



Council Offices, Almada Street
Hamilton, ML3 0AA

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, 05 February 2019

Time: 11:00

Venue: Committee Room 5, Council Offices, Almada Street, Hamilton, ML3 0AA

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

Members are reminded to bring their fully charged tablets to the meeting

Yours sincerely

Lindsay Freeland
Chief Executive

Members

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

Substitutes

Alex Allison, Janine Calikes, Maureen Chalmers, Poppy Corbett, Maureen Devlin, Fiona Dryburgh,

BUSINESS

1 Declaration of Interests

- 2 **Minutes of Previous Meeting** 1 - 2
Minutes of the meeting of the Employee Issues Forum held on 13 November 2018 submitted for approval as a correct record. (Copy attached)

Item(s) for Consideration

- 3 **Council-wide Workforce Monitoring - October to December 2018** 3 - 22
Report dated 15 January 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 4 **Community and Enterprise Resources - Workforce Monitoring - October to December 2018** 23 - 28
Joint report dated 15 January 2019 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources). (Copy attached)
- 5 **New Employee Counselling/Cognitive Behavioural Therapy (CBT) Service** 29 - 32
Report dated 11 January 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 6 **Driver Training for Council Employees - Current Provision** 33 - 36
Report and presentation dated 11 January 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 7 **Food Development Strategy**
Presentation by Helene Gourichon, Policy and Food Development Officer (Community and Enterprise Resources).

Urgent Business

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

For further information, please contact:-

Clerk Name: Gordon Bow

Clerk Telephone: 01698 454719

Clerk Email: gordon.bow@southlanarkshire.gov.uk

EMPLOYEE ISSUES FORUM

2

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 13 November 2018

Chair:

Councillor Isobel Dorman

Councillors Present:

Councillor Graeme Campbell, Councillor Monique McAdams, Councillor Collette Stevenson

Councillors' Apologies:

Councillor Lynsey Hamilton, Councillor Graeme Horne, Councillor Joe Lowe, Councillor Jim McGuigan, Councillor Davie McLachlan, Councillor Richard Nelson

Attending:

Finance and Corporate Resources

G Bow, Administration Manager; K McVeigh, Head of Personnel Services; M Milne, HR Business Partner (Education and Social Work)

Health and Social Care/Social Work Resources

J Neill, Service Manager (Children and Justice); L Purdie, Head of Children and Justice Services; R Hutchingson, Co-ordinator, Autism Resource Co-ordination Hub (ARCH)

Also Attending:

J Clark, Union of Construction, Allied Trades and Technicians (UCATT)

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 4 September 2018 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 – July to September 2018

A report dated 17 October 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period July to September 2018:-

- ◆ 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 9 June 2018

The Forum decided: that the report be noted.

[Reference: Minutes of 4 September 2018 (Paragraph 3)]

4 Social Work Resources – Workforce Monitoring – July to September 2018

A joint report dated 13 July 2018 by the Executive Director (Finance and Corporate Resources) and Director, Health and Social Care was submitted on the following employee information for Social Work Resources for the period July to September 2018:-

- ♦ attendance statistics
- ♦ occupational health statistics
- ♦ accident/incident statistics
- ♦ disciplinary hearings, grievances and Dignity at Work cases
- ♦ labour turnover, analysis of leavers and exit interviews
- ♦ Staffing Watch as at 9 June 2018

The Forum decided: that the report be noted.

[Reference: Minutes of 22 August 2017 (Paragraph 5)]

5 Presentation on “Positive about Autism”

R Hutchingson, Co-ordinator, Autism Resource Co-ordination Hub (ARCH), Health and Social Care Partnership gave a presentation on “Positive about Autism” and the work being undertaken by the Partnership to develop the ARCH in the South Lanarkshire Council area.

Having responded to members’ questions, the Co-ordinator was thanked for his informative presentation.

The Forum decided: that the presentation be noted.

7 Urgent Business

There were no items of urgent business.

Report

3

Report to: **Employee Issues Forum**
 Date of Meeting: **5 February 2019**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Council-wide Workforce Monitoring – October to December 2018**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period October to December 2018

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 October to December 2018 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 8 September 2018

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 October to December 2018.

4. Attendance Statistics

4.1 Information on absence statistics for the Council and each Resource, as analysed for December 2018, is provided in Appendices 1 – 8. Points to note are:-

The Council's absence rate for December 2018, shown in Appendix 1, is 4.8%, which represents a decrease of 0.3% when compared with last month and a decrease of 0.3% when compared to December 2017.

When compared to December 2017, the APT&C absence rate remains unchanged, the teachers' figure has decreased by 0.7% and the manual workers' figure has decreased by 0.4%.

Based on annual trends and the absence rate to December 2018, the projected average absence rate for the Council for the financial year 2018/2019 is 4.4%.

For the financial year 2018/2019 the projected average days lost per employee equates to 10.1 days.

In comparison to December 2017 (Appendix 8):-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 13 days.
- ◆ Total days lost due to psychological conditions have increased by 678 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 232 days.
- ◆ Total days lost due to respiratory conditions have decreased by 812 days.

5. Occupational Health

5.1 Information on Occupational Health for the period October to December 2018 is provided in Appendix 9.

- ◆ during the period there were 420 employees referred for a medical examination, an increase of 40 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 535 employees attended physiotherapy treatment, showing an increase of 5 when compared to the same period last year. Of the 535 employees referred, 76% remained at work whilst undertaking treatment.
- ◆ during this period 353 employees were referred to the Employee Support Officer showing an increase of 41 when compared with the same period last year. Of the referrals made this period, 88% related to personal reasons.
- ◆ 242 employees were referred to the PAM Assist counselling service this period, showing an increase of 97 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 69% of the referrals made, 10% were for work related reasons and 21% were for other reasons.
- ◆ Twenty-seven employees were referred for Cognitive Behavioural Therapy this period, a decrease of 31 when compared to the same period last year.

