



Council Offices, Almada Street  
Hamilton, ML3 0AA

Tuesday, 11 February 2020

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, 18 February 2020

**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.

Yours sincerely

**Cleland Sneddon**  
**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, Allan Falconer

## BUSINESS

### 1 Declaration of Interests

- 2 **Minutes of Previous Meeting** 3 - 4  
Minutes of the meeting of the Employee Issues Forum held on 26 November 2019 submitted for approval as a correct record. (Copy attached)

---

### Item(s) for Noting

- 3 **Council-Wide Workforce Monitoring - October to December 2019** 5 - 26  
Report dated 14 January 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 4 **Equally Safe at Work Pilot Report** 27 - 32  
Report dated 20 January 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 5 **Presentation - Modern Apprentices and Switch 2**  
Presentation by M Kane, Service Development Manager, Social Work Resources.

---

### Urgent Business

- 6 **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](mailto:gordon.bow@southlanarkshire.gov.uk)

## EMPLOYEE ISSUES FORUM

2

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 26 November 2019

**Chair:**

Councillor Isobel Dorman

**Councillors Present:**

Councillor Graeme Campbell, Councillor Gerry Convery, Councillor Maureen Devlin (*substitute for Councillor Monique McAdams*), Councillor Joe Lowe

**Councillors' Apologies:**

Councillor Lynsey Hamilton, Councillor Graeme Horne, Councillor Monique McAdams, Councillor Jim McGuigan, Councillor Richard Nelson, Councillor Collette Stevenson

**Attending:**

**Finance and Corporate Resources**

G Bow, Administration Manager; K McVeigh, Head of Personnel Services

**Housing and Technical Resources**

D Gray, Area Housing Manager (East Kilbride and Strathaven)

**Also Attending:**

J Clark, Unite the Union; D Marshall, UNISON

---

### 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 17 September 2019 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 2019

A report dated 23 October 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period July to September 2019:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ discipline, grievances and Dignity at Work cases
- ◆ analysis of leavers, exit interviews and labour turnover
- ◆ recruitment monitoring
- ◆ Staffing Watch as at 8 June 2019

Following discussion, the Head of Personnel Services undertook to assess labour turnover Council-wide in general and, in particular, for Social Workers. This would be reported back to a future meeting of the Forum.

**The Forum decided:** that the report be noted.

*[Reference: Minutes of 17 September 2019 (Paragraph 3)]*

---

#### **4 Housing and Technical Resources – Workforce Monitoring – July to September 2019**

---

A report dated 23 October 2019 by the Executive Director (Housing and Technical Resources) was submitted on the following employee information for Housing and Technical Resources for the period July to September 2019:-

- ♦ 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 8 June 2019

**The Forum decided:** that the report be noted.

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

---

#### **5 Presentation - Mentoring Programme**

---

D Gray, Area Housing Manager (East Kilbride and Strathaven), Housing and Technical Resources gave a presentation on the Housing and Technical Resources' Mentoring Programme, covering:-

- ♦ what was involved in the programme
- ♦ how mentoring worked in practice
- ♦ the progress made so far
- ♦ the benefits to those being mentored
- ♦ the next steps, including sharing the learning outcomes with other Resources

Having responded to members' questions, the Area Housing Manager was thanked for his informative presentation.

**The Forum decided:** that the presentation be noted.

---

#### **6 Urgent Business**

---

There were no items of urgent business.

# Report

3

Report to: **Employee Issues Forum**  
 Date of Meeting: **18 February 2020**  
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Council-wide Workforce Monitoring – October to December 2019**

## 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 2019

## 2. Recommendation(s)

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

(1) that the following employment information for the period October to December 2019 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 14 September 2019

## 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 2019.

## 4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for October to December 2019, is provided in Appendices 1 to 8. Points to note are:-

- ◆ the Council's absence rate for December 2019, shown in Appendix 1, is 5.7%, which represents an increase of 0.2% when compared with last month and the figure has increased by 0.9% when compared to December 2018
- ◆ when compared to December 2018, the APT&C absence rate has increased by 0.8%, the teachers' figure has increased by 0.7% and the manual workers' figure has increased by 0.9%
- ◆ based on annual trends and the absence rate to December 2019, the projected average absence rate for the Council for the financial year 2019/2020 is 4.6%

For the financial year 2019/2020, the projected average days lost per employee equates to 10.3 days.

In comparison to December 2018 (Appendix 8):-

- ◆ musculoskeletal and psychological conditions remain the main reasons for absence
- ◆ total days lost due to musculoskeletal conditions have increased by 454 days
- ◆ total days lost due to psychological conditions have increased by 1,354 days
- ◆ total days lost due to stomach, bowel, blood and metabolic disorders have increased by 751 days
- ◆ total days lost due to respiratory conditions have increased by 423 days

## **5. Occupational Health**

5.1. Information on Occupational Health for the period October to December 2019 is provided in Appendix 9:-

- ◆ during the period there were 457 employees referred for a medical examination, an increase of 37 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 553 employees attended physiotherapy treatment, showing an increase of 18 when compared to the same period last year. Of the 553 employees referred, 73% remained at work whilst undertaking treatment
- ◆ during this period 412 employees were referred to the Employee Support Officer showing an increase of 59 when compared with the same period last year. Of the referrals made this period, 92% related to personal reasons
- ◆ 203 employees were referred to the PAM Assist counselling service this period, showing a decrease of 39 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 60% of the referrals made, 23% were for work related reasons and 17% were for other reasons
- ◆ 35 employees were referred for Cognitive Behavioural Therapy this period, an increase of 8 when compared to the same period last year

