

# Report

Report to:	<b>Education Resources Committee</b>
Date of Meeting:	<b>7 May 2019</b>
Report by:	<b>Executive Director (Finance and Corporate Resources) Executive Director (Education Resources)</b>

Subject:	<b>Education Resources – Workforce Monitoring – January and February 2019</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for the period January and February 2019 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 the period January and February 2019 relating to Education Resources be noted:-

- ◆ attendance statistics;
- ◆ occupational health;
- ◆ accident/incident statistics;
- ◆ discipline, grievance and dignity at work cases;
- ◆ analysis of leavers and exit interviews;
- ◆ staffing watch as at 8 December 2018.

## 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 January and February 2019.

## 4. Monitoring Statistics

### 4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of February 2019 for Education Resources.

The Resource absence figure for February 2019 was 4.5%, which represents an increase of 0.4% when compared to the previous month and is 0.7% lower than the Council-wide figure. Compared to February 2018, the Resource absence figure has increased by 0.5%.

Based on the absence figures at February 2019 and annual trends, the projected annual average absence for the Resource for 2018/2019 is 3.3%, compared to a Council-wide average figure of 4.4%.

For the financial year 2018/2019, the projected average days lost per employee equates to 7.8 days, compared with the overall figure for the Council of 10.4 days per employee.

**4.2. Occupational Health (Appendix 2)**

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 310 referrals were made this period, an increase of 41 when compared with the same period last year.

**4.3. Accident/Incident Statistics (Appendix 2)**

There were 95 accidents/incidents recorded within the Resource this period, an increase of 5 when compared to the same period last year.

On further analysis of this data, 81 reports relate to physical incidents (85% of the total number reported). The Resource continues to use the "Promoting Positive Behaviour and Relationships" Information Pack. The mandatory Learn Online module that was developed is available and all employees 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, and training or guidance for employees 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. Work is being developed on reviewing, recording and reporting incidents appropriately to ensure that employees are supported when incidents occur and that strategies are identified with a view to reducing the number of incidents. Consultation on these changes is taking place currently.

The Promoting Positive Relationships and Behaviour information pack is currently being reviewed by Education Resources and this review is taking account of the violence at work protocols.

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

There were 3 disciplinary hearings held within the Resource this period, which represents no change when compared with the same period last year. No grievance hearings were held within the Resource this period which remains unchanged when compared with the same period last year. One dignity at work hearing was held within the Resource this period, which is an increase of 1 when compared with the same period last year.

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

There were 37 leavers in the Resource this period. This figure has decreased by 18 when compared with the same period last year. Exit interviews were held with 8 employees.

**5. Staffing Watch (Appendix 3)**

- 5.1.** There has been an increase of 115 in the number of employees in post from 8 September 2018 to 8 December 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)**

**Tony McDaid**

**Executive Director (Education Resources)**

26 March 2019

## **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**

- ◆ Education Resources Committee – 19 February 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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**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	5.1	January	2.8	3.0	3.3	January	3.6	3.9	4.1	January	4.5	5.0	4.9				
February	5.5	5.5	5.3	February	3.7	3.0	4.0	February	4.4	4.0	4.5	February	5.0	5.0	5.2				
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	4.4	Annual Average	2.7	2.5	2.5	Annual Average	3.3	3.2	3.3	Annual Average	4.4	4.2	4.4				
Average Apr-Feb	4.2	4.3	4.4	Average Apr-Feb	2.6	2.4	2.4	Average Apr-Feb	3.3	3.2	3.3	Average Apr-Feb	4.3	4.2	4.4				
No of Employees at 28 February 2019				2835	No of Employees at 28 February 2019				3777	No of Employees at 28 February 2019				6612	No of Employees at 28 February 2019				15187

For the financial year 2018/19, the projected average days lost per employee equates to 7.8 days.

## EDUCATION RESOURCES

	Jan-Feb 2018	Jan-Feb 2019
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	57	49
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	23	22
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	115	118
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>	60	118
<b>REFERRALS TO COGNITIVE BEHAVIOUR THERAPY</b>	14	3
<b>TOTAL</b>	269	310

CAUSE OF ACCIDENTS/INCIDENTS	Jan-Feb 2018	Jan-Feb 2019
Specified Injuries*	1	0
Over 7 day absences	1	0
Minor	1	3
Near Miss	1	0
Violent Incident: Physical****	83	81
Violent Incident: Verbal*****	3	11
<b>Total Accidents/Incidents</b>	90	95

\*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	Jan-Feb 2018	Jan-Feb 2019
Total Number of Hearings	3	3
Total Number of Appeals	0	1
Appeals Pending	0	0

## Time Taken to Convene Hearing Jan - Feb 2019

0-3 Weeks  
3

4-6 Weeks  
0

Over 6 Weeks  
0

RECORD OF GRIEVANCE HEARINGS	Jan-Feb 2018	Jan-Feb 2019
Number of Grievances	0	0

RECORD OF DIGNITY AT WORK	Jan-Feb 2018	Jan-Feb 2019
Number of Incidents	0	1
Still in Process	0	1

ANALYSIS OF REASONS FOR LEAVING	Jan-Feb 2018	Jan-Feb 2019
Career Advancement	3	1
Poor Relationship with Manager/Colleagues	2	0
Moving Outwith Area	0	3
Travelling Difficulties	2	1
Childcare/caring responsibilities	0	1
Dissatisfaction With Terms and Conditions	1	0
Other	3	2
<b>Number of Exit Interviews conducted</b>	<b>11</b>	<b>8</b>

<b>Total Number of Leavers Eligible for Exit Interview</b>	<b>55</b>	<b>37</b>
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<b>Percentage of interviews conducted</b>	<b>20%</b>	<b>22%</b>
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**STAFFING WATCH RETURN  
EDUCATION RESOURCES**

**1. As at 8 December 2018**

		MALE		FEMALE		TOTAL				
		F/T	P/T	F/T	P/T					
	Teachers	678	60	2230	695	3663				
	Other	127	84	432	2005	2648				
	Total Employees	805	144	2662	2700	6311				
	*Full - Time Equivalent No of Employees									
	Salary Bands									
	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
Teachers	0	1.03	0	0	0	0	0	4.6	3356.3	3361.93
Other	1	1206.38	423.22	128.27	27	15.00	4	59.44	15.4	1879.71

**1. As at 8 September 2018**

		MALE		FEMALE		TOTAL				
		F/T	P/T	F/T	P/T					
	Teachers	689	59	2271	672	3691				
	Other	124	78	401	1902	2505				
	Total Employees	813	137	2672	2574	6196				
	*Full - Time Equivalent No of Employees									
	Salary Bands									
	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
Teachers	0	0	0	0	0	0	0	4.6	3391.2	3395.8
Other	1	1115.24	459.47	84.54	19	15.00	4	57.51	10.2	1765.96