6. Accidents/Incidents

6.1 The accident/incident report for October to December 2018 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 289, this figure has decreased by 6 from the same period last year.
- ◆ there were 2 specified injury accident/incidents recorded, this figure has increased by 2 from the same period last year.
- ◆ there were 272 minor accidents/incidents, this figure has decreased by 5 from the same period last year.
- ◆ Four accidents resulted in an absence lasting over 3 days during the period, this figure has decreased by 1 from the same period last year.
- ◆ there were 11 accidents resulting in absences lasting over 7 days during the period, this figure has decreased by 2 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 October to December 2018 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 39 disciplinary hearings were held across Resources within the Council, a decrease of 14 when compared to the same period last year
- ◆ action was taken in 31 of these cases. Three appeals were raised against the outcomes
- ◆ our target is to convene disciplinary hearings within 6 weeks, 95% of hearings met this target
- ◆ during the period, 5 appeals were heard by the Appeals Panel of which 1 was upheld in part and 4 were not upheld
- ◆ at the end of December 2018, 3 Appeals Panels were pending
- ◆ during the period, 8 grievance cases were raised
- ◆ during the period, 3 dignity at work cases were raised
- ◆ during the period, 4 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 October to December 2018 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 8 September 2018, the Council's turnover figure for October to December 2018 is as follows:

166 leavers eligible for exit interviews/14309 employees in post = Labour Turnover of 1.2%.

Based on the figure at December 2018, the projected annual labour turnover figure for the financial year 2018/2019 for the Council is 4.4%.

8.2 Analysis of Leavers and Exit Interviews

- ◆ there were a total of 166 employees leaving the Council that were eligible for an exit interview, an increase of 11 when compared with the same period last year
- ◆ exit interviews were held with 22% of leavers, compared with 15% from the same period last year.

9 Recruitment Monitoring

9.1 Information on Recruitment Monitoring for October to December 2018 is contained within Appendix 14.

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

- ◆ overall, 4137 applications and 3867 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (170), 71 were shortlisted for interview and 11 were appointed
- ◆ of those applicants of a black/ethnic minority background (104), 44 were shortlisted for interview and 7 were appointed.

10 Staffing Watch

- 10.1 There has been a decrease of 46 in the number of employees in post from 9 June 2018 to 8 September 2018.

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 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)

15 January 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent
- ◆ Excellent employer
- ◆ Focused on people and their needs
- ◆ Working with and respecting others

Previous References

- ◆ Employee Issues Forum – 13 November 2018

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 - 2016/2017, 2017/2018 & 2018/2019
Council Wide

APT&C				Teachers				Manual Workers				Council Wide				
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019	
	%	%	%		%	%	%		%	%	%		%	%	%	
April	4.0	4.1	4.2	April	2.9	2.1	1.9	April	6.1	5.2	5.7	April	4.3	3.9	4.1	
May	4.2	4.4	4.2	May	3.1	2.7	2.1	May	5.8	5.1	6.1	May	4.4	4.2	4.2	
June	4.1	4.1	4.2	June	2.4	2.2	2.3	June	5.6	4.9	6.0	June	4.1	3.9	4.3	
July	3.5	3.3	3.5	July	1.2	0.8	1.0	July	4.7	4.5	5.1	July	3.3	3.0	3.4	
August	3.7	3.7	3.7	August	1.4	1.0	1.2	August	5.2	4.5	5.4	August	3.6	3.2	3.6	
September	4.1	4.4	4.4	September	2.4	2.2	2.2	September	5.4	5.0	6.2	September	4.1	4.0	4.4	
October	4.5	4.3	4.7	October	2.9	2.4	2.2	October	5.6	5.4	5.8	October	4.4	4.1	4.4	
November	5.0	4.7	5.3	November	3.1	3.5	3.5	November	6.4	6.1	6.0	November	4.9	4.8	5.1	
December	5.1	4.9	4.9	December	3.2	3.8	3.1	December	6.3	6.7	6.3	December	4.9	5.1	4.8	
January	4.7	5.0		January	2.8	3.0		January	5.5	6.6		January	4.5	5.0		
February	5.1	5.2		February	3.7	3.0		February	5.8	6.5		February	5.0	5.0		
March	5.0	4.8		March	3.4	2.9		March	5.4	6.2		March	4.7	4.7		
Annual Average	4.4	4.4	4.5	Annual Average	2.7	2.5	2.4	Annual Average	5.7	5.6	6.0	Annual Average	4.4	4.2	4.4	
Average Apr-Dec	4.2	4.2	4.3	Average Apr-Dec	2.5	2.3	2.2	Average Apr-Dec	5.7	5.3	5.8	Average Apr-Dec	4.2	4.0	4.3	
No of Employees at 31 December 2018			7006	No of Employees at 31 December 2018			3790	No of Employees at 31 December 2018			4356	No of Employees at 31 December 2018			15152	

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019				
April	4.0	3.9	3.2	April	5.8	5.2	5.4	April	5.3	4.8	5.0	April	4.3	3.9	4.1				
May	4.2	4.4	2.8	May	5.6	5.7	6.0	May	5.2	5.4	5.5	May	4.4	4.2	4.2				
June	3.4	4.2	3.8	June	5.5	5.1	5.8	June	4.9	4.9	5.5	June	4.1	3.9	4.3				
July	2.5	3.4	4.3	July	4.4	4.2	4.5	July	3.9	4.0	4.4	July	3.3	3.0	3.4				
August	2.9	3.6	4.8	August	5.0	4.5	5.3	August	4.4	4.3	5.2	August	3.6	3.2	3.6				
September	4.4	3.4	6.0	September	5.6	5.0	6.2	September	5.3	4.8	6.2	September	4.1	4.0	4.4				
October	4.8	3.8	3.8	October	5.8	5.6	5.8	October	5.5	5.3	5.5	October	4.4	4.1	4.4				
November	5.5	4.5	4.8	November	6.7	6.2	6.2	November	6.4	5.9	6.0	November	4.9	4.8	5.1				
December	5.3	3.6	4.1	December	6.2	6.4	6.0	December	6.0	5.9	5.7	December	4.9	5.1	4.8				
January	4.4	3.0		January	5.7	6.3		January	5.4	5.7		January	4.5	5.0					
February	4.5	3.0		February	6.4	6.8		February	5.9	6.1		February	5.0	5.0					
March	4.2	3.4		March	5.9	6.1		March	5.4	5.6		March	4.7	4.7					
Annual Average	4.2	3.7	3.9	Annual Average	5.7	5.6	5.9	Annual Average	5.3	5.2	5.5	Annual Average	4.4	4.2	4.4				
Average Apr-Dec	4.1	3.9	4.2	Average Apr-Dec	5.6	5.3	5.7	Average Apr-Dec	5.2	5.0	5.4	Average Apr-Dec	4.2	4.0	4.3				
No of Employees at 31 December 2018				540	No of Employees at 31 December 2018				2733	No of Employees at 31 December 2018				3273	No of Employees at 31 December 2018				15152

For the financial year 2018/19, the projected average days lost per employee equates to 13.8 days.