## **6. Accidents/Incidents**

6.1. The accident/incident report for October to December 2019 is contained in Appendix 10:-

- ◆ the number of accidents/incidents recorded was 358, this figure has increased by 69 from the same period last year
- ◆ there was 1 specified injury accident/incident recorded, this figure has decreased by 1 from the same period last year
- ◆ there were 341 minor accidents/incidents, this figure has increased by 69 from the same period last year
- ◆ 3 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 13 accidents resulting in absences lasting over 7 days during the period, this figure has increased 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 2019 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 43 disciplinary hearings were held across Resources within the Council, an increase of 8 when compared to the same period last year
- ◆ action was taken in 37 of these cases. No appeals were raised against the outcomes
- ◆ our target is to convene disciplinary hearings within 6 weeks and 79% of hearings met this target
- ◆ during the period, 2 appeals were heard by the Appeals Panel of which was 1 upheld in part and 1 not upheld
- ◆ at the end of December 2019, no Appeals Panels were pending
- ◆ during the period, 4 grievance cases were raised
- ◆ during the period, 10 dignity at work cases were raised
- ◆ during the period, 2 referral for mediations 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 2019 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 14 September 2019, the Council's turnover figure for October to December 2019 is as follows:

137 leavers eligible for exit interviews/14,901 employees in post = Labour Turnover of 0.9%.

Based on the figure at April 2019, the projected annual labour turnover figure for the financial year 2019/2020 for the Council is 4.2%.

## **8.2. Analysis of Leavers and Exit Interviews**

- ◆ there were a total of 137 employees leaving the Council that were eligible for an exit interview, an increase of 2 when compared with the same period last year
- ◆ exit interviews were held with 31% of leavers, compared with 27% from the same period last year

8.3. From September 2019, 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 contract

- 8.4. Appendix 13a provides information relating to vacant posts and whether these are being replaced or held for savings. From October to December 2019, 365 (FTE 286.3 FTE) employees left employment and managers indicated that 250 (FTE 172.9) would be replaced. Of the 115 remaining posts, 2 (FTE 1.95) are to be left vacant pending service review, 109 (FTE 109) were fixed term posts which came to an end, 2 (FTE 1.57) are being transferred to another budget and 2 (0.87) are being filled on a temporary basis.

Cumulatively therefore from April 2019, there have been 902 (FTE 665.68) leavers, 708 (FTE 508.34) of which are being replaced. 6 (FTE 3.59) are being replaced on a temporary basis, the budget for 3 (FTE 1.7) is being transferred to other posts, 109 (FTE 109) were fixed term posts which came to an end and the remaining 76 (FTE 44.05) are being held vacant pending savings discussion or service reviews.

## **9. Recruitment Monitoring**

- 9.1. Information on Recruitment Monitoring for October to December 2019 is contained within Appendix 14.

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

- ◆ overall, 4830 applications and 4737 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (263), 107 were shortlisted for interview and 16 were appointed
- ◆ of those applicants of a black/ethnic minority background (129), 27 were shortlisted for interview and 9 were appointed

## **10. Staffing Watch**

- 10.1. There has been an increase of 382 in the number of employees in post from 8 June 2019 to 14 September 2019. Details of staffing watch are contained in Appendix 15.

## **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. Climate Change, Sustainability and Environmental Implications**

- 13.2 There are no Climate Change, Sustainability and Environmental Implications arising from the information presented in this report.

## **14. Other Implications**

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

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

- 15.1. 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.

- 15.2. 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)**

14 January 2020

**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**

- ◆ Employee Issues Forum, 26 November 2019

**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](mailto:Janet.McLuckie@southlanarkshire.gov.uk)

**ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020**  
Council Wide

APT&C				Teachers				Manual Workers				Council Wide			
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020
	%	%	%		%	%	%		%	%	%		%	%	%
April	4.1	4.2	4.0	April	2.1	1.9	2.9	April	5.2	5.7	5.2	April	3.9	4.1	4.0
May	4.4	4.2	4.4	May	2.7	2.1	3.2	May	5.1	6.1	5.6	May	4.2	4.2	4.4
June	4.1	4.2	4.4	June	2.2	2.3	2.7	June	4.9	6.0	5.7	June	3.9	4.3	4.4
July	3.3	3.5	3.5	July	0.8	1.0	1.2	July	4.5	5.1	5.1	July	3.0	3.4	3.4
August	3.7	3.7	3.9	August	1.0	1.2	1.3	August	4.5	5.4	5.5	August	3.2	3.6	3.7
September	4.4	4.4	4.5	September	2.2	2.2	2.5	September	5.0	6.2	6.1	September	4.0	4.4	4.5
October	4.3	4.7	4.7	October	2.4	2.2	2.6	October	5.4	5.8	6.1	October	4.1	4.4	4.6
November	4.7	5.3	5.7	November	3.5	3.5	3.8	November	6.1	6.0	6.6	November	4.8	5.1	5.5
December	4.9	4.9	5.7	December	3.8	3.1	3.8	December	6.7	6.3	7.2	December	5.1	4.8	5.7
January	5.0	4.7		January	3.0	3.3		January	6.6	6.6		January	5.0	4.9	
February	5.2	4.9		February	3.0	4.0		February	6.5	6.7		February	5.0	5.2	
March	4.8	4.7		March	2.9	3.9		March	6.2	6.1		March	4.7	4.9	
Annual Average	4.4	4.5	4.6	Annual Average	2.5	2.6	2.9	Annual Average	5.6	6.0	6.0	Annual Average	4.2	4.4	4.6
Average Apr-Dec	4.1	4.3	4.5	Average Apr-Dec	2.1	2.1	2.7	Average Apr-Dec	5.1	5.8	5.9	Average Apr-Dec	3.9	4.2	4.5

