

# Report

Report to:	<b>Education Resources Committee</b>
Date of Meeting:	<b>5 March 2024</b>
Report by:	<b>Chief Executive and Executive Director (Education Resources)</b>

Subject:	<b>Education Resources – Workforce Monitoring – October to December 2023</b>
----------	--

## 1. Purpose of Report

1.1. The purpose of the report is to: -

- ◆ provide employment information for October to December 2023 relating to Education Resources

## 2. Recommendation(s)

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

(1) that the following employment information for October to December 2023 relating to Education Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ staffing watch as of 9 December 2023

## 3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for Education Resources provides information on the position for October to December 2023.

## 4. Monitoring Statistics

### 4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of December 2023 for Education Resources.

The Resource absence figure for December 2023 was 6.3%. This figure has increased by 0.7% when compared to the previous month and is 0.3% lower than the Council-wide figure. Compared to December 2022, the Resource absence figure has decreased by 0.5%.

Based on the absence figures at December 2023 and annual trends, the projected annual average absence for the Resource for 2023/2024 is 4.4%, compared to a Council-wide average figure of 5.3%.

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, 530 referrals were made this period. This represents a decrease of 29 when compared with the same period last year.

**4.3. Accident/Incident Statistics**

There were 438 accidents/incidents recorded within the Resource this period, an increase of 26 when compared to the same period last year.

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

During the period, 4 disciplinary hearings were held within the Resource, a decrease of 1 when compared to the same period last year. One appeal was heard by the Appeals Panel. One appeal was pending and 1 appeal was withdrawn. No grievance hearings were raised within the Resource and this figure has decreased by 1 when compared to the same period last year. No Dignity at work complaints were raised within the Resource; this figure remains unchanged when compared to the same period last year.

**4.5. Analysis of Leavers (Appendix 2)**

There were a total of 47 leavers in the Resource this period eligible for an exit interview. This figure has increased by 10 when compared with the same period last year. Eighteen exit interviews were conducted in this period; this figure remains unchanged when compared to the same period last year.

**4.6. When processing an employee termination, managers were asked to identify whether they intended to replace the employee who had left the Council. If they indicated that they did not intend to replace the employee, they were asked to select from the following options:**

- ◆ plan to hold for savings
- ◆ fill on a fixed term basis pending savings
- ◆ transfer budget to another post
- ◆ end of fixed term post

**4.7. Appendix 2a provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period October to December 2023, 79 employees (56.18 FTE) in total left employment. Managers indicated that 77 posts (54.64 FTE) were being replaced, 2 posts (1.54 FTE) are being held pending service reviews.**

**5. Staffing Watch**

**5.1. There has been an increase of 5 in the number of employees in post from 9 September 2023 to 9 December 2023.**

**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 in terms of the information contained within this report.

## **9. Other Implications**

- 9.1. There are no other implications 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**  
**Chief Executive**

**Carole McKenzie**  
**Executive Director (Education Resources)**

1 February 2024

### **Link(s) to Council Values/Priorities/Outcomes**

- ◆ 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**

- ◆ Education Resources – 5 December 2023

### **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: -

Elaine Maxwell, HR Business Manager

Ext: (Tel: 01698 454647)

E-mail: [Elaine.Maxwell@southlanarkshire.gov.uk](mailto:Elaine.Maxwell@southlanarkshire.gov.uk)

**Absence Trends - 2021/2022, 2022/2023 & 2023/2024**  
**Education Resources**

APT&C				Teachers				Resource Total				Council Wide							
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024				
	%	%	%		%	%	%		%	%	%		%	%	%				
April	4.8	5.5	5.0	April	2.5	2.7	2.8	April	3.5	4.0	3.8	April	4.3	5.6	5.1				
May	5.7	5.5	5.4	May	3.2	3.6	3.2	May	4.4	4.5	4.2	May	4.9	5.4	5.1				
June	4.7	5.1	4.8	June	2.6	2.6	2.2	June	3.5	3.7	3.4	June	4.7	5.3	4.7				
July	3.4	3.8	3.4	July	1.1	1.4	1.1	July	2.1	2.5	2.2	July	4.0	4.6	3.8				
August	3.8	3.6	4.0	August	2.0	1.4	1.3	August	2.8	2.4	2.5	August	4.7	4.4	4.1				
September	6.4	5.8	5.9	September	4.4	2.8	2.9	September	5.3	4.1	4.3	September	6.4	5.4	5.3				
October	6.6	6.5	5.5	October	4.1	3.4	2.7	October	5.2	4.8	4.0	October	6.3	5.8	5.1				
November	8.0	7.9	7.1	November	5.6	4.7	4.3	November	6.7	6.2	5.6	November	6.9	6.5	6.2				
December	8.0	8.5	8.1	December	6.1	5.3	4.8	December	7.0	6.8	6.3	December	6.9	7.0	6.6				
January	8.1	6.1		January	3.9	4.3		January	5.8	5.1		January	7.0	5.8					
February	7.2	6.8		February	3.7	4.1		February	5.3	5.4		February	6.6	5.9					
March	9.5	7.0		March	4.3	4.6		March	6.7	5.7		March	7.9	6.4					
Annual Average	6.4	6.0	5.8	Annual Average	3.6	3.4	3.2	Annual Average	4.9	4.6	4.4	Annual Average	5.9	5.7	5.3				
Average Apr-Dec	5.7	5.8	5.5	Average Apr-Dec	3.5	3.1	2.8	Average Apr-Dec	4.5	4.3	4.0	Average Apr-Dec	5.5	5.6	5.1				
No of Employees at 31 December 2023				3491	No of Employees at 31 December 2023				4012	No of Employees at 31 December 2023				7503	No of Employees at 31 December 2023				16185