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Education Resources

APT&C				Teachers				Resource Total				Council Wide							
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019				
April	3.4	4.0	4.1	April	2.9	2.1	1.9	April	3.1	2.9	2.8	April	4.3	3.9	4.1				
May	3.8	4.7	4.5	May	3.1	2.7	2.1	May	3.4	3.5	3.1	May	4.4	4.2	4.2				
June	3.8	3.6	4.4	June	2.4	2.2	2.3	June	3.0	2.8	3.2	June	4.1	3.9	4.3				
July	2.9	2.1	2.4	July	1.2	0.8	1.0	July	1.9	1.3	1.6	July	3.3	3.0	3.4				
August	3.0	2.7	2.7	August	1.4	1.0	1.2	August	2.0	1.7	1.8	August	3.6	3.2	3.6				
September	3.7	4.3	4.1	September	2.4	2.2	2.2	September	2.9	3.0	3.0	September	4.1	4.0	4.4				
October	4.2	4.6	4.7	October	2.9	2.4	2.2	October	3.4	3.3	3.2	October	4.4	4.1	4.4				
November	5.4	5.0	5.7	November	3.1	3.5	3.5	November	4.0	4.1	4.4	November	4.9	4.8	5.1				
December	5.4	5.3	5.4	December	3.2	3.8	3.1	December	4.1	4.4	4.1	December	4.9	5.1	4.8				
January	4.7	5.2		January	2.8	3.0		January	3.6	3.9		January	4.5	5.0					
February	5.5	5.5		February	3.7	3.0		February	4.4	4.0		February	5.0	5.0					
March	5.6	4.7		March	3.4	2.9		March	4.3	3.7		March	4.7	4.7					
Annual Average	4.3	4.3	4.5	Annual Average	2.7	2.5	2.4	Annual Average	3.3	3.2	3.2	Annual Average	4.4	4.2	4.4				
Average Apr-Dec	4.0	4.0	4.2	Average Apr-Dec	2.5	2.3	2.2	Average Apr-Dec	3.1	3.0	3.0	Average Apr-Dec	4.2	4.0	4.3				
No of Employees at 31 December 2018				2775	No of Employees at 31 December 2018				3790	No of Employees at 31 December 2018				6565	No of Employees at 31 December 2018				15152

For the financial year 2018/19, the projected average days lost per employee equates to 7.2 days.

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Finance and Corporate Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019				
April	2.6	2.8	3.1	April			8.6	April	2.6	2.8	3.2	April	4.3	3.9	4.1				
May	2.2	3.2	3.3	May		0.0	0.4	May	2.2	3.2	3.2	May	4.4	4.2	4.2				
June	2.2	3.3	2.5	June		0.0	0.0	June	2.2	3.3	2.5	June	4.1	3.9	4.3				
July	2.0	3.1	2.9	July		0.0	0.0	July	2.0	3.0	2.9	July	3.3	3.0	3.4				
August	2.2	3.5	2.8	August		0.0	0.4	August	2.2	3.4	2.8	August	3.6	3.2	3.6				
September	2.4	4.1	3.1	September		0.0	0.0	September	2.4	4.1	3.0	September	4.1	4.0	4.4				
October	2.6	4.4	3.6	October		0.0	0.0	October	2.6	4.3	3.6	October	4.4	4.1	4.4				
November	3.1	4.2	4.6	November		0.0	0.0	November	3.1	4.1	4.6	November	4.9	4.8	5.1				
December	2.6	3.5	3.8	December		0.0	0.0	December	2.6	3.4	3.8	December	4.9	5.1	4.8				
January	2.6	4.1		January		7.0		January	2.6	4.2		January	4.5	5.0					
February	3.8	4.2		February		2.5		February	3.8	4.2		February	5.0	5.0					
March	3.7	3.8		March		16.9		March	3.7	4.0		March	4.7	4.7					
Annual Average	2.7	3.7	3.5	Annual Average	2.4	3.0	Annual Average	2.7	3.7	3.5	Annual Average	4.4	4.2	4.4					
Average Apr-Dec	2.4	3.6	3.3	Average Apr-Dec		0.0	1.0	Average Apr-Dec	2.4	3.5	3.3	Average Apr-Dec	4.2	4.0	4.3				
No of Employees at 31 December 2018				981	No of Employees at 31 December 2018				11	No of Employees at 31 December 2018				992	No of Employees at 31 December 2018				15152

For the financial year 2018/19, the projected average days lost per employee equates to 7.7 days.
 Figures for manual workers only applicable from May 2017/2018

