



Council Offices, Almada Street
Hamilton, ML3 0AA

Monday, 22 February 2021

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, 02 March 2021

Time: 11:00

Venue: By Microsoft Teams,

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, Ian Harrow, Graeme Horne, Joe Lowe, Monique McAdams, Jim McGuigan, Collette Stevenson

Substitutes

Alex Allison, Janine Calikes, Maureen Chalmers, Poppy Corbett, Maureen Devlin, 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 8 December 2020 submitted for approval as a correct record. (Copy attached)

Item(s) for Noting

- 3 **Council-wide Workforce Monitoring - October to December 2020** 5 - 28
Report dated 10 February 2021 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 4 **Housing and Technical Resources Workforce Monitoring - October to December 2020** 29 - 36
Joint report dated 2 February 2021 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 5 **Establishment of South Lanarkshire Council Personal Protective Equipment Distribution Hub** 37 - 40
Report dated 10 February 2021 by the Executive Director (Housing and Technical Resources). (Copy attached)

Urgent Business

- 6 **Urgent Business**
Any other items of business which the Chair decides are urgent.

For further information, please contact:-

Clerk Name: Hilary Tennant

Clerk Telephone: 01698 454185

Clerk Email: hilary.tennant@southlanarkshire.gov.uk

EMPLOYEE ISSUES FORUM

2

Minutes of meeting held via Microsoft Teams on 8 December 2020

Chair:

Councillor Isobel Dorman

Councillors Present:

Councillor Graeme Campbell, Councillor Gerry Convery, Councillor Maureen Devlin (*substitute for Councillor Lynsey Hamilton*), Councillor Ian Harrow, Councillor Graeme Horne, Councillor Monique McAdams, Councillor Collette Stevenson

Councillors' Apologies:

Councillor Lynsey Hamilton, Councillor Joe Lowe, Councillor Jim McGuigan

Attending:

Finance and Corporate Resources

K McVeigh, Head of Personnel Services; H Tennant, Administration Officer

Also Attending:

G Buchanan, Unite the Union, J Clark, Unite the Union, H Scott, GMB

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 29 September 2020 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 2020

A report dated 9 November 2020 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period July to September 2020:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers, exit interviews and labour turnover
- ◆ recruitment monitoring
- ◆ Staffing Watch as at 14 September 2020

Head of Personnel Services responded to members' questions in relation to COVID absence recording and undertook to circulate COVID absence data following this meeting.

The Forum decided: that the report be noted.

[Reference: Minutes of 29 September 2020 (Paragraph 3)]

4 Finance and Corporate Resources – Workforce Monitoring – July to September 2020

A report dated 9 November 2020 by the Executive Director (Finance and Corporate Resources) was submitted on the following employee information for Education Resources for the period July to September 2020:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ Staffing Watch as at 14 September 2020

The Forum decided: that the report be noted.

[Reference: Minutes of 17 September 2019 (Paragraph 4)]

5 Healthy Working Lives

A report dated 11 November 2020 by the Executive Director (Finance and Corporate Resources) was submitted to provide an update on Healthy Working Lives activity.

Healthy Working Lives (HWL) provided a national award framework which supported organisations to promote health and wellbeing to their employees and the Council had maintained a HWL Gold Award since September 2012.

The report noted the challenges to provide information and host events for employees during 2020 due to COVID-19, and provided an update on the following key activities delivered throughout the year:-

- ◆ Cycle to Work Scheme
- ◆ Mental Health initiatives
- ◆ Physical Health initiatives
- ◆ Menopause awareness training
- ◆ Employee Wellbeing Hub intranet launch.

The HWL review of Council wellbeing activities to maintain the Gold Award had been placed on hold due to COVID-19.

The Council was committed to providing resources and holding events to support employees to sustain their wellbeing.

The Forum decided: that the report be noted.

6 Urgent Business

There were no items of urgent business.

Report

3

Report to:	Employee Issues Forum
Date of Meeting:	2 March 2021
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Council-wide Workforce Monitoring – October to December 2020
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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 2020

2. Recommendation(s)

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

(1) that the following employment information for the period October to December 2020 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 12 December 2020

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 2020.

4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for December 2020, is provided in Appendices 1 to 8. Points to note are:-

The Council's absence rate for December 2020, shown in Appendix 1, is 5.6%, which represents a decrease of 0.2% when compared with last month and the figure has decreased by 0.1% when compared to December 2019.

When compared to December 2019, the APT&C absence rate has decreased by 0.4%, the teachers' figure has increased by 0.9% and the manual workers' figure has decreased by 0.3%.

Based on annual trends and the absence rate to December 2020, the projected average absence rate for the Council for the financial year 2020/2021 is 4.4%.

For the financial year 2020/2021, the projected average days lost per employee equates to 9.4 days.

In comparison to December 2019 (Appendix 8):-

- ◆ Psychological and respiratory conditions are the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 1085 days.
- ◆ Total days lost due to psychological conditions have increased by 918 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 1037 days.
- ◆ Total days lost due to respiratory conditions have increased by 2295 days.

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.

After respiratory absences peaked in March they reduced significantly from April to July, albeit still at much higher rates than the same period in 2019. Since August, respiratory absences have continued to increase and are now at slightly higher than levels than in March and April. As this report was being prepared, at 10 February 2021, the Council overall absence level was 5.65% with 1.53% of this relating to Covid-19 for sickness and special leave.

5. Occupational Health

5.1. Information on Occupational Health for the period October to December 2020 is provided in Appendix 9.

- ◆ during the period there were 416 employees referred for a medical examination, a decrease of 41 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 363 employees attended physiotherapy treatment, showing a decrease of 190 when compared to the same period last year. Of the 363 employees referred, 64% remained at work whilst undertaking treatment.
- ◆ during this period 464 employees were referred to the Employee Support Officer, showing an increase of 52 when compared with the same period last year. Of the referrals made this period, 87% related to personal reasons.
- ◆ 123 employees were referred to the PAM Assist counselling service this period, showing a decrease of 80 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 72% of the referrals made, 9% were for work related reasons and 19% were for other reasons.
- ◆ 34 employees were referred for Cognitive Behavioural Therapy this period, a decrease of 1 when compared to the same period last year.