Appendix 2		
EDUCATION RESOURCES		
	Oct - Dec 2022	Oct - Dec 2023
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	103	77
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	40	36
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	172	159
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>	243	256
<b>REFERRALS TO COGNITIVE BEHAVIOUR THERAPY</b>	1	2
<b>TOTAL</b>	559	530
<b>CAUSE OF ACCIDENTS/INCIDENTS</b>	<b>Oct - Dec 2022</b>	<b>Oct - Dec 2023</b>
Over 7 day absences	1	2
Over 3 day absences**	0	2
Minor	10	14
Near Miss	1	7
Violent Incident: Physical****	391	368
Violent Incident: Verbal*****	9	45
<b>Total Accidents/Incidents</b>	412	438
<p>*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.</p> <p>**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.</p> <p>***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.</p> <p>****Physical violent incidents are included in the "Specified" figures, where applicable, to provide the "Total Specified" figures.</p> <p>****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.</p> <p>****Physical Violent Incidents and ***** Verbal Violent Incidents are included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.</p>		
<b>RECORD OF DISCIPLINARY HEARINGS</b>	<b>Oct - Dec 2022</b>	<b>Oct - Dec 2023</b>
Total Number of Hearings	5	4
Total Number of Appeals	1	1
Appeals Pending	0	1
<b>Time Taken to Convene Hearing October - December 2023</b>		
	<b>4-6 Weeks</b>	<b>Over 6 Weeks</b>
<b>0-3 Weeks</b>	<b>0</b>	<b>1</b>
3		
<b>RECORD OF GRIEVANCE HEARINGS</b>	<b>Oct - Dec 2022</b>	<b>Oct - Dec 2023</b>
Number of Grievances	1	0
Number Resolved at Stage 2	1	0
<b>RECORD OF DIGNITY AT WORK</b>	<b>Oct - Dec 2022</b>	<b>Oct - Dec 2023</b>
Number of Incidents	0	0
<b>ANALYSIS OF REASONS FOR LEAVING</b>	<b>Oct - Dec 2022</b>	<b>Oct - Dec 2023</b>
Career Advancement	9	9
Disatisfaction with terms and conditions	0	1
Further Education	1	0
Moving outwith area	3	3
Personal Reasons	3	5
Travelling difficulties	1	0
Other	1	0
<b>Number of Exit Interviews conducted</b>	18	18
<b>Total Number of Leavers Eligible for Exit Interview</b>	37	47
<b>Percentage of interviews conducted</b>	49%	38%

Reason	October - December 2023		Cumulative total	
	FTE	H/C	FTE	H/C
Terminations/Leavers	56.18	79	440.40	551
Being replaced	54.64	77	432.22	540
Filling on a temporary basis	0.00	0	2.48	3
Plan to transfer this budget to another post	0.00	0	0.00	0
End of fixed term contract	0.00	0	2.03	3
Held pending service Review	1.54	2	2.14	3
Plan to remove for savings	0.00	0	1.53	2

**JOINT STAFFING WATCH RETURN  
EDUCATION RESOURCES**

As at 9 December 2023

		MALE		FEMALE		TOTAL				
		F/T	P/T	F/T	P/T					
Teachers		698	81	2217	919	3915				
Other		125	96	668	2420	3309				
Total Employees		823	177	2885	3339	7224				
*Full - Time Equivalent No of Employees										
Salary Bands										
	Chief Officer	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
Teachers	0.00	0.00	0.00	0.00	0.00	1.00	0.00	6.60	3520.85	3528.45
Other	4.00	1184.67	959.54	143.27	46.00	11.00	0.00	62.66	4.80	2415.94

As at 9 September 2023

		MALE		FEMALE		TOTAL				
		F/T	P/T	F/T	P/T					
Teachers		700	81	2235	907	3923				
Other		130	94	672	2400	3296				
Total Employees		830	175	2907	3307	7219				
*Full - Time Equivalent No of Employees										
Salary Bands										
	Chief Officer	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
Teachers	0.00	0.00	0.00	0.00	0.00	1.00	0.00	6.60	3532.35	3539.95
Other	4.00	1185.77	951.66	144.40	49.60	10.00	0.00	62.46	6.80	2414.69