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019				
April	4.6	4.3	3.9	April	6.3	4.5	6.5	April	5.1	4.4	4.9	April	4.3	3.9	4.1				
May	4.3	4.2	3.6	May	5.0	3.9	6.5	May	4.5	4.1	4.8	May	4.4	4.2	4.2				
June	4.3	3.9	4.0	June	5.5	4.4	6.2	June	4.7	4.1	4.9	June	4.1	3.9	4.3				
July	4.1	4.3	3.7	July	4.5	4.9	6.3	July	4.2	4.5	4.8	July	3.3	3.0	3.4				
August	4.9	4.7	4.1	August	5.7	4.0	5.5	August	5.1	4.4	4.6	August	3.6	3.2	3.6				
September	5.1	4.3	4.5	September	4.6	4.5	6.2	September	5.0	4.4	5.2	September	4.1	4.0	4.4				
October	5.5	3.8	4.3	October	5.0	4.4	5.9	October	5.3	4.0	4.9	October	4.4	4.1	4.4				
November	4.9	4.9	4.8	November	6.7	6.4	6.5	November	5.5	5.5	5.5	November	4.9	4.8	5.1				
December	5.0	5.0	4.4	December	6.7	9.0	6.5	December	5.6	6.6	5.3	December	4.9	5.1	4.8				
January	5.0	5.4		January	4.3	7.3		January	4.8	6.2		January	4.5	5.0					
February	4.9	5.2		February	4.7	6.1		February	4.8	5.6		February	5.0	5.0					
March	4.7	5.1		March	4.6	6.0		March	4.6	5.4		March	4.7	4.7					
Annual Average	4.8	4.6	4.4	Annual Average	5.3	5.5	6.3	Annual Average	4.9	4.9	5.2	Annual Average	4.4	4.2	4.4				
Average Apr-Dec	4.7	4.4	4.1	Average Apr-Dec	5.6	5.1	6.2	Average Apr-Dec	5.0	4.7	5.0	Average Apr-Dec	4.2	4.0	4.3				
No of Employees at 31 December 2018				888	No of Employees at 31 December 2018				559	No of Employees at 31 December 2018				1447	No of Employees at 31 December 2018				15152

For the financial year 2018/19, the projected average days lost per employee equates to 12.2 days.

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019	
April	4.8	5.0	5.3	April	6.6	5.6	6.2	April	5.4	5.2	5.6	April	4.3	3.9	4.1	
May	5.3	4.9	5.1	May	6.9	4.1	6.2	May	5.8	4.6	5.4	May	4.4	4.2	4.2	
June	5.2	5.3	5.2	June	6.2	4.6	6.3	June	5.5	5.1	5.6	June	4.1	3.9	4.3	
July	5.0	4.8	5.2	July	5.7	4.9	6.4	July	5.3	4.8	5.6	July	3.3	3.0	3.4	
August	4.8	4.9	5.0	August	5.4	4.7	5.9	August	5.0	4.8	5.3	August	3.6	3.2	3.6	
September	4.3	5.0	5.0	September	5.3	5.2	6.1	September	4.7	5.1	5.4	September	4.1	4.0	4.4	
October	4.7	4.2	5.7	October	5.6	5.8	5.6	October	5.0	4.8	5.6	October	4.4	4.1	4.4	
November	5.1	4.4	5.4	November	5.4	5.9	5.3	November	5.2	4.9	5.4	November	4.9	4.8	5.1	
December	5.6	5.6	5.1	December	6.1	6.1	6.9	December	5.8	5.7	5.7	December	4.9	5.1	4.8	
January	5.5	5.5		January	5.5	7.3		January	5.5	6.1		January	4.5	5.0		
February	5.8	6.1		February	4.8	5.8		February	5.4	6.0		February	5.0	5.0		
March	5.6	5.7		March	4.8	6.5		March	5.3	5.9		March	4.7	4.7		
Annual Average	5.1	5.1	5.4	Annual Average	5.7	5.5	6.2	Annual Average	5.3	5.3	5.6	Annual Average	4.4	4.2	4.4	
Average Apr-Dec	5.0	4.9	5.2	Average Apr-Dec	5.9	5.2	6.1	Average Apr-Dec	5.3	5.0	5.5	Average Apr-Dec	4.2	4.0	4.3	
No of Employees at 31 December 2018			1822	No of Employees at 31 December 2018			1053	No of Employees at 31 December 2018			2875	No of Employees at 31 December 2018			15152	

For the financial year 2018/19, the projected average days lost per employee equates to 12.1 days.

ABSENCE BY LONG AND SHORT TERM

From: 1 October 2018 - 31 December

Resource	No of employees	October 2018			November 2018			December 2018		
		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	3273	1.6	3.9	5.5	2.2	3.8	6.0	1.6	4.1	5.7
Education	6565	1.0	2.2	3.2	1.9	2.5	4.4	1.4	2.7	4.1
Finance and Corporate	992	1.3	2.3	3.6	1.6	3.0	4.6	1.6	2.2	3.8
Housing & Technical	1447	2.2	2.7	4.9	2.6	2.9	5.5	2.0	3.3	5.3
Social Work	2875	1.7	3.9	5.6	1.6	3.8	5.4	1.9	3.8	5.7
Council Overall for October 2018 - December 2018	15152	1.4	3.0	4.4	2.0	3.1	5.1	1.5	3.3	4.8

ATTENDANCE MONITORING
Absence Classification

From : 1 December - 31 December 2018

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	1388	36	763	15	164	23	466	31	885	30	3666	26
Psychological	963	25	1985	38	206	29	454	30	819	27	4427	31
Stomach, Bowel, Blood, Metabolic Disorders	328	9	620	12	84	12	148	10	360	12	1540	11
Respiratory	393	10	683	13	116	16	131	9	198	7	1521	11
Other Classification	751	20	1163	22	135	19	307	20	735	25	3091	22
Total Days Lost By Resource	3823	100	5214	100	705	100	1506	100	2997	100	14245	100
Total Work Days Available	66836		128192		18785		28543		52579			

From : 1 December - 31 December 2017

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	1098	28	1008	19	91	13	663	35	819	27	3679	25
Psychological	966	25	1358	25	157	23	576	30	692	23	3749	25
Stomach, Bowel, Blood, Metabolic Disorders	495	13	635	12	59	9	145	8	438	15	1772	12
Respiratory	424	11	1038	19	195	28	236	12	440	15	2333	16
Other Classification	929	24	1381	25	184	27	294	15	607	20	3395	23
Total Days Lost By Resource	3912	100	5420	100	686	100	1914	100	2996	100	14928	100
Total Work Days Available	66326		122627		19902		28919		52257			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 October 2018 - 31 December 2018 comparison with 1 October 2017 - 31 December 2017

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Oct-Dec 2018)	128	33	38	29	64	128	420
TOTAL (Oct-Dec 2017)	106	33	54	22	61	104	380

No of Employees Referred For Physiotherapy		
RESOURCE	Oct-Dec 2017	Oct-Dec 2018
Community and Enterprise	131	126
Education (Teachers)	65	67
Education (Others)	82	101
Finance and Corporate	34	33
Housing and Technical	62	58
Social Work	156	150
TOTAL	530	535