6. Accidents/Incidents

- 6.1. The accident/incident report for October to December 2020 is contained in Appendix 10.
- ◆ the number of accidents/incidents recorded was 196, this figure has decreased by 162 from the same period last year.
 - ◆ there was 1 specified injury recorded, this figure remains unchanged from the same period last year.
 - ◆ there were 188 minor accidents/incidents, this figure has decreased by 153 from the same period last year.
 - ◆ 3 accidents resulted in an absence lasting over 3 days during the period, this figure remains unchanged from the same period last year.
 - ◆ there were 4 accidents resulting in absences lasting over 7 days during the period, this figure has decreased by 9 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 2020 is contained in Appendices 11, 12a and 12b.
- ◆ in total, 13 disciplinary hearings were held across Resources within the Council, a decrease of 30 when compared to the same period last year.
 - ◆ action was taken in 12 of these cases. Three appeals were raised against the outcomes, of which 3 were not upheld.
 - ◆ our target is to convene disciplinary hearings within 6 weeks, 54% of hearings met this target.
 - ◆ during the period, 3 appeals were heard by the Appeals Panel, of which 1 was upheld in part and 2 were not upheld.
 - ◆ at the end of December 2020, 2 Appeals Panels were pending.
 - ◆ during the period, 10 grievance cases were raised.
 - ◆ during the period, 1 Dignity at Work case was raised.
 - ◆ during the period, no referrals 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 2020 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 12 December 2020, the Council's turnover figure for October to December 2020 is as follows:-

82 leavers eligible for exit interviews/14,871 employees in post = Labour Turnover of 0.6%.

Based on the figure at December 2020, the projected annual labour turnover figure for the financial year 2020/2021 for the Council is 2.3%.

- 8.2. Analysis of Leavers and Exit Interviews

- ◆ there were a total of 82 employees leaving the Council that were eligible for an exit interview, a decrease of 55 when compared with the same period last year.
- ◆ exit interviews were held with 30% of leavers, compared with 31% from the same period last year.

8.3. When processing an employee termination, managers are asked to identify whether they intend to replace the employee who had left the Council. If they indicate that they do not intend to replace the employee, they are asked to select from four 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 2020, 344 employees left employment and managers indicated that 283 would be replaced. Of the remaining posts, 57 were due to the end of fixed term contracts, 1 was being filled on a temporary basis, 1 (1.0 FTE) was being left vacant pending a service review, 1 is planned to be removed for savings and the remaining post will have the budget transferred to another post.

9. Recruitment Monitoring

9.1. Information on Recruitment Monitoring for October to December 2020 is contained within Appendix 14.

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

- ◆ overall, 4,609 applications and 4,574 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (293), 98 were shortlisted for interview and 12 were appointed
- ◆ of those applicants of a black/ethnic minority background (180), 31 were shortlisted for interview and 13 were appointed.
- ◆ of those applicants who are veterans (28), 5 were shortlisted for interview and 0 were appointed.

10. Staffing Watch

10.1. There has been an increase of 23 in the number of employees in post from 14 September 2020 to 12 December 2020. 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

13.1. There are no climate change, sustainability or environmental implications arising from the information presented in this report.

14. Other Implications

14.1. There are no implications for 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)

10 February 2021

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 – 8 December 2020

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:-

Laurane Rhind, Personnel Services Manager

Ext: 4721 (Tel: 01698 454721)

E-mail: Laurane.Rhind@southlanarkshire.gov.uk

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Council Wide

APT&C				Teachers				Manual Workers				Council Wide				
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021	
	%	%	%		%	%	%		%	%	%		%	%	%	
April	4.2	4.0	4.2	April	1.9	2.9	2.9	April	5.7	5.2	6.0	April	4.1	4.0	4.4	
May	4.2	4.4	2.9	May	2.1	3.2	1.4	May	6.1	5.6	4.9	May	4.2	4.4	3.1	
June	4.2	4.4	2.5	June	2.3	2.7	0.9	June	6.0	5.7	4.5	June	4.3	4.4	2.7	
July	3.5	3.5	2.2	July	1.0	1.2	0.5	July	5.1	5.1	4.0	July	3.4	3.4	2.3	
August	3.7	3.9	2.9	August	1.2	1.3	1.2	August	5.4	5.5	5.1	August	3.6	3.7	3.1	
September	4.4	4.5	4.1	September	2.2	2.5	2.7	September	6.2	6.1	5.8	September	4.4	4.5	4.2	
October	4.7	4.7	4.7	October	2.2	2.6	3.2	October	5.8	6.1	6.4	October	4.4	4.6	4.8	
November	5.3	5.7	5.6	November	3.5	3.8	4.6	November	6.0	6.6	7.3	November	5.1	5.5	5.8	
December	4.9	5.7	5.3	December	3.1	3.8	4.7	December	6.3	7.2	6.9	December	4.8	5.7	5.6	
January	4.7	5.2		January	3.3	3.4		January	6.6	7.1		January	4.9	5.3		
February	4.9	5.6		February	4.0	3.8		February	6.7	7.3		February	5.2	5.6		
March	4.7	6.2		March	3.9	4.8		March	6.1	7.3		March	4.9	6.2		
Annual Average	4.5	4.8	4.3	Annual Average	2.6	3.0	2.8	Annual Average	6.0	6.2	6.1	Annual Average	4.4	4.8	4.4	
Average Apr-Dec	4.3	4.5	3.8	Average Apr-Dec	2.2	2.7	2.5	Average Apr-Dec	5.8	5.9	5.7	Average Apr-Dec	4.3	4.5	4.0	
No of Employees at 31 December 2020			7264	No of Employees at 31 December 2020			3967	No of Employees at 31 December 2020			4582	No of Employees at 31 December 2020			15813	