No of Employees at 31 December 2019			7262	No of Employees at 31 December 2019			3868	No of Employees at 31 December 2019			4523	No of Employees at 31 December 2019			15653
-------------------------------------	--	--	------	-------------------------------------	--	--	------	-------------------------------------	--	--	------	-------------------------------------	--	--	-------

For the financial year 2019/20, the projected average days lost per employee equates to 10.3 days.

**ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020**  
**Community and Enterprise Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020				
April	3.9	3.2	4.0	April	5.2	5.4	4.4	April	4.8	5.0	4.3	April	3.9	4.1	4.0				
May	4.4	2.8	3.6	May	5.7	6.0	5.1	May	5.4	5.5	4.9	May	4.2	4.2	4.4				
June	4.2	3.8	3.9	June	5.1	5.8	5.5	June	4.9	5.5	5.3	June	3.9	4.3	4.4				
July	3.4	4.3	3.9	July	4.2	4.5	4.3	July	4.0	4.4	4.3	July	3.0	3.4	3.4				
August	3.6	4.8	4.0	August	4.5	5.3	5.1	August	4.3	5.2	4.9	August	3.2	3.6	3.7				
September	3.4	6.0	2.9	September	5.0	6.2	5.9	September	4.8	6.2	5.4	September	4.0	4.4	4.5				
October	3.8	3.8	3.4	October	5.6	5.8	5.9	October	5.3	5.5	5.5	October	4.1	4.4	4.6				
November	4.5	4.8	4.8	November	6.2	6.2	6.6	November	5.9	6.0	6.4	November	4.8	5.1	5.5				
December	3.6	4.1	5.4	December	6.4	6.0	7.0	December	5.9	5.7	6.8	December	5.1	4.8	5.7				
January	3.0	3.4		January	6.3	6.1		January	5.7	5.6		January	5.0	4.9					
February	3.0	4.1		February	6.8	6.3		February	6.1	5.9		February	5.0	5.2					
March	3.4	4.8		March	6.1	5.6		March	5.6	5.5		March	4.7	4.9					
Annual Average	3.7	4.2	4.0	Annual Average	5.6	5.8	5.7	Annual Average	5.2	5.5	5.4	Annual Average	4.2	4.4	4.6				
Average Apr-Dec	3.9	4.2	4.0	Average Apr-Dec	5.2	5.7	5.5	Average Apr-Dec	4.9	5.4	5.3	Average Apr-Dec	3.9	4.2	4.5				
No of Employees at 31 December 2019				551	No of Employees at 31 December 2019				2812	No of Employees at 31 December 2019				3363	No of Employees at 31 December 2019				15653

For the financial year 2019/20, the projected average days lost per employee equates to 13.4 days.

**ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020**  
**Education Resources**

APT&C				Teachers				Resource Total				Council Wide							
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020				
April	4.0	4.1	3.5	April	2.1	1.9	2.9	April	2.9	2.8	3.2	April	3.9	4.1	4.0				
May	4.7	4.5	4.2	May	2.7	2.1	3.2	May	3.5	3.1	3.6	May	4.2	4.2	4.4				
June	3.6	4.4	3.8	June	2.2	2.3	2.7	June	2.8	3.2	3.2	June	3.9	4.3	4.4				
July	2.1	2.4	2.4	July	0.8	1.0	1.2	July	1.3	1.6	1.7	July	3.0	3.4	3.4				
August	2.7	2.7	2.8	August	1.0	1.2	1.3	August	1.7	1.8	2.0	August	3.2	3.6	3.7				
September	4.3	4.1	4.3	September	2.2	2.2	2.5	September	3.0	3.0	3.3	September	4.0	4.4	4.5				
October	4.6	4.7	4.5	October	2.4	2.2	2.6	October	3.3	3.2	3.5	October	4.1	4.4	4.6				
November	5.0	5.7	5.8	November	3.5	3.5	3.8	November	4.1	4.4	4.7	November	4.8	5.1	5.5				
December	5.3	5.4	5.5	December	3.8	3.1	3.8	December	4.4	4.1	4.6	December	5.1	4.8	5.7				
January	5.2	5.1		January	3.0	3.3		January	3.9	4.1		January	5.0	4.9					
February	5.5	5.3		February	3.0	4.0		February	4.0	4.5		February	5.0	5.2					
March	4.7	5.0		March	2.9	3.9		March	3.7	4.4		March	4.7	4.9					
Annual Average	4.3	4.5	4.4	Annual Average	2.5	2.6	2.9	Annual Average	3.2	3.4	3.6	Annual Average	4.2	4.4	4.6				
Average Apr-Dec	3.9	4.1	4.1	Average Apr-Dec	2.1	2.1	2.7	Average Apr-Dec	2.8	2.9	3.3	Average Apr-Dec	3.9	4.2	4.5				
No of Employees at 31 December 2019				3030	No of Employees at 31 December 2019				3868	No of Employees at 31 December 2019				6898	No of Employees at 31 December 2019				15653

For the financial year 2019/20, the projected average days lost per employee equates to 7.9 days.

**ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020**  
**Finance and Corporate Resources**

APT&C				Manual Workers				Resource Total				Council Wide				
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020	
April	2.8	3.1	3.5	April		8.6	7.1	April	2.8	3.2	3.6	April	3.9	4.1	4.0	
May	3.2	3.3	3.2	May	0.0	0.4	0.0	May	3.2	3.2	3.2	May	4.2	4.2	4.4	
June	3.3	2.5	3.3	June	0.0	0.0	0.5	June	3.3	2.5	3.2	June	3.9	4.3	4.4	
July	3.1	2.9	3.3	July	0.0	0.0	2.4	July	3.0	2.9	3.2	July	3.0	3.4	3.4	
August	3.5	2.8	3.6	August	0.0	0.4	5.9	August	3.4	2.8	3.6	August	3.2	3.6	3.7	
September	4.1	3.1	3.3	September	0.0	0.0	3.5	September	4.1	3.0	3.3	September	4.0	4.4	4.5	
October	4.4	3.6	3.7	October	0.0	0.0	3.6	October	4.3	3.6	3.7	October	4.1	4.4	4.6	
November	4.2	4.6	3.9	November	0.0	0.0	2.6	November	4.1	4.6	3.8	November	4.8	5.1	5.5	
December	3.5	3.8	4.6	December	0.0	0.0	1.3	December	3.4	3.8	4.5	December	5.1	4.8	5.7	
January	4.1	3.6		January	7.0	0.0		January	4.2	3.5		January	5.0	4.9		
February	4.2	3.7		February	2.5	2.3		February	4.2	3.6		February	5.0	5.2		
March	3.8	3.2		March	16.9	9.8		March	4.0	3.3		March	4.7	4.9		
Annual Average	3.7	3.4	3.6	Annual Average	2.4	1.8	3.3	Annual Average	3.7	3.3	3.5	Annual Average	4.2	4.4	4.6	
Average Apr-Dec	3.6	3.2	3.6	Average Apr-Dec	0.0	1.2	3.0	Average Apr-Dec	3.5	3.2	3.6	Average Apr-Dec	3.9	4.2	4.5	
No of Employees at 31 December 2019			978	No of Employees at 31 December 2019			11	No of Employees at 31 December 2019			989	No of Employees at 31 December 2019			15653	

For the financial year 2019/20, the projected average days lost per employee equates to 8.4 days.  
 Figures for manual workers only applicable from May 2017/2018

**ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020**  
**Housing & Technical Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020				
April	4.3	3.9	3.9	April	4.5	6.5	6.7	April	4.4	4.9	5.0	April	3.9	4.1	4.0				
May	4.2	3.6	4.2	May	3.9	6.5	5.1	May	4.1	4.8	4.5	May	4.2	4.2	4.4				
June	3.9	4.0	4.8	June	4.4	6.2	5.0	June	4.1	4.9	4.9	June	3.9	4.3	4.4				
July	4.3	3.7	4.1	July	4.9	6.3	5.4	July	4.5	4.8	4.6	July	3.0	3.4	3.4				
August	4.7	4.1	4.0	August	4.0	5.5	5.7	August	4.4	4.6	4.7	August	3.2	3.6	3.7				
September	4.3	4.5	4.4	September	4.5	6.2	5.8	September	4.4	5.2	5.0	September	4.0	4.4	4.5				
October	3.8	4.3	4.3	October	4.4	5.9	6.6	October	4.0	4.9	5.2	October	4.1	4.4	4.6				
November	4.9	4.8	5.5	November	6.4	6.5	6.1	November	5.5	5.5	5.7	November	4.8	5.1	5.5				
December	5.0	4.4	5.2	December	9.0	6.5	6.3	December	6.6	5.3	5.6	December	5.1	4.8	5.7				
January	5.4	4.2		January	7.3	7.0		January	6.2	5.3		January	5.0	4.9					
February	5.2	4.2		February	6.1	6.6		February	5.6	5.2		February	5.0	5.2					
March	5.1	4.2		March	6.0	7.3		March	5.4	5.5		March	4.7	4.9					
Annual Average	4.6	4.2	4.4	Annual Average	5.5	6.4	6.1	Annual Average	4.9	5.1	5.1	Annual Average	4.2	4.4	4.6				
Average Apr-Dec	4.3	4.1	4.5	Average Apr-Dec	4.6	6.2	5.9	Average Apr-Dec	4.4	5.0	5.0	Average Apr-Dec	3.9	4.2	4.5				
No of Employees at 31 December 2019				880	No of Employees at 31 December 2019				568	No of Employees at 31 December 2019				1448	No of Employees at 31 December 2019				15653

For the financial year 2019/20, the projected average days lost per employee equates to 12.3 days.

**ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020  
Social Work Resources**

APT&C				Manual Workers				Resource Total				Council Wide			
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020
April	5.0	5.3	5.0	April	5.6	6.2	6.9	April	5.2	5.6	5.6	April	3.9	4.1	4.0
May	4.9	5.1	5.6	May	4.1	6.2	7.7	May	4.6	5.4	6.3	May	4.2	4.2	4.4
June	5.3	5.2	5.8	June	4.6	6.3	6.9	June	5.1	5.6	6.2	June	3.9	4.3	4.4
July	4.8	5.2	5.1	July	4.9	6.4	7.7	July	4.8	5.6	5.9	July	3.0	3.4	3.4
August	4.9	5.0	5.9	August	4.7	5.9	6.7	August	4.8	5.3	6.2	August	3.2	3.6	3.7
September	5.0	5.0	6.2	September	5.2	6.1	6.8	September	5.1	5.4	6.4	September	4.0	4.4	4.5
October	4.2	5.7	6.1	October	5.8	5.6	6.5	October	4.8	5.6	6.2	October	4.1	4.4	4.6
November	4.4	5.4	6.8	November	5.9	5.3	6.8	November	4.9	5.4	6.8	November	4.8	5.1	5.5
December	5.6	5.1	6.9	December	6.1	6.9	8.7	December	5.7	5.7	7.5	December	5.1	4.8	5.7
January	5.5	5.2		January	7.3	8.4		January	6.1	6.2		January	5.0	4.9	
February	6.1	5.5		February	5.8	8.5		February	6.0	6.5		February	5.0	5.2	
March	5.7	5.4		March	6.5	6.5		March	5.9	5.8		March	4.7	4.9	
Annual Average	5.1	5.3	5.8	Annual Average	5.5	6.5	7.3	Annual Average	5.3	5.7	6.3	Annual Average	4.2	4.4	4.6
Average Apr-Dec	4.8	5.2	5.9	Average Apr-Dec	5.1	6.0	7.2	Average Apr-Dec	4.9	5.5	6.3	Average Apr-Dec	3.9	4.2	4.5
No of Employees at 31 December 2019			1823	No of Employees at 31 December 2019			1132	No of Employees at 31 December 2019			2955	No of Employees at 31 December 2019			15653

For the financial year 2019/20, the projected average days lost per employee equates to 13.8 days.

**ABSENCE BY LONG AND SHORT TERM**

From: 1 October 2019 - 31 December 2019

Resource	No of employees	October 2019			November 2019			December 2019		
		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	3363	2.0	3.5	5.5	2.6	3.8	6.4	2.0	4.8	6.8
Education	6898	1.3	2.2	3.5	2.1	2.6	4.7	1.6	3.0	4.6
Finance and Corporate	989	2.1	1.6	3.7	1.7	2.1	3.8	2.1	2.4	4.5
Housing & Technical	1448	2.3	2.9	5.2	2.5	3.2	5.7	2.0	3.6	5.6
Social Work	2955	2.0	4.2	6.2	2.1	4.7	6.8	2.3	5.2	7.5
<b>Council Overall for October 2019 - December 2019</b>	<b>15653</b>	<b>1.7</b>	<b>2.9</b>	<b>4.6</b>	<b>2.3</b>	<b>3.2</b>	<b>5.5</b>	<b>1.9</b>	<b>3.8</b>	<b>5.7</b>



**ATTENDANCE MONITORING**  
**Absence Classification**

**From : 1 December - 31 December 2019**

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	1463	30	1083	17	128	15	494	30	952	23	4120	23
Psychological	1257	26	2292	36	260	29	536	32	1436	35	5781	32
Stomach, Bowel, Blood, Metabolic Disorders	595	12	829	13	131	15	270	16	466	11	2291	13
Respiratory	486	10	785	12	172	20	107	6	394	10	1944	11
Other Classification	1031	21	1431	22	191	22	265	16	821	20	3739	21
<b>Total Days Lost By Reason</b>	4832	100	6420	100	882	100	1672	100	4069	100	17875	100
<b>Total Work Days Available</b>	71340		140452		19400		29712		54442			

**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
<b>Total Days Lost By Reason</b>	3823	100	5214	100	705	100	1506	100	2997	100	14245	100
<b>Total Work Days Available</b>	66836		128192		18785		28543		52579			

**\*WDL = Work Days Lost**

## OCCUPATIONAL HEALTH REPORTS

FROM: 1 October 2019 - 31 December 2019 comparison with 1 October 2018 - 31 December 2018

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Oct-Dec 2019)	125	40	59	15	76	142	457
TOTAL (Oct-Dec 2018)	128	33	38	29	64	128	420

No of Employees Referred For Physiotherapy		
RESOURCE	Oct-Dec 2018	Oct-Dec 2019
Community and Enterprise	126	137
Education (Teachers)	67	72
Education (Others)	101	104
Finance and Corporate	33	47
Housing and Technical	58	64
Social Work	150	129
TOTAL	535	553

No of Employees Referred To Employee Support Officer		
RESOURCE	Oct-Dec 2018	Oct-Dec 2019
Community and Enterprise	66	88
Education	162	174
Finance and Corporate	14	12
Housing and Technical	31	41
Social Work	80	97
TOTAL	353	412

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Oct-Dec 2018	Oct-Dec 2019
Community and Enterprise	12	3
Education	4	5
Finance and Corporate	0	0
Housing and Technical	7	6
Social Work	4	5
Not Disclose	0	16
TOTAL	27	35

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 2019)	47	0	0	0	123	0	29	0	4	0	203	0
TOTAL (Oct-Dec 2018)	25	0	5	0	168	0	22	0	22	0	242	0
									Total Referrals (Oct-Dec 2019)		203	
									Total Referrals (Oct-Dec 2018)		242	

M = MANAGEMENT REFERRAL S = SELF REFERRAL

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

FROM: 1 October 2019 - 31 December 2019 comparison with 1 October 2018 - 31 December 2018