No of Employees Referred To Employee Support Officer		
RESOURCE	Oct-Dec 2017	Oct-Dec 2018
Community and Enterprise	75	66
Education	120	162
Finance and Corporate	21	14
Housing and Technical	26	31
Social Work	70	80
TOTAL	312	353

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Oct-Dec 2017	Oct-Dec 2018
Community and Enterprise	5	12
Education	24	4
Finance and Corporate	7	0
Housing and Technical	8	7
Social Work	14	4
TOTAL	58	27

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 (Oct-Dec 2018)	25	0	5	0	168	0	22	0	22	0	242	0
TOTAL (Oct-Dec 2017)	33	5	0	0	81	7	0	1	15	3	129	16
								Total Referrals (Oct-Dec 2018)		242		
								Total Referrals (Oct-Dec 2017)		145		

M = MANAGEMENT REFERRAL S = SELF REFERRAL

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

FROM: 1 October 2018 - 31 December 2018 comparison with 1 October 2017 - 31 December 2017

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
Specified Injury	0	0	0	0	0	0	1	0	1	0	2	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	1	0	1	0	2	0
Over 7-day	4	7	3	1	0	0	3	2	1	3	11	13
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	7	3	1	0	0	3	2	1	3	11	13
Over 3-day	2	3	1	0	0	0	0	1	1	1	4	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**	2	3	1	0	0	0	0	1	1	1	4	5
Minor	14	19	8	5	0	0	4	6	6	11	32	41
Near Miss	4	3	0	1	0	0	3	0	0	1	7	5
Violent Incident: Physical	6	7	199	174	0	1	0	0	7	18	212	200
Violent Incident: Verbal	2	5	14	17	2	3	3	1	0	5	21	31
Total Minor***	26	34	221	197	2	4	10	7	13	35	272	277
Total Accidents/Incidents	32	44	225	198	2	4	14	10	16	39	289	295

*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 October 2018 - 31 December 2018 comparison with 1 October 2017 - 31 December 2017

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	2	12	N/A	14	1	1	N/A	2	1	11	N/A	12	11	3	0	100%
EDUCATION	5	0	5	10	1	0	0	1	4	0	5	9	8	1	1	90%
FINANCE AND CORPORATE	2	0	N/A	2	2	0	N/A	2	0	0	N/A	0	2	0	0	100%
HOUSING & TECHNICAL	1	3	N/A	4	1	1	N/A	2	0	2	N/A	2	4	0	0	100%
SOCIAL WORK	4	5	N/A	9	1	0	N/A	1	3	5	N/A	8	6	2	1	89%
TOTAL (Oct-Dec 2018)	14	20	5	39	6	2	0	8	8	18	5	31	31	6	2	95%
TOTAL (Oct-Dec 2017)	13	33	7	53	2	2	1	5	11	31	6	48	26	13	14	74%

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 (Oct-Dec 2018)	2	1	0	3	0	0	0	0	1	0	0	1	1	1	0	2	0
TOTAL (Oct-Dec 2017)	4	1	0	5	1	0	0	1	0	1	0	1	3	0	0	3	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 October 2018 - 31 December 2018

APPEAL'S PANEL	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
	0	1	4	0	5	3

RECORD OF GRIEVANCES**FROM: 1 October 2018 - 31 December 2018 comparison with 1 October 2017 - 31 December 2017**

GRIEVANCES	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (Oct-Dec 2018)	8	0	4	0	4
TOTAL (Oct-Dec 2017)	4	1	3	0	0

DIGNITY AT WORK**FROM: 1 October 2018 - 31 December 2018 comparison with 1 October 2017 - 31 December 2017**

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 (Oct-Dec 2018)	3	0	1	0	0	2
TOTAL (Oct-Dec 2017)	7	0	7	0	0	0

REFERRALS FOR WORKPLACE MEDIATION

As at December 2018

WORKPLACE MEDIATION	Oct-18	Nov-18	Dec-18
No of Referrals	2	2	0
*No of Successful Cases	2	0	1
*No of Unsuccessful Cases	0	0	1
No of cases unsuitable for mediation	0	0	0

WORKPLACE MEDIATION	Oct-17	Nov-17	Dec-17
No of Referrals	0	1	0
*No of Successful Cases	1	1	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 (October-December 2018)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
CAREER ADVANCEMENT	0	8	2	2	1	13	35
MOVING OUTWITH AREA	1	2	0	0	1	4	11
CHILD CARING / CARING RESPONSIBILITIES	0	1	0	0	1	2	5
POOR RELATIONSHIPS WITH MANAGERS / COLLEAGUES	0	1	0	0	1	2	5
FURTHER EDUCATION	0	0	0	0	1	1	3
TRAVELLING DIFFICULTIES	0	0	0	0	1	1	3
OTHER	2	8	1	0	3	14	38
NUMBER OF EXIT INTERVIEWS CONDUCTED	3	20	3	2	9	37	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	63	56	10	7	30	166	
% OF LEAVERS INTERVIEWED	5	36	30	29	30	22	

EXIT INTERVIEWS (October-December 2017)

NUMBER OF EXIT INTERVIEWS CONDUCTED	1	15	0	1	7	24	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	48	48	12	9	38	155	
% OF LEAVERS INTERVIEWED	2	31	0	11	18	15	

* Note these totals include temporary employees

RECRUITMENT MONITORING**Analysis of Gender, Disability, Ethnicity and Age****FROM : 1 October 2018 - 31 December 2018**

Total Number of applications received:	4137
Total Number of Equal Opportunities Monitoring forms received:	3867
Total Number of posts recruited for:	193
Total Number of appointments:	645

Gender / Disability / Age	Applied	Interviewed	Appointed
Total EO Forms Received	3867	822	616
Total No of Male Applicants	1171	346	97
Total No of Female Applicants	2687	1091	470
Total No of Disabled Applicants	170	71	11
Total No of applicants aged under 50	3112	935	502
Total No of applicants aged over 50	718	251	68
Total No of White applicants	3723	1084	528
Total No of Black/Ethnic minority applicants*	104	44	7