For the financial year 2020/21, the projected average days lost per employee equates to 9.4 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021	
April	3.2	4.0	3.1	April	5.4	4.4	5.3	April	5.0	4.3	5.0	April	4.1	4.0	4.4	
May	2.8	3.6	2.4	May	6.0	5.1	4.3	May	5.5	4.9	4.0	May	4.2	4.4	3.1	
June	3.8	3.9	1.6	June	5.8	5.5	4.0	June	5.5	5.3	3.6	June	4.3	4.4	2.7	
July	4.3	3.9	1.8	July	4.5	4.3	3.6	July	4.4	4.3	3.4	July	3.4	3.4	2.3	
August	4.8	4.0	1.7	August	5.3	5.1	4.9	August	5.2	4.9	4.4	August	3.6	3.7	3.1	
September	6.0	2.9	1.6	September	6.2	5.9	5.8	September	6.2	5.4	5.1	September	4.4	4.5	4.2	
October	3.8	3.4	3.1	October	5.8	5.9	6.3	October	5.5	5.5	5.8	October	4.4	4.6	4.8	
November	4.8	4.8	3.6	November	6.2	6.6	7.1	November	6.0	6.4	6.6	November	5.1	5.5	5.8	
December	4.1	5.4	3.1	December	6.0	7.0	6.4	December	5.7	6.8	5.9	December	4.8	5.7	5.6	
January	3.4	4.1		January	6.1	6.6		January	5.6	6.2		January	4.9	5.3		
February	4.1	3.8		February	6.3	7.1		February	5.9	6.6		February	5.2	5.6		
March	4.8	4.5		March	5.6	7.1		March	5.5	6.7		March	4.9	6.2		
Annual Average	4.2	4.0	2.9	Annual Average	5.8	5.9	5.7	Annual Average	5.5	5.6	5.3	Annual Average	4.4	4.8	4.4	
Average Apr-Dec	4.2	4.0	2.4	Average Apr-Dec	5.7	5.5	5.3	Average Apr-Dec	5.4	5.3	4.9	Average Apr-Dec	4.3	4.5	4.0	
No of Employees at 31 December 2020			549	No of Employees at 31 December 2020			2910	No of Employees at 31 December 2020			3459	No of Employees at 31 December 2020			15813	

For the financial year 2020/21, the projected average days lost per employee equates to 12.3 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Education Resources

APT&C				Teachers				Resource Total				Council Wide							
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021				
April	4.1	3.5	3.9	April	1.9	2.9	2.9	April	2.8	3.2	3.3	April	4.1	4.0	4.4				
May	4.5	4.2	2.2	May	2.1	3.2	1.4	May	3.1	3.6	1.8	May	4.2	4.4	3.1				
June	4.4	3.8	1.8	June	2.3	2.7	0.9	June	3.2	3.2	1.3	June	4.3	4.4	2.7				
July	2.4	2.4	1.3	July	1.0	1.2	0.5	July	1.6	1.7	0.9	July	3.4	3.4	2.3				
August	2.7	2.8	2.7	August	1.2	1.3	1.2	August	1.8	2.0	1.8	August	3.6	3.7	3.1				
September	4.1	4.3	4.8	September	2.2	2.5	2.7	September	3.0	3.3	3.6	September	4.4	4.5	4.2				
October	4.7	4.5	5.4	October	2.2	2.6	3.2	October	3.2	3.5	4.1	October	4.4	4.6	4.8				
November	5.7	5.8	6.6	November	3.5	3.8	4.6	November	4.4	4.7	5.5	November	5.1	5.5	5.8				
December	5.4	5.5	6.5	December	3.1	3.8	4.7	December	4.1	4.6	5.5	December	4.8	5.7	5.6				
January	5.1	5.1		January	3.3	3.4		January	4.1	4.2		January	4.9	5.3					
February	5.3	5.7		February	4.0	3.8		February	4.5	4.6		February	5.2	5.6					
March	5.0	7.1		March	3.9	4.8		March	4.4	5.8		March	4.9	6.2					
Annual Average	4.5	4.6	4.4	Annual Average	2.6	3.0	2.8	Annual Average	3.4	3.7	3.5	Annual Average	4.4	4.8	4.4				
Average Apr-Dec	4.2	4.1	3.9	Average Apr-Dec	2.2	2.7	2.5	Average Apr-Dec	3.0	3.3	3.1	Average Apr-Dec	4.3	4.5	4.0				
No of Employees at 31 December 2020				3040	No of Employees at 31 December 2020				3967	No of Employees at 31 December 2020				7007	No of Employees at 31 December 2020				15813

For the financial year 2020/21, the projected average days lost per employee equates to 7.5 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Finance and Corporate Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021	
April	3.1	3.5	3.5	April	8.6	7.1	8.5	April	3.2	3.6	3.6	April	4.1	4.0	4.4	
May	3.3	3.2	2.3	May	0.4	0.0	16.0	May	3.2	3.2	2.4	May	4.2	4.4	3.1	
June	2.5	3.3	1.9	June	0.0	0.5	7.4	June	2.5	3.2	1.9	June	4.3	4.4	2.7	
July	2.9	3.3	2.0	July	0.0	2.4	3.5	July	2.9	3.2	2.0	July	3.4	3.4	2.3	
August	2.8	3.6	1.8	August	0.4	5.9	12.1	August	2.8	3.6	2.0	August	3.6	3.7	3.1	
September	3.1	3.3	2.3	September	0.0	3.5	13.4	September	3.0	3.3	2.4	September	4.4	4.5	4.2	
October	3.6	3.7	3.2	October	0.0	3.6	10.2	October	3.6	3.7	3.3	October	4.4	4.6	4.8	
November	4.6	3.9	3.1	November	0.0	2.6	11.4	November	4.6	3.8	3.2	November	5.1	5.5	5.8	
December	3.8	4.6	2.7	December	0.0	1.3	11.4	December	3.8	4.5	2.8	December	4.8	5.7	5.6	
January	3.6	3.9		January	0.0	0.0		January	3.5	3.9		January	4.9	5.3		
February	3.7	4.1		February	2.3	7.6		February	3.6	4.1		February	5.2	5.6		
March	3.2	4.5		March	9.8	4.6		March	3.3	4.5		March	4.9	6.2		
Annual Average	3.4	3.7	2.9	Annual Average	1.8	3.3	8.8	Annual Average	3.3	3.7	3.0	Annual Average	4.4	4.8	4.4	
Average Apr-Dec	3.3	3.6	2.5	Average Apr-Dec	1.0	3.0	10.4	Average Apr-Dec	3.3	3.6	2.6	Average Apr-Dec	4.3	4.5	4.0	
No of Employees at 31 December 2020			944	No of Employees at 31 December 2020		9		No of Employees at 31 December 2020			953		No of Employees at 31 December 2020			15813