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018
Specified Injury	0	0	0	0	0	0	0	1	1	1	1	2
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Specified Injury*</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>
Over 7-day	5	4	3	3	0	0	2	3	3	1	13	11
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
<b>Total Over 7-day**</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>13</b>	<b>11</b>
Over 3-day	2	2	1	1	0	0	0	0	0	1	3	4
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
<b>Total Over 3-day**</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>4</b>
Minor	19	14	9	8	0	0	5	4	5	6	38	32
Near Miss	1	4	0	0	0	0	1	3	1	0	3	7
Violent Incident: Physical	3	6	249	199	1	0	0	0	14	7	267	212
Violent Incident: Verbal	0	2	19	14	9	2	1	3	4	0	33	21
<b>Total Minor***</b>	<b>23</b>	<b>26</b>	<b>277</b>	<b>221</b>	<b>10</b>	<b>2</b>	<b>7</b>	<b>10</b>	<b>24</b>	<b>13</b>	<b>341</b>	<b>272</b>
<b>Total Accidents/Incidents</b>	<b>30</b>	<b>32</b>	<b>281</b>	<b>225</b>	<b>10</b>	<b>2</b>	<b>9</b>	<b>14</b>	<b>28</b>	<b>16</b>	<b>358</b>	<b>289</b>

\*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 2019 - 31 December 2019 comparison with 1 October 2018 - 31 December 2018

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	1	18	N/A	19	1	1	N/A	2	0	17	N/A	17	9	5	5	74%
EDUCATION	5	0	1	6	2	0	0	2	3	0	1	4	3	2	1	83%
HOUSING & TECHNICAL	2	2	N/A	4	0	0	N/A	0	2	2	N/A	4	1	2	1	75%
SOCIAL WORK	8	6	N/A	14	1	1	N/A	2	7	5	N/A	12	9	3	2	86%
TOTAL (Oct-Dec 2019)	16	26	1	43	4	2	0	6	12	24	1	37	22	12	9	79%
TOTAL (Oct-Dec 2018)	13	19	3	35	6	2	0	8	7	17	3	27	25	7	3	91%

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 2019)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL (Oct-Dec 2018)	2	1	0	3	0	0	0	0	1	0	0	1	1	1	0	2	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 2019 - 31 December 2019

APPEAL'S PANEL	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
	0	1	1	0	2	0

**RECORD OF GRIEVANCES****FROM: 1 October 2019 - 31 December 2019 comparison with 1 October 2018 - 31 December 2018**

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 2019)	4	1	2	0	1
TOTAL (Oct-Dec 2018)	8	0	8	0	0

**DIGNITY AT WORK****FROM: 1 October 2019 - 31 December 2019 comparison with 1 October 2018 - 31 December 2018**

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 2019)	10	0	0	0	0	10
TOTAL (Oct-Dec 2018)	3	3	0	0	0	0

## REFERRALS FOR WORKPLACE MEDIATION

As at December 2019

WORKPLACE MEDIATION	Oct-19	Nov-19	Dec-19
No of Referrals	0	2	0
*No of Successful Cases	0	0	0
*No of Unsuccessful Cases	0	0	0
No of cases unsuitable for mediation	0	0	0

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

\*successful/unsuccessful case outcomes may be shown outwith the month they were referred.

## ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

## EXIT INTERVIEWS (Oct-Dec 2019)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
CAREER ADVANCEMENT	3	3	0	2	6	14	33
POOR RELATIONSHIPS WITH MANAGERS /	0	2	1	1	0	4	9
CHILD CARING / CARING RESPONSIBILITIES	2	1	0	0	0	3	7
FURTHER EDUCATION	0	0	0	0	2	2	5
PERSONAL REASONS	0	1	0	0	1	2	5
TRAVELLING DIFFICULTIES	0	0	0	0	2	2	5
DISSATISFACTION WITH TERMS AND CONDITIONS	0	0	0	0	1	1	2
OTHER	2	9	0	1	3	15	35
<b>NUMBER OF EXIT INTERVIEWS CONDUCTED</b>	<b>7</b>	<b>16</b>	<b>1</b>	<b>4</b>	<b>15</b>	<b>43</b>	
<b>TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW</b>	<b>38</b>	<b>46</b>	<b>1</b>	<b>8</b>	<b>44</b>	<b>137</b>	
<b>% OF LEAVERS INTERVIEWED</b>	<b>18</b>	<b>35</b>	<b>100</b>	<b>50</b>	<b>34</b>	<b>31</b>	

## EXIT INTERVIEWS (Oct-Dec 2018)

<b>NUMBER OF EXIT INTERVIEWS CONDUCTED</b>	<b>3</b>	<b>20</b>	<b>3</b>	<b>2</b>	<b>9</b>	<b>37</b>	
<b>TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW</b>	<b>30</b>	<b>58</b>	<b>10</b>	<b>7</b>	<b>30</b>	<b>135</b>	
<b>% OF LEAVERS INTERVIEWED</b>	<b>10</b>	<b>34</b>	<b>30</b>	<b>29</b>	<b>30</b>	<b>27</b>	

\* Note these totals include temporary employees

## Appendix 13a

October – December 2019	Number of leavers		Replace Employee		Filling on a temp basis		Plan to transfer this budget to another post		End of fixed term post		Leave vacant pending service review	
Resource	Total FTE*	Total H/C**	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C
Community & Enterprise	150.94	186	41.71	76	0.23	1			109	109		
Education	45.99	72	45.35	71	0.64	1						
Finance & Corporate	6.09	9	6.09	9								
Housing & Technical	21.35	25	19.66	23			0.69	1			1	1
Social Work	61.94	73	60.11	71			0.88	1			0.95	1
Total	286.31	365	172.92	250	0.87	2	1.57	2	109	109	1.95	2