FROM : 1 October 2017 - 31 December 2017

Total Number of applications received:	3329
Total Number of Equal Opportunities Monitoring forms received:	3244
Total Number of posts recruited for:	244
Total Number of appointments:	668

Gender / Disability / Age	Applied	Interviewed	Appointed
Total EO Forms Received	3270	1459	659
Total No of Male Applicants	633	235	107
Total No of Female Applicants	2605	1073	516
Total No of Disabled Applicants	121	71	22
Total No of applicants aged under 50	2817	1118	545
Total No of applicants aged over 50	422	190	75
Total No of White applicants	3110	1263	608
Total No of Black/Ethnic minority applicants*	108	41	21

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 8 September 2018

Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent									
	Total	Male		Female		Salary Band									
		F/T	P/T	F/T	P/T	Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
Community & Enterprise Resources	3089	1356	203	202	1328	2267.04	1.00	1544.04	408.90	236.66	48.64	16.80	4.00	7.00	0.00
Education - Others	2505	124	78	401	1902	1765.96	1.00	1115.24	459.47	84.54	19.00	15.00	4.00	57.51	10.20
Education - Teachers	3691	689	59	2271	672	3395.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.60	3391.20
Finance & Corporate Resources	935	213	18	393	311	830.67	2.00	131.96	359.41	242.18	61.42	26.70	6.00	1.00	0.00
Housing & Technical	1333	872	18	303	140	1280.10	1.00	196.73	682.02	352.35	34.00	12.00	2.00	0.00	0.00
Social Work Resources	2756	216	185	897	1458	2370.46	1.00	1323.97	463.08	536.41	20.00	25.00	1.00	0.00	0.00
						8514.23	(excluding Teachers)								
Total All Staff	14309	3470	561	4467	5811	11910.03	6.00	4311.94	2372.88	1452.14	183.06	95.50	17.00	70.11	3401.40

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 9 June 2018

Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent									
	Total	Male		Female		Salary Band									
		F/T	P/T	F/T	P/T	Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
Community & Enterprise Resources	3119	1366	207	209	1337	2289.05	1.00	1556.90	408.34	246.57	47.44	16.80	4.00	8.00	0.00
Education - Others	2478	126	78	382	1892	1743.85	1.00	1080.70	470.73	85.88	19.00	15.00	4.00	58.34	9.20
Education - Teachers	3592	678	61	2203	650	3300.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.60	3296.20
Finance & Corporate Resources	956	214	17	408	317	847.90	2.00	153.77	361.15	235.27	62.01	26.70	6.00	1.00	0.00
Housing & Technical	1326	867	15	301	143	1272.42	1.00	187.72	683.95	351.75	35.00	11.00	2.00	0.00	0.00
Social Work Resources	2792	216	191	896	1489	2398.19	1.00	1342.30	471.78	534.11	21.00	26.00	2.00	0.00	0.00
						8551.41	(excluding Teachers)								
Total All Staff	14263	3467	569	4399	5828	11852.21	6.00	4321.39	2395.95	1453.58	184.45	95.50	18.00	71.94	3305.40



Report

4

Report to: **Employee Issues Forum**
 Date of Meeting: **5 February 2019**
 Report by: **Executive Director (Finance and Corporate Resources)**
Executive Director (Community and Enterprise Resources)

Subject: **Community and Enterprise Resources – Workforce Monitoring – October to December 2018**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for October to December 2018 relating to Community and Enterprise 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 October to December 2018 relating to Community and Enterprise 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 8 Sep 2018

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 Community and Enterprise Resources provides information on the position for the period October to December 2018.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of December 2018 for Community and Enterprise Resources.

The Resource absence figure for December 2018 was 5.7%, a decrease of 0.3% when compared to last month and is 0.9% higher than the Council-wide figure. Compared to December 2017, the Resource absence figure has decreased by 0.2%.

Based on the absence figures at December 2018 and annual trends, the annual average absence for the Resource for 2018/2019 is 5.5%, compared to a Council-wide average figure of 4.4%.

For the financial year 2018/2019, the average days lost per employee within the Resource equates to 13.8 days, compared with the overall figure for the Council of 10.1 days per employee.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 386 referrals were made this period, an increase of 30 when compared with the same period last year.

4.3. Accident/Incident Statistics

There were 32 accidents/incidents recorded within the Resource this period, a decrease of 12 when compared to the same period last year.

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

During the period, 14 disciplinary hearings were held within the Resource, a decrease of 11 when compared to last year. During this period, 1 appeal was heard by the Appeals Panel. No grievance hearings were held within the Resource, this figure remains unchanged when compared to the same period last year. One Dignity at Work complaint was raised within the Resource, this figure has increased by 1 when compared to the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There were 63 leavers in the Resource eligible for an exit interview this period, an increase of 15 when compared with the same period last year. Three exit interviews were conducted.

5 Staffing Watch (Appendix3)

- 5.1. There was a decrease of 30 employees in post from 9 June 2018 to 8 September 2018.

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)

Michael McGlynn
Executive Director (Community and Enterprise Resources)

15 January 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent
- ◆ 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:-

Janet McLuckie, Personnel Officer

Ext: 4239 (Tel: 01698 454239)