For the financial year 2020/21, the projected average days lost per employee equates to 6.1 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021
April	3.9	3.9	4.1	April	6.5	6.7	3.5	April	4.9	5.0	3.8	April	4.1	4.0	4.4
May	3.6	4.2	2.8	May	6.5	5.1	2.0	May	4.8	4.5	2.5	May	4.2	4.4	3.1
June	4.0	4.8	3.2	June	6.2	5.0	2.0	June	4.9	4.9	2.7	June	4.3	4.4	2.7
July	3.7	4.1	2.7	July	6.3	5.4	2.7	July	4.8	4.6	2.7	July	3.4	3.4	2.3
August	4.1	4.0	2.5	August	5.5	5.7	3.4	August	4.6	4.7	2.8	August	3.6	3.7	3.1
September	4.5	4.4	2.1	September	6.2	5.8	3.3	September	5.2	5.0	2.6	September	4.4	4.5	4.2
October	4.3	4.3	2.9	October	5.9	6.6	3.9	October	4.9	5.2	3.3	October	4.4	4.6	4.8
November	4.8	5.5	3.7	November	6.5	6.1	5.6	November	5.5	5.7	4.5	November	5.1	5.5	5.8
December	4.4	5.2	3.3	December	6.5	6.3	4.8	December	5.3	5.6	3.9	December	4.8	5.7	5.6
January	4.2	5.8		January	7.0	5.9		January	5.3	5.8		January	4.9	5.3	
February	4.2	5.8		February	6.6	5.7		February	5.2	5.8		February	5.2	5.6	
March	4.2	5.1		March	7.3	6.5		March	5.5	5.7		March	4.9	6.2	
Annual Average	4.2	4.8	3.7	Annual Average	6.4	5.9	4.1	Annual Average	5.1	5.2	3.8	Annual Average	4.4	4.8	4.4
Average Apr-Dec	4.1	4.5	3.0	Average Apr-Dec	6.2	5.9	3.5	Average Apr-Dec	5.0	5.0	3.2	Average Apr-Dec	4.3	4.5	4.0
No of Employees at 31 December 2020			891	No of Employees at 31 December 2020			568	No of Employees at 31 December 2020			1459	No of Employees at 31 December 2020			15813

For the financial year 2020/21, the projected average days lost per employee equates to 7.8 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021				
April	5.3	5.0	5.5	April	6.2	6.9	10.2	April	5.6	5.6	7.1	April	4.1	4.0	4.4				
May	5.1	5.6	4.4	May	6.2	7.7	8.1	May	5.4	6.3	5.7	May	4.2	4.4	3.1				
June	5.2	5.8	3.9	June	6.3	6.9	7.6	June	5.6	6.2	5.2	June	4.3	4.4	2.7				
July	5.2	5.1	3.7	July	6.4	7.7	6.3	July	5.6	5.9	4.6	July	3.4	3.4	2.3				
August	5.0	5.9	4.4	August	5.9	6.7	6.7	August	5.3	6.2	5.2	August	3.6	3.7	3.1				
September	5.0	6.2	5.4	September	6.1	6.8	7.5	September	5.4	6.4	6.1	September	4.4	4.5	4.2				
October	5.7	6.1	5.9	October	5.6	6.5	8.2	October	5.6	6.2	6.7	October	4.4	4.6	4.8				
November	5.4	6.8	6.6	November	5.3	6.8	8.9	November	5.4	6.8	7.4	November	5.1	5.5	5.8				
December	5.1	6.9	6.5	December	6.9	8.7	10.3	December	5.7	7.5	7.7	December	4.8	5.7	5.6				
January	5.2	6.2		January	8.4	9.5		January	6.2	7.3		January	4.9	5.3					
February	5.5	6.8		February	8.5	8.8		February	6.5	7.5		February	5.2	5.6					
March	5.4	6.8		March	6.5	8.5		March	5.8	7.4		March	4.9	6.2					
Annual Average	5.3	6.1	5.5	Annual Average	6.5	7.6	8.4	Annual Average	5.7	6.6	6.5	Annual Average	4.4	4.8	4.4				
Average Apr-Dec	5.2	5.9	5.1	Average Apr-Dec	6.1	7.2	8.2	Average Apr-Dec	5.5	6.3	6.2	Average Apr-Dec	4.3	4.5	4.0				
No of Employees at 31 December 2020				1840	No of Employees at 31 December 2020				1095	No of Employees at 31 December 2020				2935	No of Employees at 31 December 2020				15813

For the financial year 2020/21, the projected average days lost per employee equates to 13.5 days.