April – September 2019	Number of leavers		Replace Employee		Filling on a temp basis		Plan to transfer this budget to another post		End of fixed term post		Leave vacant pending savings or service review	
Resource	Total FTE*	Total H/C**	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C
Community & Enterprise	91.25	185	70.23	141	2.12	3					18.9	41
Education	61.34	86	58.21	82			0.13	1			3	3
Finance & Corporate	42	53	22.2	23	0.6	1					19.2	29
Housing & Technical	37.49	41	37.49	41							0	0
Social Work	147.29	172	147.29	171							1	1
Total	379.37	536	335.42	458	2.72	4	0.13	1	0	0	42.1	74

<b>Cumulative Grand Total</b>	<b>665.68</b>	<b>902</b>	<b>508.34</b>	<b>708</b>	<b>3.59</b>	<b>6</b>	<b>1.7</b>	<b>3</b>	<b>109</b>	<b>109</b>	<b>44.05</b>	<b>76</b>
-------------------------------	---------------	------------	---------------	------------	-------------	----------	------------	----------	------------	------------	--------------	-----------

\* Full time equivalent

\*\* Head count/number of employees



**RECRUITMENT MONITORING**  
**Analysis of Gender, Disability, Ethnicity and Age**

**FROM : 1 October 2019 - 31 December 2019**

<b>Total Number of applications received:</b>	<b>4830</b>
<b>Total Number of Equal Opportunities Monitoring forms received:</b>	<b>4737</b>
<b>Total Number of posts recruited for:</b>	<b>246</b>
<b>Total Number of appointments:</b>	<b>529</b>

<b>Gender / Disability / Age</b>			
	<b>Applied</b>	<b>Interviewed</b>	<b>Appointed</b>
<b>Total EO Forms Received</b>	<b>4737</b>	<b>1446</b>	<b>474</b>
<b>Total No of Male Applicants</b>	1617	496	126
<b>Total No of Female Applicants</b>	3095	942	347
<b>Total No of Disabled Applicants</b>	263	107	16
<b>Total No of applicants aged under 50</b>	3865	1135	368
<b>Total No of applicants aged over 50</b>	918	354	144
<b>Total No of White applicants</b>	4564	1407	461
<b>Total No of Black/Ethnic minority applicants*</b>	129	27	9

**FROM : 1 October 2018 - 31 December 2018**

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

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

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

**QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 14 September 2019****Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community & Enterprise Resources	3182	1368	218	193	1403
Education - Others	2881	139	82	481	2179
Education - Teachers	3767	699	58	2296	714
Finance & Corporate Resources	913	213	15	381	304
Housing & Technical	1316	862	21	299	134
Social Work Resources	2842	228	195	983	1436

<b>Total All Staff</b>
------------------------

<b>14901</b>	<b>3509</b>	<b>589</b>	<b>4633</b>	<b>6170</b>
--------------	-------------	------------	-------------	-------------

Total	Full-Time Equivalent								
	Salary Band								
	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2295.78	1.00	1569.31	415.60	235.27	47.60	17.00	4.00	6.00	0.00
2062.33	1.00	1367.59	439.20	135.41	30.80	13.00	4.00	59.93	11.40
3464.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	3462.50
811.23	2.00	124.65	349.16	236.18	65.54	26.70	6.00	1.00	0.00
1262.14	1.00	208.63	653.32	351.19	36.00	10.00	2.00	0.00	0.00
2462.00	1.00	1357.30	489.10	563.60	24.00	25.00	2.00	0.00	0.00

<b>8893.48</b>	(excluding Teachers)								
<b>12357.98</b>	<b>6.00</b>	<b>4627.48</b>	<b>2346.38</b>	<b>1521.65</b>	<b>203.94</b>	<b>91.70</b>	<b>18.00</b>	<b>68.93</b>	<b>3473.90</b>

**QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 8 June 2019****Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community & Enterprise Resources	3127	1384	211	203	1329
Education - Others	2730	133	87	459	2051
Education - Teachers	3670	676	59	2213	722
Finance & Corporate Resources	918	211	15	387	305
Housing & Technical	1295	845	22	290	138
Social Work Resources	2779	226	193	918	1442

Total	Full-Time Equivalent								
	Salary Band								
	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2293.21	1.00	1565.68	416.67	234.13	48.73	17.00	4.00	6.00	0.00
1950.21	1.00	1261.17	430.72	133.98	29.80	13.00	4.00	61.14	15.40
3357.33	0.00	1.03	0.00	0.00	0.00	0.00	0.00	4.00	3352.30
817.72	2.00	132.63	349.47	236.30	62.62	27.70	6.00	1.00	0.00
1242.96	1.00	189.07	652.55	351.34	37.00	10.00	2.00	0.00	0.00
2395.45	1.00	1339.26	474.47	533.72	20.00	25.00	2.00	0.00	0.00

<b>8699.55</b>	(excluding Teachers)
----------------	----------------------

# Report

4

Report to:	<b>Employee Issues Forum</b>
Date of Meeting:	<b>18 February 2020</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Equally Safe at Work Pilot</b>
----------	-----------------------------------

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ update the Forum on the Equally Safe at Work Pilot

## 2. Recommendation(s)

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

- (1) that the content of the report, be noted.