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

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019				
April	4.0	3.9	3.2	April	5.8	5.2	5.4	April	5.3	4.8	5.0	April	4.3	3.9	4.1				
May	4.2	4.4	2.8	May	5.6	5.7	6.0	May	5.2	5.4	5.5	May	4.4	4.2	4.2				
June	3.4	4.2	3.8	June	5.5	5.1	5.8	June	4.9	4.9	5.5	June	4.1	3.9	4.3				
July	2.5	3.4	4.3	July	4.4	4.2	4.5	July	3.9	4.0	4.4	July	3.3	3.0	3.4				
August	2.9	3.6	4.8	August	5.0	4.5	5.3	August	4.4	4.3	5.2	August	3.6	3.2	3.6				
September	4.4	3.4	6.0	September	5.6	5.0	6.2	September	5.3	4.8	6.2	September	4.1	4.0	4.4				
October	4.8	3.8	3.8	October	5.8	5.6	5.8	October	5.5	5.3	5.5	October	4.4	4.1	4.4				
November	5.5	4.5	4.8	November	6.7	6.2	6.2	November	6.4	5.9	6.0	November	4.9	4.8	5.1				
December	5.3	3.6	4.1	December	6.2	6.4	6.0	December	6.0	5.9	5.7	December	4.9	5.1	4.8				
January	4.4	3.0		January	5.7	6.3		January	5.4	5.7		January	4.5	5.0					
February	4.5	3.0		February	6.4	6.8		February	5.9	6.1		February	5.0	5.0					
March	4.2	3.4		March	5.9	6.1		March	5.4	5.6		March	4.7	4.7					
Annual Average	4.2	3.7	3.9	Annual Average	5.7	5.6	5.9	Annual Average	5.3	5.2	5.5	Annual Average	4.4	4.2	4.4				
Average Apr-Dec	4.1	3.9	4.2	Average Apr-Dec	5.6	5.3	5.7	Average Apr-Dec	5.2	5.0	5.4	Average Apr-Dec	4.2	4.0	4.3				
No of Employees at 31 December 2018				540	No of Employees at 31 December 2018				2733	No of Employees at 31 December 2018				3273	No of Employees at 31 December 2018				15152

For the financial year 2018/19, the projected average days lost per employee equates to 13.8 days.

COMMUNITY AND ENTERPRISE RESOURCES

	Oct-Dec 2017	Oct-Dec 2018
MEDICAL EXAMINATIONS		
Number of Employees Attending	106	128
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	39	54
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	131	126
REFERRALS TO EMPLOYEE SUPPORT OFFICER		
	75	66
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY		
	5	12
TOTAL	356	386

CAUSE OF ACCIDENTS/INCIDENTS	Oct-Dec 2017	Oct-Dec 2018
Over 7 day absences	7	4
Over 3 day absences**	3	2
Minor	19	14
Near Miss	3	4
Violent Incident: Physical****	7	6
Violent Incident: Verbal*****	5	2
Total Accidents/Incidents	44	32

*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-Dec 2017	Oct-Dec 2018
Total Number of Hearings	25	14
Total Number of Appeals	3	1

Time Taken to Convene Hearing Oct-Dec 2018

0-3 Weeks
11

4-6 Weeks
3

Over 6 Weeks
0

RECORD OF DIGNITY AT WORK	Oct-Dec 2017	Oct-Dec 2018
Number of Incidents	0	1
Still in Process	0	1

ANALYSIS OF REASONS FOR LEAVING	Oct-Dec 2017	Oct-Dec 2018
Moving Outwith Area	0	1
Other	1	2
Number of Exit Interviews conducted	1	3

Total Number of Leavers Eligible for Exit Interview	48	63
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Percentage of interviews conducted	2%	5%
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**JOINT STAFFING WATCH RETURN
COMMUNITY AND ENTERPRISE RESOURCES**

1. As at 8 September 2018

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
1356	203	202	1328	3089					
*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
1	1544.04	408.9	236.66	48.64	16.8	4	7	0	2267.04

1. As at 9 June 2018

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
1366	207	209	1337	3119					
*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
1	1556.9	408.34	246.57	47.44	16.8	4	8	0	2289.05

Report

5

Report to: **Employee Issues Forum**
 Date of Meeting: **5 February 2019**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **New Employee Counselling/Cognitive Behavioural Therapy (CBT) Service**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ update the forum on the new employee counselling/CBT service

2. Recommendation(s)

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

- ◆ that the services provided within the new employee counselling/CBT contract are noted

3. Background

- 3.1. South Lanarkshire Council is committed to continue providing employees with access to counselling services. The contract for counselling and CBT was renewed in October 2018.
- 3.2. Previously these services were under separate contracts, but the opportunity to bring them together under one contract was taken. Having one provider enables a more straightforward way of communicating the services to employees and has helped streamline the management of the service.
- 3.3. PAM Assist are now in place and this report will outline the service they can provide for council employees.

4. PAM Assist Services

- 4.1 PAM Assist can offer support to employees who are trying to manage issues that are impacting on their wellbeing. For example: stress (personal or work), anxiety, family matters, relationship problems, debt and addiction.
- 4.2 The service is open 24 hours/7 days per week/365 days per year and calls are answered by a trained counsellor who can listen to the employee's concerns/issues and advise which type of support would be helpful e.g. counselling/CBT.
- 4.3 To accommodate the employee's needs, support can be provided to the employee via telephone, face to face or on-line sessions. Having these different options may help employees who are trying to manage caring responsibilities and/or wish to arrange counselling outwith their working day.

- 4.4 Managers and employees also have access to the PAM Assist website. This website gives access to information on a variety of health and wellbeing areas such as stress management, A-Z of medical conditions, mental health support and online counselling.
- 5. Accessing the Counselling/CBT**
- 5.1 All employees can contact PAM Assist directly and can choose to keep this contact strictly confidential. If they do wish to keep their counselling sessions private, employees can arrange appointments outwith working time.
- 5.2 As part of maximising attendance policy, the counselling services may be discussed and recommended to employees. This would occur as follows:-
- ♦ if an employee is absent due to psychological reasons they will be contacted by the Employee Support team who will discuss the option of PAM Assist if appropriate
 - ♦ the Occupational Health Adviser can provide employees with information to access counselling support at an employee medical appointment.
 - ♦ the Occupational Nurse, supporting an employee via the Addiction Policy, can provide the employee with information to access counselling or make a referral on behalf of the employee
 - ♦ managers can make their employee aware of the counselling service as part of their role in supporting an employee they are concerned about.
- 6. Communication**
- 6.1 Recently the intranet homepage has had an Employee Support icon added. This means employees and managers can be taken to the counselling/CBT supports (and full Employee Assistance Programme) directly from the homepage and do not have to find/search for these services.
- 6.2 Communications have been issued with information about the new provider via Business Partners, management bulletins, personnel circulars and internal communications.
- 6.3 Opportunities to promote the service in different ways will continue this year and through the Healthy Working Lives initiatives, such as mental health awareness month in May.
- 6. Employee Implications**
- 6.1 Improving access to the counselling/CBT services can assist employees to manage when and where they use the service. This enables employees to have counselling support that can fit in with their lives.
- 7. Financial Implications**
- 7.1 All financial implications are met within existing budgets.
- 7.2 As psychological absence remains one of the main reasons for employee absence, access to the Council's counselling/CBT service can assist an employee to gain early intervention and enable them to return to work sooner.
- 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.