ABSENCE BY LONG AND SHORT TERM

From: 1 October 2020 - 31 December 2020

Resource	No of employees	October 2020			November 2020			December 2020		
		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	3459	2.5	3.3	5.8	2.7	3.9	6.6	1.7	4.2	5.9
Education	7007	1.7	2.4	4.1	2.0	3.5	5.5	1.7	3.8	5.5
Finance and Corporate	953	1.3	2.0	3.3	1.3	1.9	3.2	0.6	2.2	2.8
Housing & Technical	1459	1.6	1.7	3.3	1.8	2.7	4.5	1.0	2.9	3.9
Social Work	2935	2.3	4.4	6.7	2.4	5.0	7.4	2.1	5.6	7.7
Council Overall for October 2020 - December 2020	15813	2.0	2.8	4.8	2.1	3.7	5.8	1.6	4.0	5.6

ATTENDANCE MONITORING
Absence Classification

From : 1 December - 31 December 2020

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	1153	26	923	11	59	11	327	27	573	13	3035	16
Psychological	1362	31	3065	37	176	33	489	40	1607	38	6699	36
Stomach, Bowel, Blood, Metabolic Disorders	308	7	585	7	3	1	117	10	241	6	1254	7
Respiratory	746	17	2148	26	97	18	140	12	1108	26	4239	23
Other Classification	855	19	1495	18	206	38	136	11	748	17	3440	18
Total Days Lost By Resource	4424	100	8216	100	541	100	1209	100	4277	100	18667	100
Total Work Days Available	75125		149377		19399		31188		55407			

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
Total Days Lost By Resource	4832	100	6420	100	882	100	1672	100	4069	100	17875	100
Total Work Days Available	71340		140452		19400		29712		54442			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 October 2020 - 31 December 2020 comparison with 1 October 2019 - 31 December 2019

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Oct-Dec 2020)	110	39	56	15	50	146	416
TOTAL (Oct-Dec 2019)	125	40	59	15	76	142	457

No of Employees Referred For Physiotherapy		
RESOURCE	Oct-Dec 2019	Oct-Dec 2020
Community and Enterprise	137	90
Education (Teachers)	72	58
Education (Others)	104	80
Finance and Corporate	47	21
Housing and Technical	64	38
Social Work	129	76
TOTAL	553	363

No of Employees Referred To Employee Support Officer		
RESOURCE	Oct-Dec 2019	Oct-Dec 2020
Community and Enterprise	88	78
Education	174	222
Finance and Corporate	12	24
Housing and Technical	41	33
Social Work	97	107
TOTAL	412	464

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Oct-Dec 2019	Oct-Dec 2020
Community and Enterprise	3	5
Education	5	5
Finance and Corporate	0	0
Housing and Technical	6	2
Social Work	5	6
Not Disclose	16	16
TOTAL	35	34

	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 2020)	11	0	0	0	88	0	17	0	7	0	123	0	
TOTAL (Oct-Dec 2019)	47	0	0	0	123	0	29	0	4	0	203	0	
								Total Referrals (Oct-Dec 2020)				123	
								Total Referrals (Oct-Dec 2019)				203	

M = MANAGEMENT REFERRAL S = SELF REFERRAL

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

FROM: 1 October 2020 - 31 December 2020 comparison with 1 October 2019 - 31 December 2019

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019
Specified Injury	0	0	0	0	0	0	0	0	1	1	1	1
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	0	0	0	0	0	0	0	0	1	1	1	1
Over 7-day	2	5	0	3	0	0	1	2	1	3	4	13
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
Total Over 7-day**	2	5	0	3	0	0	1	2	1	3	4	13
Over 3-day	2	2	1	1	0	0	0	0	0	0	3	3
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
Total Over 3-day**	2	2	1	1	0	0	0	0	0	0	3	3
Minor	9	19	8	9	0	0	0	5	5	5	22	38
Near Miss	2	1	0	0	0	0	0	1	0	1	2	3
Violent Incident: Physical	0	3	153	249	0	1	0	0	4	14	157	267
Violent Incident: Verbal	1	0	4	19	0	9	0	1	2	4	7	33
Total Minor***	12	23	165	277	0	10	0	7	11	24	188	341
Total Accidents/Incidents	16	30	166	281	0	10	1	9	13	28	196	358

*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 2020 - 31 December 2020 comparison with 1 October 2019 - 31 December 2019

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	0	6	N/A	6	0	0	N/A	0	0	6	N/A	6	2	1	3	50%
HOUSING & TECHNICAL	1	2	N/A	3	0	0	N/A	0	1	2	N/A	3	2	0	1	67%
SOCIAL WORK	3	1	N/A	4	1	0	N/A	1	2	1	N/A	3	2	0	2	50%
TOTAL (Oct-Dec 2020)	4	9	0	13	1	0	0	1	3	9	0	12	6	1	6	54%
TOTAL (Oct-Dec 2019)	16	26	1	43	4	2	0	6	12	24	1	37	22	12	9	79%

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 2020)	2	1	0	3	0	0	0	0	0	0	0	0	2	1	0	3	0
TOTAL (Oct-Dec 2019)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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 2020 - 31 December 2020

APPEAL'S PANEL	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
	0	1	2	0	3	2

RECORD OF GRIEVANCES**FROM: 1 October 2020 - 31 December 2020 comparison with 1 October 2019 - 31 December 2019**

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 2020)	10	2	1	0	7
TOTAL (Oct-Dec 2019)	4	1	3	0	0

DIGNITY AT WORK**FROM: 1 October 2020 - 31 December 2020 comparison with 1 October 2019 - 31 December 2019**

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 2020)	1	0	0	0	0	1
TOTAL (Oct-Dec 2019)	10	8	1	0	0	1

REFERRALS FOR WORKPLACE MEDIATION**As at December 2020**

WORKPLACE MEDIATION	Oct-20	Nov-20	Dec-20
No of Referrals	0	0	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-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

