

# Report

Report to:	<b>Education Resources Committee</b>
Date of Meeting:	<b>14 February 2023</b>
Report by:	<b>Executive Director (Finance and Corporate Resources) and Executive Director (Education Resources)</b>

Subject:	<b>Education Resources – Workforce Monitoring – September to November 2022</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to: -

- ◆ provide employment information for September to November 2022 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 September to November 2022 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 10 September 2022

## 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 September to November 2022.

## 4. Monitoring Statistics

### 4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of November 2022 for Education Resources.

The Resource absence figure for November 2022 was 6.2%. This figure has increased by 1.4% when compared to the previous month and is 0.3% lower than the Council-wide figure. Compared to November 2021, the Resource absence figure has decreased by 0.5%.

Based on the absence figures at November 2022 and annual trends, the projected annual average absence for the Resource for 2022/2023 is 4.8%, compared to a Council-wide average figure of 6.0%.

Managers follow the procedures outlined in the Maximising Attendance Policy to support employees to remain at work, or to return to work after a sickness absence. There are comprehensive employee supports in place and additionally, Personnel Services work in close partnership with line managers and Resource Management Teams on a case management basis to ensure that appropriate actions are taken.

The attendance information contained in this report includes absences as a result of Covid-19, and employees are being supported through this difficult time to maintain attendance levels where they can. At the time of this report, the Council overall absence level was 6.0%, with 0.43% of this relating to Covid-19 for sickness and special leave.

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

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall, 586 referrals were made this period. This represents a decrease of 24 when compared with the same period last year.

**4.3. Accident/Incident Statistics**

There were 520 accidents/incidents recorded within the Resource this period, an increase of 174 when compared to the same period last year.

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

During the period, 5 disciplinary hearings were held within the Resource, a decrease of 3 when compared to the same period last year. One appeal was heard by the Appeals Panel. No grievance hearings were raised within the Resource. This figure remains unchanged when compared to the same period last year. No Dignity at Work complaints were raised within the Resource. This figure has decreased by 1 when compared to the same period last year.

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

There were a total of 55 leavers in the Resource this period eligible for an exit interview. This figure has decreased by 2 when compared with the same period last year. Twenty-one exit interviews were conducted in this period, a decrease of 9 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 September to November 2022, 75 employees (55.59 FTE) in total left employment, managers indicated that 72 posts (53.63 FTE) were being replaced, 1 post (1.00 FTE) was being filled on a temporary basis and 2 posts (0.97 FTE) were being left vacant pending savings or service reviews.**

**5. Staffing Watch**

**5.1. There has been a decrease of 60 in the number of employees in post from 11 June 2022 to 10 September 2022.**

## **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 implications for sustainability or risk in terms of the information contained within this report.

## **10. Equality Impact Assessment and Consultation Arrangements**

- 10.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 10.2. There was no requirement to undertake any consultation in terms of the information contained in this report.

**Paul Manning**

**Executive Director (Finance and Corporate Resources)**

**Tony McDaid**

**Executive Director (Education Resources)**

11 January 2023

## **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 – 15 November 2022

## **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 - 2020/2021, 2021/2022 &amp; 2022/2023

## Education Resources

APT&C				Teachers				Resource Total				Council Wide				
	2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023	
	%	%	%		%	%	%		%	%	%		%	%	%	
April	3.9	4.8	5.5	April	2.9	2.5	2.7	April	3.3	3.5	4.0	April	4.4	4.3	5.6	
May	2.2	5.7	5.5	May	1.4	3.2	3.6	May	1.8	4.4	4.5	May	3.1	4.9	5.4	
June	1.8	4.7	5.1	June	0.9	2.6	2.6	June	1.3	3.5	3.7	June	2.7	4.7	5.3	
July	1.3	3.4	3.8	July	0.5	1.1	1.4	July	0.9	2.1	2.5	July	2.3	4.0	4.6	
August	2.7	3.8	3.6	August	1.2	2.0	1.4	August	1.8	2.8	2.4	August	3.1	4.7	4.4	
September	4.8	6.4	5.8	September	2.7	4.4	2.8	September	3.6	5.3	4.1	September	4.2	6.4	5.4	
October	5.4	6.6	6.5	October	3.2	4.1	3.4	October	4.1	5.2	4.8	October	4.8	6.3	5.8	
November	6.6	8.0	7.9	November	4.6	5.6	4.7	November	5.5	6.7	6.2	November	5.8	6.9	6.5	
December	6.5	8.0		December	4.7	6.1		December	5.5	7.0		December	5.6	6.9		
January	4.8	8.1		January	2.7	3.9		January	3.6	5.8		January	4.8	7.0		
February	4.7	7.2		February	2.5	3.7		February	3.5	5.3		February	4.8	6.6		
March	5.6	9.5		March	2.9	4.3		March	4.1	6.7		March	4.9	7.9		
Annual Average	4.2	6.4	6.4	Annual Average	2.5	3.6	3.4	Annual Average	3.3	4.9	4.8	Annual Average	4.2	5.9	6.0	
Average Apr-Nov	3.6	5.4	5.5	Average Apr-Nov	2.2	3.2	2.8	Average Apr-Nov	2.8	4.2	4.0	Average Apr-Nov	3.8	5.3	5.4	
No of Employees at 30 Nov 2022			3470	No of Employees at 30 Nov 2022			3969	No of Employees at 30 Nov 2022			7439	No of Employees at 30 Nov 2022			16160	