Paul Manning
Executive Director (Finance and Corporate Resources)

11 January 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Achieve efficient and effective use of resources
- ◆ Strengthen partnership working, community leadership and engagement

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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Report

6

Report to: **Employee Issues Forum**
 Date of Meeting: **5 February 2019**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Driver Training for Council Employees – Current Provision**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ advise the Forum of the current driver training provision for Council employees

2. Recommendation(s)

2.1. The Employee Issues Forum is asked to note:-

- (1) that the provision of driver training provides a valuable addition to the Council's Employee Development portfolio and ensures legal compliance with current legislation in this sector.

3. Background

3.1. Personnel Services Learning and Development section are responsible for the co-ordination and delivery of a range of driver related training for Council employees, including:-

- ♦ assessments and training for new drivers
- ♦ assessment and training for drivers who have been involved in at fault incidents
- ♦ Minibus Driver Assessment Scheme (MiDAS) for minibus drivers who fall into the category of occasional use
- ♦ licence category changes for Council employees who are required to be trained and assessed for new categories
- ♦ driver Certificate of Professional Competence (CPC) scheme for drivers of minibuses, buses and commercial vehicles within scope of European Union (EU) Regulations
- ♦ e-learning for drivers of pool cars
- ♦ driver behavioural training

3.2. Learning and Development provide the services noted above within the direction provided by the Council's Driver Safety Group. This working group is responsible for providing advice and direction which determines the Council's driving at work policies.

4. Assessment and Training

4.1. The Council employs a Driver Assessor/Instructor who is responsible for delivering driving assessments and training for Council employees who are new to driving in the following categories:-

- ◆ vans, pickups, etc. covered by a private car licence (category B)
- ◆ Minibuses and Buses covered by a Passenger Carrying Vehicle Licence (D1, D)
- ◆ Commercial vehicles between 3.5 and 7.5 tonne covered by an LGV licence (C1, C, CE).

4.2. The Driver Assessor/Instructor also delivers remedial training and assessments to drivers who have been involved in at fault incidents as determined via the Occupational Road Risk Policy.

5. Minibus Driver Assessment Scheme (MiDAS)

5.1. The MiDAS programme is a voluntary scheme administered by the Community Transport Association. It's intended audience is drivers of minibuses who hold a D1 licence and fall into the category of occasional driver. This is a derogation applied by the UK government to avoid drivers in the voluntary sector being in scope for Driver's CPC.

5.2. There are currently approximately 50 MiDAS approved drivers within the Council.

6. Licence Category Changes

6.1. This training and assessment is provided when there is a business case which requires to upgrade their licences, predominately to permit them to drive minibuses or commercial vehicles. Provision is via an external provider with best value being provided within a framework contract. Assessments are conducted via the Driving and Vehicles Standards Authority (DVSA).

6.2. Within the past year, 30 employees have undertaken training programmes to allow them to upgrade their licence category.

7. Driver CPC

7.1. The requirement for Driver's CPC was first passed as an EU directive (2003/59) but only became effective in 2008. As an interim measure, drivers already in scope were given a period of acquired rights which terminated in September 2014. From this point, all drivers in scope of the legislation are required to undertake 35 hours of approved training over a 5 year renewal period. The legislation was introduced to:-

- ◆ promote driving as a career for young people;
- ◆ expand the skills and knowledge of existing PCV and LGV drivers;
- ◆ positively promote the image of the industry;
- ◆ improve road safety.

7.2. The Council delivers its own CPC programme via the Learning and Development Team with modules, including:-

- ◆ Working Safely;
- ◆ Vehicle Systems and Occupational Road Risk;
- ◆ Roadside Emergency First Aid;
- ◆ Passenger Assistance;
- ◆ Legislative Compliance;

- ◆ Improving Driving Standards and Efficient Driving;
- ◆ Healthy Lifestyles for Drivers;
- ◆ Hazard Awareness and Driver Behaviours.

Evaluation of our CPC programme will continue, recent results have shown that employees find the modules easy to understand, relevant to their work and that there is always something new to learn.

7.3. New drivers undertake their CPC programme as part of their initial training with our external partners. We have opted for this route in line with many organisations as 28 hours of the practical training are credited towards CPC. The remaining 7 hours are achieved via an additional module covering first use checks and hazard awareness. This method also ensures that drivers leave their training programme with their upgraded licence and CPC and are therefore road legal.

7.4. There are currently approximately 450 CPC approved drivers within the Council. The next significant milestone for renewals is September 2019.

8. e-learning for Pool Car Drivers

8.1. A module has been designed and published on the Learn on Line platform which is intended to provide drivers of small Council vehicles (typically pool cars) with information relevant first-use checking and safe driving. To date, over 3,000 employees have completed this module.

9. Driver Behavioural Training

9.1. Modules are currently being designed aimed at improving driver behaviour across the entire fleet. There will be two versions, namely:-

- ◆ Managers' Responsibilities for Driver Supervision
- ◆ Driver Behaviours aimed at Council vehicle drivers

Final approval for the content and implementation is expected shortly with the rollout being implemented within the current Driver CPC provision.

10. Future provision

10.1. This will be determined by two main factors:-

- ◆ Changes to legislation/regulation
- ◆ Changes to Council Policy

10.2. It will be the ongoing responsibility of the Employee Development and Diversity Manager to resource the requirements of driver training which meets the needs of the Council.

11. Employee Implications

11.1. Employees in scope will have to undertake mandatory training as appropriate to the duties required of them and the licence category held.

12. Financial Implications

12.1. Driver training is funded via the existing employee learning and development budget. It is estimated that external delivery of the driver CPC programme would cost circa £200,000 (minimum) over a five year period and would not provide the bespoke nature of the existing programme.

13. Other Implications

13.1. None.

14. Equality Impact Assessment and Consultation Arrangements

14.1. None.

Paul Manning

Executive Director (Finance & Corporate Resources)

11 January 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable Effective & Efficient
- ◆ People Focussed

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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