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

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS (Oct-Dec 2020)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
CAREER ADVANCEMENT	2	3	0	0	0	5	20
POOR RELATIONSHIPS WITH MANAGERS /	0	1	0	0	2	3	12
CHILD CARING / CARING RESPONSIBILITIES	0	2	0	0	0	2	8
DISSATISFACTION WITH TERMS AND CONDITIONS	1	0	0	0	0	1	4
MOVING OUTWITH AREA	0	0	0	0	1	1	4
PERSONAL REASONS	1	0	0	0	0	1	4
OTHER	4	4	0	1	3	12	48
NUMBER OF EXIT INTERVIEWS CONDUCTED	8	10	0	1	6	25	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	31	27	3	5	16	82	
% OF LEAVERS INTERVIEWED	26	37	0	20	38	30	

EXIT INTERVIEWS (Oct-Dec 2019)

NUMBER OF EXIT INTERVIEWS CONDUCTED	7	16	1	4	15	43	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	38	46	1	8	44	137	
% OF LEAVERS INTERVIEWED	18	35	100	50	34	31	

* Note these totals include temporary employees

October - December 2020	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		Plan to remove for Savings	
Resource	Total FTE*	Total H/C**	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C
Community & Enterprise	145.99	190	93.99	138	0.00	0	0.00	0	52.00	52	0.00	0	0.00	0
Education	45.34	65	45.34	65	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Finance & Corporate	8.72	12	7.72	11	0.00	0	0.00	0	0.00	0	0.00	0	1.00	1
Housing & Technical	16.85	24	15.85	23	0.00	0	0.00	0	1.00	1	0.00	0	0.00	0
Social Work	38.48	53	33.64	46	0.49	1	0.50	1	2.85	4	1.00	1	0.00	0
Total	255.38	344	196.54	283	0.49	1	0.50	1	55.85	57	1.00	1	1.00	1
Cumulative Total	585.38	836	515.95	761	0.49	1	1.1	3	65.84	69	1	1	1	1

* Full time equivalent

** Head count/number of employees

RECRUITMENT MONITORING

Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 October 2020 - 31 December 2020

Total Number of applications received:	4609
Total Number of Equal Opportunities Monitoring forms received:	4574
Total Number of posts recruited for:	328
Total Number of appointments:	389

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	4586	1366	365
Total No of Male Applicants	1829	588	98
Total No of Female Applicants	2722	772	263
Total No of Disabled Applicants	293	98	12
Total No of applicants aged under 50	3708	1109	297
Total No of applicants aged over 50	825	252	66
Total No of White applicants	4302	1324	346
Total No of Black/Ethnic minority applicants*	180	31	13

FROM : 1 October 2019 - 31 December 2019

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

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

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 12 December 2020**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community & Enterprise Resources	3158	1280	228	190	1460
Education - Others	2891	138	80	518	2155
Education - Teachers	3861	692	69	2329	771
Finance & Corporate Resources	870	200	16	351	303
Housing & Technical	1308	833	28	321	126
Social Work Resources	2783	213	203	983	1384
Total All Staff	14871	3356	624	4692	6199

Full-Time Equivalent									
Total	Salary Band								
	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2218.48	1.00	1498.73	417.50	230.20	46.05	16.00	4.00	5.00	0.00
2092.10	1.00	1027.84	794.54	139.45	50.04	12.60	4.00	57.83	4.80
3534.60	0.00	0.00	0.00	0.00	0.00	1.00	0.00	4.60	3529.00
769.35	2.00	111.50	340.25	228.96	54.54	25.10	6.00	1.00	0.00
1252.81	1.00	214.51	630.57	363.27	31.46	10.00	2.00	0.00	0.00
2419.92	1.00	1259.30	551.60	558.02	24.00	24.00	2.00	0.00	0.00
8752.66	(excluding Teachers)								
12287.26	6.00	4111.88	2734.46	1519.90	206.09	88.70	18.00	68.43	3533.80

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 14 September 2020**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community & Enterprise Resources	3138	1344	218	188	1388
Education - Others	2870	139	83	509	2139
Education - Teachers	3865	697	67	2351	750
Finance & Corporate Resources	885	203	16	359	307
Housing & Technical	1289	821	26	314	128
Social Work Resources	2801	206	208	991	1396
Total All Staff	14848	3410	618	4712	6108

Full-Time Equivalent									
Total	Salary Band								
	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2256.15	1.00	1542.75	408.68	231.67	47.05	16.00	4.00	5.00	0.00
2075.85	1.00	1017.21	791.07	136.30	49.64	12.60	4.00	57.63	6.40
3546.60	0.00	0.00	0.00	0.00	0.00	1.00	0.00	4.60	3541.00
782.63	2.00	116.60	345.47	229.92	56.54	25.10	6.00	1.00	0.00
1234.56	1.00	204.30	630.67	356.13	30.46	10.00	2.00	0.00	0.00
2433.15	1.00	1294.96	522.16	564.03	25.00	24.00	2.00	0.00	0.00
8782.34	(excluding Teachers)								
12328.94	6.00	4175.82	2698.05	1518.05	208.69	88.70	18.00	68.23	3547.40



Report

Report to:	Employee Issues Forum
Date of Meeting:	2 March 2021
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)

Subject:	Housing and Technical Resources – Workforce Monitoring – October to December 2020
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for October to December 2020 relating to Housing and Technical Resources

2. Recommendation(s)

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

(1) that the following employment information for October to December 2020 relating to Housing and Technical 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 12 December 2020

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 Housing and Technical Resources provides information on the position for October to December 2020.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of December 2020 for Housing and Technical Resources.

The Resource absence figure for December 2020 was 3.9%, this figure has decreased by 0.6% when compared to last month and is 1.7% lower than the Council-wide figure. Compared to December 2019, the Resource absence figure has decreased by 1.7%.

Based on the absence figures at December 2020 and annual trends, the projected annual average absence for the Resource for 2020/2021 is 3.8%, compared to a Council-wide average figure of 4.4%.

For the financial year 2020/2021, the projected average days lost per employee equates to 7.8 days, compared with the overall figure for the Council of 9.4 days per employee.