## 3. Background

3.1. Stemming from the Scottish Government and COSLA's Equally Safe Strategy, Equally Safe at Work is an employer accreditation programme piloted by Close the Gap in Scottish Local Authorities.

3.2. Equally Safe recognises that Violence Against Women (VAW) is a cause and consequence of gender inequality. Addressing inequality in the workplace is therefore a fundamental step in preventing violence against women.

3.3. From research conducted by Close the Gap, it was established that there are no employer accreditation programmes focusing on gender equality at work and violence against women at work in Scotland or the UK, revealing a clear gap in provision.

3.4. The main aims and outcomes of the programme:-

- ◆ workplaces better understand gender equality and violence against women
- ◆ workplaces better understand their role in preventing VAW and advancing gender equality
- ◆ employers have improved employment policies and practice that are gender sensitive
- ◆ tolerance of VAW is reduced in the workplace

## 4. The Pilot

4.1. The Pilot started in January 2019 and lasted for one year with a focus on areas core to addressing women's inequality in the labour market, preventing violence against women in the workplace, and supporting survivors at work.

- 4.2. South Lanarkshire Council was one of seven councils selected to be part of the pilot.

The other councils are:-

- ◆ Aberdeen City Council
- ◆ Highland Council
- ◆ Midlothian Council
- ◆ North Lanarkshire Council
- ◆ Perth and Kinross Council
- ◆ Shetland Council

## **5. Action undertaken as part of the pilot**

- 5.1. Being part of the pilot provided an opportunity to review policies, the domestic abuse training, and to consider how information is communicated. The pilot also resulted in closer partnership working with the Lanarkshire Gender Based Violence (GBV) Partnership, in relation to distributing information about GBV and also when reviewing the content of the online training.
- 5.2. The outcome of the review has highlighted the need to update the content of the policies and the training information to ensure that it is inclusive, gender sensitive and reflects the current legislation. There is also a need to consider different methods of cascading information to employees. Specific action undertaken is shown in Appendix 1.

## **6. Employee Implications**

- 6.1. Improving communication and information in relation to gender equality and preventing gender based violence in the workplace can assist employees to manage and feel supported.

## **7. Financial Implications**

- 7.1. All financial implications are met within existing budgets.

## **8. Climate Change, Sustainability and Environmental Implications**

- 8.1. There are no implications climate change, sustainability or 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.

**Paul Manning**

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

20 January 2020

**Link(s) to Council Values/Ambitions/Objectives**

- ◆ Focused on people and their needs
- ◆ Working with and respecting others
- ◆ Fair, open and sustainable
- ◆ Excellent employer

**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:-

Gill Bhatti

Ext: 5604 (Tel: 01698 455604)

E-mail: [gill.bhatti@southlanarkshire.gov.uk](mailto:gill.bhatti@southlanarkshire.gov.uk)

### **Action undertaken as part of the pilot**

The Council already had policies, guidance, and learning available in relation to the six programme standards:-

- ◆ Leadership
- ◆ Data
- ◆ Flexible working
- ◆ Workplace culture
- ◆ Occupational segregation
- ◆ Violence against women

### **Reviews undertaken**

The following policies and information were reviewed:-

- ◆ Domestic abuse policy
- ◆ Equal opportunities policy
- ◆ Training resources
- ◆ Gender pay gap information
- ◆ Communication

The review of the policies highlighted areas that need to be updated to reflect current legislation and to extend the information/language in the policies.

### **Training**

The online learning was reviewed and the general awareness module needs to be updated reflecting current legislation and practice

Two half day learning sessions were designed and delivered by Close the Gap in October 2019. The sessions were specifically for line managers covering the topics:-

- ◆ violence against women and the workplace
- ◆ flexible working

The sessions were attended by 15 managers from across the Council, feedback from Close the Gap is awaited.

### **Communication**

A focus group was held at the start of the pilot with female employees who work within facilities, home care and school support. Feedback from these sessions highlighted a lack of awareness of the policies and procedures. There will be a further follow-up focus group with the same participants to establish whether their awareness has changed.

### **Gender pay gap/Equal pay review**

The standard requires gender pay gap information is disaggregated wider than is required under the current Public Sector Equality Duty. There is also a requirement to undertake an Equal Pay review. The review started in December 2019 and it is anticipated this will be completed by March 2020.

## **Communication**

In an effort to raise awareness of the topic, as a member of the South Lanarkshire GBV Partnership, over the '16 days of action' period in December, the council used social media including tweets about GBV and shared information both on the internet and intranet.

Information included:-

- ◆ background to the campaign
- ◆ levels of domestic abuse Scotland
- ◆ different types of gender based violence
- ◆ information about training available
- ◆ details of support available

Information on the council website covers all aspects of gender based violence including:-

- ◆ commercial sexual exploitation
- ◆ harmful cultural practices
- ◆ harassment and stalking
- ◆ domestic abuse (definitions and supports)
- ◆ rape/sexual assault

## **Next steps - actions required/in progress:-**

- ◆ the domestic abuse and the equality and diversity policies are updated and re-launched by April 2020
- ◆ the online training programme updated and re-launched in line with the policy re-launch
- ◆ Equal Pay Review completed, this is in progress with results anticipated by March 2020
- ◆ Gender pay gap information will be expanded and published as part of the Mainstreaming Equalities report (April 2021)
- ◆ different methods of communication are developed to improve awareness and access to information relating to gender based violence including sources of support, the GBV partnership has already started looking at ways of achieving this

