

Report

Report to:	Education Resources Committee
Date of Meeting:	14 November 2017
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Education Resources)

Subject:	Education Resources – Workforce Monitoring – July to September 2017
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1 Purpose of Report

1.1 The purpose of the report is to:-

- ♦ provide employment information for July to September 2017 relating to Education Resources

2 Recommendation(s)

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

(1) that the following employment information for July to September 2017 relating to Education Resources be noted:-

- ♦ attendance statistics
- ♦ occupational health
- ♦ accident/incident statistics
- ♦ discipline, grievance and dignity at work cases
- ♦ analysis of leavers and exit interviews

3 Background

3.1 As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for Education Resources provides information on the position for July to September 2017.

4 Monitoring Statistics

4.1 Attendance Statistics (Appendix 1)

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

The Resource absence figure for September 2017 was 3.0%, which represents an increase of 1.3% when compared to the previous month and is 1.0% lower than the Council-wide figure. Compared to September 2016, the Resource absence figure has increased by 0.1%.

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

For the financial year 2017/2018, the projected average days lost per employee equates to 6.0 days, compared with the overall figure for the Council of 8.8 days per employee.

4.2 Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 239 referrals were made this period, a decrease of 51 when compared with the same period last year.

4.3 Accident/Incident Statistics

There were 96 accidents/incidents recorded within the Resource this period, an increase of 10 when compared to the same period last year.

On further analysis of this data, 84 reports relate to physical incidents (88% of the total number reported). The staff and Resource continue to use the “Promoting Positive Behaviour and Relationships” “Information Pack. The mandatory Learn Online module that was developed is available and all staff will complete this.

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

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

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

There were 5 disciplinary hearings held within the Resource this period which represents an increase of 1 when compared with the same period last year. Two grievance hearings were held within the Resource this period which represents an increase of 2 when compared with the same period last year. No dignity at work hearings were held within the Resource this period which remains unchanged when compared with the same period last year.

4.5 Analysis of Leavers (Appendix 2)

There were 94 leavers in the Resource this period, this figure has increased by 67 when compared with the same period last year. Exit interviews were held with 9 of these employees.

5 Employee Implications

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

6 Financial Implications

- 6.1 All financial implications are accommodated within existing budgets.

7 Other Implications

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

8 Equality Impact Assessment and Consultation Arrangements

- 8.1 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.
- 8.2 There was no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning
Executive Director (Finance and Corporate Resources)

Tony McDaid
Executive Director (Education Resources)

11 October 2017

Link(s) to Council Values/Objectives

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

Previous References

- ◆ Education Resources Committee – 5 September 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

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

APT&C				Teachers				Resource Total				Council Wide							
	2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018				
April	4.2	3.4	4.0	April	2.6	2.9	2.1	April	3.2	3.1	2.9	April	3.8	4.3	3.9				
May	4.3	3.8	4.7	May	2.9	3.1	2.7	May	3.5	3.4	3.5	May	3.9	4.4	4.2				
June	3.6	3.8	3.6	June	2.2	2.4	2.2	June	2.8	3.0	2.8	June	3.5	4.1	3.9				
July	2.6	2.9	2.1	July	1.2	1.2	0.8	July	1.8	1.9	1.3	July	2.9	3.3	3.0				
August	3.1	3.0	2.7	August	1.5	1.4	1.0	August	2.2	2.0	1.7	August	3.3	3.6	3.2				
September	4.6	3.7	4.3	September	2.6	2.4	2.2	September	3.4	2.9	3.0	September	3.8	4.1	4.0				
October	4.5	4.2		October	2.8	2.9		October	3.5	3.4		October	4.1	4.4					
November	5.4	5.4		November	3.8	3.1		November	4.5	4.0		November	4.7	4.9					
December	5.0	5.4		December	4.2	3.2		December	4.5	4.1		December	4.7	4.9					
January	4.6	4.7		January	4.0	2.8		January	4.3	3.6		January	4.6	4.5					
February	4.7	5.5		February	4.2	3.7		February	4.4	4.4		February	5.0	5.0					
March	4.9	5.6		March	4.3	3.4		March	4.5	4.3		March	5.2	4.7					
Annual Average	4.3	4.3	4.4	Annual Average	3.0	2.7	2.5	Annual Average	3.6	3.3	3.3	Annual Average	4.1	4.4	4.2				
Average Apr-Sep	3.7	3.4	3.6	Average Apr-Sep	2.2	2.2	1.8	Average Apr-Sep	2.8	2.7	2.5	Average Apr-Sep	3.5	4.0	3.7				
No of Employees at 30 September 2017				2535	No of Employees at 30 September 2017				3748	No of Employees at 30 September 2017				6283	No of Employees at 30 September 2017				15048

For the financial year 2017/18, the projected average days lost per employee equates to 6.0 days.

EDUCATION RESOURCES

	Jul-Sep 2016	Jul-Sep 2017
MEDICAL EXAMINATIONS		
Number of Employees Attending	53	41
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	37	26
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	119	102
REFERRALS TO EMPLOYEE SUPPORT OFFICER	71	59
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	10	11
TOTAL	290	239

CAUSE OF ACCIDENTS/INCIDENTS	Jul-Sep 2016	Jul-Sep 2017
Specified Injuries*	1	1
Minor	8	6
Near Miss	1	0
Violent Incident: Physical****	72	84
Violent Incident: Verbal*****	4	5
Total Accidents/Incidents	86	96

*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 pen

**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 2016	Jul-Sep 2017
Total Number of Hearings	4	5

Time Taken to Convene Hearing Jul-Sep 2017

0-3 Weeks
3

4-6 Weeks
0

Over 6 Weeks
2

RECORD OF GRIEVANCE HEARINGS	Jul-Sep 2016	Jul-Sep 2017
Number of Grievances	0	2
Number Resolved at Stage 3	0	1
Still in Progress	0	1

RECORD OF DIGNITY AT WORK	Jul-Sep 2016	Jul-Sep 2017
Number of Incidents	0	0

ANALYSIS OF REASONS FOR LEAVING	Apr-Jun 2016	Apr-Jun 2017
Career Advancement	7	0
Travelling Difficulties	0	1
Further Education	2	0
Childcare/caring responsibilities	0	1
Dissatisfaction With Terms and Conditions	0	2
Other	10	5
Number of Exit Interviews conducted	19	9

Total Number of Leavers Eligible for Exit Interview	27	94
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Percentage of interviews conducted	70%	10%
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