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 5.7% with 1.47% 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 133 referrals were made this period. This represents a decrease of 85 when compared with the same period last year.

4.3. Accident/Incident Statistics (Appendix 2)

There was 1 accident/incident recorded within the Resource this period, a decrease of 8 when compared to the same period last year.

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

During the period, 3 disciplinary hearings were held within the Resource, this figure has decreased by 1 when compared to last year. During this period no appeals were heard by the Appeals Panel. No grievances were raised within the Resource, 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 was a total of 5 leavers in the Resource this period eligible for an exit interview. This figure has decreased by 3 when compared with the same period last year. One exit interview was conducted.

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 three options:

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

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 2020, 24 employees in total left employment and managers indicated that 23 are being replaced and 1 post was due to the end of a fixed term contract.

5. Staffing Watch

- 5.1. There has been an increase of 19 in the number of employees in post from 14 September 2020 to 12 December 2020.

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)

Daniel Lowe

Executive Director (Housing and Technical Resources)

2 February 2021

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 – 8 December 2020

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:-

Laurane Rhind, Personnel Services Manager

Ext: 4721 (Tel: 01698 454721)

E-mail: Laurane.Rhind@southlanarkshire.gov.uk

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021				
April	3.9	3.9	4.1	April	6.5	6.7	3.5	April	4.9	5.0	3.8	April	4.1	4.0	4.4				
May	3.6	4.2	2.8	May	6.5	5.1	2.0	May	4.8	4.5	2.5	May	4.2	4.4	3.1				
June	4.0	4.8	3.2	June	6.2	5.0	2.0	June	4.9	4.9	2.7	June	4.3	4.4	2.7				
July	3.7	4.1	2.7	July	6.3	5.4	2.7	July	4.8	4.6	2.7	July	3.4	3.4	2.3				
August	4.1	4.0	2.5	August	5.5	5.7	3.4	August	4.6	4.7	2.8	August	3.6	3.7	3.1				
September	4.5	4.4	2.1	September	6.2	5.8	3.3	September	5.2	5.0	2.6	September	4.4	4.5	4.2				
October	4.3	4.3	2.9	October	5.9	6.6	3.9	October	4.9	5.2	3.3	October	4.4	4.6	4.8				
November	4.8	5.5	3.7	November	6.5	6.1	5.6	November	5.5	5.7	4.5	November	5.1	5.5	5.8				
December	4.4	5.2	3.3	December	6.5	6.3	4.8	December	5.3	5.6	3.9	December	4.8	5.7	5.6				
January	4.2	5.8		January	7.0	5.9		January	5.3	5.8		January	4.9	5.3					
February	4.2	5.8		February	6.6	5.7		February	5.2	5.8		February	5.2	5.6					
March	4.2	5.1		March	7.3	6.5		March	5.5	5.7		March	4.9	6.2					
Annual Average	4.2	4.8	3.7	Annual Average	6.4	5.9	4.1	Annual Average	5.1	5.2	3.8	Annual Average	4.4	4.8	4.4				
Average Apr-Dec	4.1	4.5	3.0	Average Apr-Dec	6.2	5.9	3.5	Average Apr-Dec	5.0	5.0	3.2	Average Apr-Dec	4.3	4.5	4.0				
No of Employees at 31 December 2020				891	No of Employees at 31 December 2020				568	No of Employees at 31 December 2020				1459	No of Employees at 31 December 2020				15813

For the financial year 2020/21, the projected average days lost per employee equates to 7.8 days.

HOUSING AND TECHNICAL RESOURCES

	Oct-Dec 2019	Oct-Dec 2020
MEDICAL EXAMINATIONS		
Number of Employees Attending	76	50
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	31	10
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	64	38
REFERRALS TO EMPLOYEE SUPPORT OFFICER		
	41	33
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY		
	6	2
TOTAL	218	133

CAUSE OF ACCIDENTS/INCIDENTS	Oct-Dec 2019	Oct-Dec 2020
Over 7 day absences	2	1
Minor	5	0
Near Miss	1	0
Violent Incident: Verbal*****	1	0
Total Accidents/Incidents	9	1

*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	Oct-Dec 2019	Oct-Dec 2020
Total Number of Hearings	4	3

Time Taken to Convene Hearing Oct - Dec 2020

0-3 Weeks
2

4-6 Weeks
0

Over 6 Weeks
1

RECORD OF GRIEVANCE HEARINGS	Oct-Dec 2019	Oct-Dec 2020
Number of Grievances	1	0
Number Resolved at Stage 1	1	0

RECORD OF DIGNITY AT WORK	Oct-Dec 2019	Oct-Dec 2020
Number of Incidents	0	0

ANALYSIS OF REASONS FOR LEAVING	Oct-Dec 2019	Oct-Dec 2020
Career Advancement	2	0
Poor Relationship with Manager/Colleagues	1	0
Other	1	1
Number of Exit Interviews conducted	4	1

Total Number of Leavers Eligible for Exit Interview	8	5
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Percentage of interviews conducted	50%	20%
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	Oct - Dec 2020		Reconciliation figure		Cumulative total	
			Apr - Sep 2020			
	FTE*	H/C**	FTE	H/C	FTE	H/C
Terminations/Leavers	16.85	24	22.47	26	39.32	50
Being replaced	15.85	23	22.47	26	38.32	49
Filled on fixed term basis	0.00	0	0.00	0	0.00	0
Plan to transfer this budget to another post	0.00	0	0.00	0	0.00	0
End of fixed term contract	1.00	1	0.00	0	1.00	1
Held pending service Review	0.00	0	0.00	0	0.00	0
Plan to remove for savings	0.00	0	0.00	0	0.00	0

* Full time equivalent

** Head count/number of employees

**JOINT STAFFING WATCH RETURN
HOUSING & TECHNICAL RESOURCES**

1. As at 12 December 2020

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
833	28	321	126	1308					
*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
1.00	214.51	630.57	363.27	31.46	10.00	2.00	0.00	0.00	1252.81

1. As at 14 September 2020

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
821	26	314	128	1289					
*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
1.00	204.30	630.67	356.13	30.46	10.00	2.00	0.00	0.00	1234.56



Report

Report to:	Employee Issues Forum
Date of Meeting:	2 March 2021
Report by:	Executive Director (Housing and Technical Resources)

Subject:	Establishment of South Lanarkshire Council Personal Protective Equipment Distribution Hub
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ Update the Employee Issues Forum on the Council's response to the supply of Personal Protective Equipment and the establishment of a South Lanarkshire Council Personal Protective Equipment Distribution Hub during the Covid-19 Pandemic.

