sep 2019	Jul-Sep 2020
Career Advancement	1	0
Moving Outwith Area	1	0
Personal Reasons	0	1
Childcare/caring responsibilities	1	0
Other	0	2
Number of Exit Interviews conducted	3	3

Total Number of Leavers Eligible for Exit Interview	10	3
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Percentage of interviews conducted	30%	100%
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	July - September 2020		Apr 2020 - June 2020		Cumulative total	
	FTE*	H/C**	FTE	H/C	FTE	H/C
Terminations/Leavers	8.46	10	7.78	10	16.24	20
Being replaced	0.00	0	0.00	0	0.00	0
Held pending savings	0.00	0	0.00	0	0.00	0
Filled on fixed term basis	0.00	0	0.00	0	0.00	0
Budget transfer to other post	0.00	0	0.00	0	0.00	0
End of fixed term contract	0.00	0	0.00	0	0.00	0
No reason provided	0.00	0	0.00	0	0.00	0

* Full time equivalent

** Head count/number of employees

JOINT STAFFING WATCH RETURN
FINANCE AND CORPORATE RESOURCES

1. As at 14 September 2020

Total Number of Employees				
MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
203	16	359	307	885

*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
2.00	116.60	345.47	229.92	56.54	25.10	6.00	1.00	0.00	782.63

1. As at 13 June 2020

Total Number of Employees				
MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
205	16	366	304	891

*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
2.00	121.49	345.93	230.62	57.54	25.70	6.00	1.00	0.00	790.28

Report

5

Report to: **Employee Issues Forum**
 Date of Meeting: **8 December 2020**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Healthy Working Lives**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide an update on Healthy Working Lives activity

2. Recommendation(s)

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

- (1) that the contents of the report be noted.

3. Background

- 3.1. Healthy Working Lives (HWL) provides a national award framework that supports organisations in promoting health and wellbeing to employees. The Council has maintained the HWL Gold Award since September 2012.
- 3.2. The Council has promoted approximately 23 health topics. These topics are normally linked to national or world health days. Due to Covid-19, this year has been challenging in the delivery of information/events to employees, but it has also brought new ways of communicating to the forefront. It has allowed us, in some cases, to reach more employees. The following report provides an update on some key wellbeing activities that have been delivered over the past 12 months.

4. Cycle to Work Scheme

- 4.1. Cycle to Work has encouraged employees to opt for a healthier way of commuting to work. This year a record number of applications were received, with 240 employees applying to join the scheme, an increase of 158 applicants compared to last year. The scheme opens each year in June and closes at the end of August.
- 4.2. There has been a notable increase in employees purchasing electronic bikes, with approximately 30% opting for this choice.

5. Mental Health

- 5.1. Employees' mental health is a key focus for the Council. The importance of looking after our mental health continues throughout the year, alongside 3 key dates within the HWL calendar.
- 5.1.1. In early March, a Senior Leadership Mental Health Event was held for Grade 5 managers and above. This event was supported by the Trade Unions, Chief Executive and the Council's Mental Health Champion, Val De Souza.

- 5.1.2. This event focused on the importance of self care, noticing when you do not feel mentally well and acting on this rather than dismissing it. It also encouraged managers to not only to look after their own mental health but that of others.
- 5.2. The COVID-19 pandemic has no doubt impacted on the wellbeing of many, if not all of our workforce. Mental health communications have been important in reminding our employees of the support that is available both internally and externally. One support tool we have reminded employees of is Mindfulness.
 - 5.2.1. Mindfulness can be used to help self manage mental wellbeing. It has been promoted over the years in various ways to employees, but more recently on the lead up to World Mental Health day in October. An event called '5 days of mindfulness' was available to employees and provided 5 different live guided mindfulness sessions, each day. This was open to all employees.
 - 5.2.2. Approximately 100 employees joined these sessions. The feedback from employees was extremely positive. Due to this, more sessions will be put on in December which can be a particularly difficult month for some peoples' wellbeing.
- 6. Physical health**
 - 6.1. National Fitness Day was held on 23 September this year. This included three days of information for employees with a focus on staying active when working from home, healthy eating, and the importance of sleep.
 - 6.2. This day was delivered in partnership with South Lanarkshire Leisure and Culture, who also provided links to free online fitness classes.
- 7. Menopause**
 - 7.1. For World Menopause day last year, awareness training was made available to managers and employees. This was jointly funded in partnership with Unison. Building on this training, a Learn Online module was developed to provide information and education about Menopause for all employees and was launched on World Menopause day in October this year.
- 8. Employee Wellbeing Hub**
 - 8.1. A new Employee Wellbeing Hub intranet page was developed to provide support to employees during Covid-19 and beyond. It focuses on the NHS 5 Steps to Mental Wellbeing and provides support and signposting to various resources. The 5 steps outline the benefits of Connecting with others, Mindfulness, Getting Active, Learning and Giving.
- 9. HWL Review**
 - 9.1. Each year our wellbeing work is reviewed by HWL as part of maintaining our Gold Award. This year all reviews have been put on hold due to Covid-19.
- 10. Employee Implications**
 - 10.1. Employee wellbeing continues to be an important focus for the Council and the Healthy Working Lives agenda greatly contributes towards this. Providing information on different health topics, signposting to helpful resources and providing supportive events are all aimed at empowering employees to look after their wellbeing.

11. Financial Implications

11.1. All financial implications are accommodated within existing budgets.

12. Climate Change, Sustainability and Environmental Implications

12.1. The rise in numbers of employees accessing Cycle to Work contributes to a more environmentally friendly commute to work.

13. Other Implications

13.1. There are no implications for sustainability or 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)

11 November 2020

Link(s) to Council Values/Ambitions/Objectives

- ◆ Fair, open and sustainable
- ◆ 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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