Appendix 2		
EDUCATION RESOURCES		
	Sep - Nov 2021	Sep - Nov 2022
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	68	87
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	65	45
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	214	206
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>	258	246
<b>REFERRALS TO COGNITIVE BEHAVIOUR THERAPY</b>	5	2
<b>TOTAL</b>	<b>610</b>	<b>586</b>
<b>CAUSE OF ACCIDENTS/INCIDENTS</b>	<b>Sep - Nov 2021</b>	<b>Sep - Nov 2022</b>
Specified Injuries*	0	1
Over 7 day absences	1	2
Over 3 day absences**	1	1
Minor	13	11
Near Miss	2	1
Violent Incident: Physical****	309	468
Violent Incident: Verbal*****	20	36
<b>Total Accidents/Incidents</b>	<b>346</b>	<b>520</b>
<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 pen</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>Sep - Nov 2021</b>	<b>Sep - Nov 2022</b>
Total Number of Hearings	8	5
Total Number of Appeals	0	0
Appeals Pending	0	1
<b>Time Taken to Convene Hearing September - November 2022</b>		
<b>0-3 Weeks</b>	<b>4-6 Weeks</b>	<b>Over 6 Weeks</b>
1	0	4
<b>RECORD OF GRIEVANCE HEARINGS</b>	<b>Sep - Nov 2021</b>	<b>Sep - Nov 2022</b>
Number of Grievances	0	0
<b>RECORD OF DIGNITY AT WORK</b>	<b>Sep - Nov 2021</b>	<b>Sep - Nov 2022</b>
Number of Incidents	1	0
Number Resolved at Formal Stage	1	0
<b>ANALYSIS OF REASONS FOR LEAVING</b>	<b>Sep - Nov 2021</b>	<b>Sep - Nov 2022</b>
Career Advancement	10	14
Child Caring / Caring Responsibilities	1	0
Dissatisfaction with terms and conditions	1	0
Further Education	1	0
Moving outwith area	0	1
Personal Reasons	2	4
Poor relationship with managers / colleagues	1	0
Travelling difficulties	1	1
Other	13	1
<b>Number of Exit Interviews conducted</b>	<b>30</b>	<b>21</b>
<b>Total Number of Leavers Eligible for Exit Interview</b>	<b>57</b>	<b>55</b>
<b>Percentage of interviews conducted</b>	<b>53%</b>	<b>38%</b>

Reason	Sept - Nov 2022		Cumulative total	
	FTE	H/C	FTE	H/C
Terminations/Leavers	55.59	75	609.51	711
Being replaced	53.63	72	597.05	694
Filling on a temporary basis	1.00	1	2.90	4
Plan to transfer this budget to another post	0.00	0	0.66	1
End of fixed term contract	0.00	0	6.34	8
Held pending service Review	0.97	2	2.57	4
Plan to remove for savings	0.00	0	0.00	0

**JOINT STAFFING WATCH RETURN  
EDUCATION RESOURCES**

As at 10 September 2022

		MALE		FEMALE		TOTAL				
		F/T	P/T	F/T	P/T					
Teachers		688	70	2275	843	3876				
Other		143	88	656	2325	3212				
Total Employees		831	158	2931	3168	7088				
*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	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	3514.30	3515.3
Other	1.00	1159.20	914.47	143.94	46.60	11.60	4.00	63.66	7.80	2352.27

As at 11 June 2022

		MALE		FEMALE		TOTAL				
		F/T	P/T	F/T	P/T					
Teachers		704	71	2330	836	3941				
Other		138	89	651	2329	3207				
Total Employees		842	160	2981	3165	7148				
*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	0.00	0.00	0.00	0.00	0.00	1.00	0.00	4.60	3581.80	3587.4
Other	1.00	1178.56	899.35	140.99	45.44	11.60	4.00	58.93	7.80	2347.67