2. Recommendation(s)

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

- (1) that the contents of the report be noted.

3. Background

- 3.1. At the start of the Covid-19 pandemic the volume of vital Personal Protective Equipment (PPE) required across the Health Care Sector increased beyond the ability of providers to source sufficient amounts of equipment to meet the new demand required by the changes in safe systems of works due to the pandemic.
- 3.2. In recognition of this issue, the Council promptly established a Hub on 2 March 2020 to receive bulk supplies of vital Personal Protective Equipment (PPE) to be distributed to facilities in the Social Care Sectors across the authority, located at Newbery Rooney Day Centre in Hamilton. This facility has been resourced by staff from across Council Resources to ensure that all Care Facilities and registered private carers receive the appropriate levels of PPE.
- 3.3. Since July 2020, the Hub has also taken delivery and distributed PPE required by education facilities, to facilitate the return of schools in August 2020.
- 3.4. The PPE is being supplied through a mixture of deliveries from National Services Scotland (NSS) and from the Council's own supply chain.
- 3.5. The Scottish Government have committed to supplying PPE to the Social Care Sector until at least September 2021, therefore the Council will remain responsible for the operational delivery of PPE to individual Care Homes until this time.
- 3.6. The PPE delivery Hub at Newbery Rooney is staffed by Social Work, who deal with the administrative processes with NSS, Care Homes and the Council's Procurement Service. The operational side of the service has been managed by Housing and Technical Resources (H&TR) operatives who take receipt of the PPE, store it,

prepare the orders required for individual properties, and organise delivery of these. There is close co-operation between the Social Work and H&TR staff.

4. Current Provision

4.1. As the Council continues to organise deliveries of PPE to private sector social care homes until at least September 2021, a review was carried out taking into account the following issues:-

- ◆ should the Council have a store of PPE to guard against future disruption in the supply chain
- ◆ the ability of suppliers to deliver directly to those facilities which require PPE
- ◆ should the Council set up a storage and distribution network for PPE
- ◆ how appropriate Newbery Rooney is as a storage and delivery Hub
- ◆ are there any alternative locations which could offer a more efficient service
- ◆ If required, how would a Hub be resourced

4.2. Following consideration of these issues it was decided to establish the operational receipt and deliver of the Council's PPE from an industrial unit in Hamilton.

4.3. The operational delivery continues to be managed and, in the main, delivered by Housing and Technical Resources staff, consisting of 12 staff carrying out the following tasks:-

- ◆ 1 Hub Manager
- ◆ 1 Hub Supervisor
- ◆ 4 Stores Personnel; and
- ◆ 6 Delivery Drivers working on a full-time basis.

4.4. As part of the Council's Emergency Contingency Plan and resulting response to the Covid-19 pandemic, the Hub has, from March 2020,

- ◆ Successfully taken delivery of, and distributed, items of PPE which include:-
 - ◆ Disposable Gloves,
 - ◆ Full Sleeved Gowns
 - ◆ Type IIR Surgical Face Masks (both adult and child sizes)
 - ◆ Lip Reading Face Masks
 - ◆ FFP2 Face Masks & FFP3 Face Masks
 - ◆ Re-usable Face Masks
 - ◆ Re-usable Aprons
 - ◆ Visors
 - ◆ Goggles
 - ◆ Over Sleeves Protection
 - ◆ Overshoes protection
 - ◆ Disposable waste bags
 - ◆ Anti-bacterial wipes
 - ◆ Hand Sanitiser; and
 - ◆ Blue Roll
- ◆ The Hub has delivered a total of 7,509,423 items of PPE to date, to Social Work establishments from March 2020, which equates to an average weekly delivery total of 163,248 items of PPE.

- ♦ The Hub has supported National Services Scotland by delivering a total of 16,509,056 items of PPE to private care providers which equates to a weekly delivery average of 434,448 items of PPE.
- ♦ The Hub has delivered a total of 1,874,198 items of PPE to date to our secondary schools, primary schools, ASN's & nurseries from August 2020, which equates to an average 4-weekly total of 211,332 items of PPE delivered to 161 educational establishments.
- ♦ Community and Enterprise (Amenities) have had 148,000 items of PPE delivered to date.
- ♦ The Hub has supported Community and Enterprise delivering 78,500 items of PPE to date.
- ♦ The Hub has supported Finance & Corporate Resources delivering 134,720 items of PPE to local offices.
- ♦ The Hub has supported Housing and Technical Resources delivering 40,000 items of PPE to its two stores within Hamilton and East Kilbride to date.
- ♦ The Hub has supported the Council meals delivery service, issuing PPE for staff as and when required.
- ♦ In total the Hub has, since March 2020, issued 26,215,389 items of PPE as part of the Council's emergency response to the Covid-19 Pandemic.

6. Employee Implications

- 6.1. There are no significant employee implications from this report.

7. Financial Implications

- 7.1. There are no significant financial implications within this report.

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.

10. Equality Impact Assessment and Consultation Arrangements

- 10.1. This report did not require an EIACA.

Daniel Lowe

Executive Director (Housing and Technical Resources)

10 February 2021

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Michael Cassidy, Contracts Technical Officer

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E-mail: Michael.cassidy@southlanarkshire.gov.uk

List of Papers Attached

None.