

# Report

Report to:	<b>Education Resources Committee</b>
Date of Meeting:	<b>18 September 2018</b>
Report by:	<b>Executive Director (Finance and Corporate Resources) Executive Director (Education Resources)</b>

Subject:	<b>Education Resources – Workforce Monitoring – May to July 2018</b>
----------	--

## 1. Purpose of Report

1.1 The purpose of the report is to:-

- ◆ provide employment information for May to July 2018 relating to Education Resources

## 2. Recommendation(s)

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

(1) that the following employment information for May to July 2018 relating to Education Resources be noted:-

- ◆ attendance statistics;
- ◆ occupational health;
- ◆ accident/incident statistics;
- ◆ discipline, grievance and dignity at work cases;
- ◆ analysis of leavers and exit interviews;
- ◆ staffing watch as at 9 June 2018.

## 3. Background

3.1 As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for Education Resources provides information on the position for May to July 2018.

## 4. Monitoring Statistics

### 4.1 Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of July 2018 for Education Resources.

The Resource absence figure for July 2018 was 1.6%, which represents a decrease of 1.6% when compared to the previous month and is 1.8% lower than the Council-wide figure. Compared to July 2017, the Resource absence figure has increased by 0.3%.

Based on the absence figures at July 2018 and annual trends, the projected annual average absence for the Resource for 2018/2019 is 3.2%, compared to a Council-wide average figure of 4.3%.

For the financial year 2018/2019, the projected average days lost per employee equates to 6.4 days, compared with the overall figure for the Council of 9.5 days per employee.

**4.2 Occupational Health (Appendix 2)**

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 362 referrals were made this period, an increase of 43 when compared with the same period last year.

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

There were 103 accidents/incidents recorded within the Resource this period, a decrease of 61 when compared to the same period last year.

On further analysis of this data, 93 reports relate to physical incidents (90% of the total number reported). The staff and Resource continue to use the “Promoting Positive Behaviour and Relationships” Information Pack. The mandatory Learn Online module that was developed is available and all staff will complete this.

HQ Education officers continue to monitor the monthly activity and contact is made with every school from which a physical incident report is received. Where patterns or concerns emerge, more in depth support can be offered including multi agency meetings, behaviour outreach support, psychological services, adapted curriculum and activities, training or guidance for school staff on keeping themselves safe in challenging circumstances. Work is also ongoing, within Education Resources to monitor violence at work reports within establishments, target recurring incidents and work together to reduce occurrences. Work is being developed on reviewing, recording and reporting incidents appropriately to ensure that staff are supported when incidents occur and that strategies are identified, with a view to reducing the number of incidents. Consultation on these changes is taking place currently.

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

There were 3 disciplinary hearings held within the Resource this period, which represents a decrease of 3 when compared with the same period last year. No grievance hearings were held within the Resource this period which is a decrease of 1 when compared with the same period last year. No dignity at work hearings were held within the Resource this period, which is a decrease of 2 when compared with the same period last year.

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

There were 29 leavers in the Resource this period. This figure has decreased by 11 when compared with the same period last year. Exit interviews were held with 7 employees.

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

**5.1** There has been no change in the number of employees in post from 10 March 2018 to 9 June 2018.

## **6. Employee Implications**

- 6.1 There are no implications for employees arising from the information presented in this report.

## **7. Financial Implications**

- 7.1 All financial implications are accommodated within existing budgets.

## **8. Other Implications**

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

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

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

**Paul Manning**

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

**Tony McDaid**

**Executive Director (Education Resources)**

14 August 2018

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

- ◆ Accountable, effective, efficient and transparent
- ◆ Fair, open and sustainable
- ◆ Ambitious, self aware and improving
- ◆ Excellent employer
- ◆ Focused on people and their needs
- ◆ Working with and respecting others

## **Previous References**

- ◆ Education Resources Committee – 19 June 2018

## **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:-

Janet McLuckie, Personnel Officer

Ext: 4239 (Tel: 01698 454239)

E-mail: [Janet.McLuckie@southlanarkshire.gcsx.gov.uk](mailto:Janet.McLuckie@southlanarkshire.gcsx.gov.uk)

**ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019**  
**Education Resources**

APT&C				Teachers				Resource Total				Council Wide				
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019	
April	3.4	4.0	4.1	April	2.9	2.1	1.9	April	3.1	2.9	2.8	April	4.3	3.9	4.1	
May	3.8	4.7	4.5	May	3.1	2.7	2.1	May	3.4	3.5	3.1	May	4.4	4.2	4.2	
June	3.8	3.6	4.4	June	2.4	2.2	2.3	June	3.0	2.8	3.2	June	4.1	3.9	4.3	
July	2.9	2.1	2.4	July	1.2	0.8	1.0	July	1.9	1.3	1.6	July	3.3	3.0	3.4	
August	3.0	2.7		August	1.4	1.0		August	2.0	1.7		August	3.6	3.2		
September	3.7	4.3		September	2.4	2.2		September	2.9	3.0		September	4.1	4.0		
October	4.2	4.6		October	2.9	2.4		October	3.4	3.3		October	4.4	4.1		
November	5.4	5.0		November	3.1	3.5		November	4.0	4.1		November	4.9	4.8		
December	5.4	5.3		December	3.2	3.8		December	4.1	4.4		December	4.9	5.1		
January	4.7	5.2		January	2.8	3.0		January	3.6	3.9		January	4.5	5.0		
February	5.5	5.5		February	3.7	3.0		February	4.4	4.0		February	5.0	5.0		
March	5.6	4.7		March	3.4	2.9		March	4.3	3.7		March	4.7	4.7		
Annual Average	4.3	4.3	4.4	Annual Average	2.7	2.5	2.4	Annual Average	3.3	3.2	3.2	Annual Average	4.4	4.2	4.3	
Average July	3.5	3.6	3.9	Average July	2.4	2.0	1.8	Average July	2.9	2.6	2.7	Average July	4.0	3.8	4.0	
No of Employees at 31 July 2018			2574	No of Employees at 31 July 2018			3705	No of Employees at 31 July 2018			6279	No of Employees at 31 July 2018			14970	

For the financial year 2018/19, the projected average days lost per employee equates to 6.4 days.

## EDUCATION RESOURCES

	May-Jul 2017	May-Jul 2018
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	68	76
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	35	30
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	125	146
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>	82	101
<b>REFERRALS TO COGNITIVE BEHAVIOUR THERAPY</b>	9	9
<b>TOTAL</b>	<b>319</b>	<b>362</b>

CAUSE OF ACCIDENTS/INCIDENTS	May-Jul 2017	May-Jul 2018
Specified Injuries*	1	1
Over 7 day absences	2	0
Minor	7	2
Violent Incident: Physical****	149	93
Violent Incident: Verbal*****	5	7
<b>Total Accidents/Incidents</b>	<b>164</b>	<b>103</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 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	May-Jul 2017	May-Jul 2018
Total Number of Hearings	6	3

## Time Taken to Convene Hearing May - Jul 2018

0-3 Weeks  
1

4-6 Weeks  
0

Over 6 Weeks  
2

RECORD OF GRIEVANCE HEARINGS	May-Jul 2017	May-Jul 2018
Number of Grievances	1	0
Number Resolved at Stage 3	1	0

RECORD OF DIGNITY AT WORK	May-Jul 2017	May-Jul 2018
Number of Incidents	2	0
Number Resolved at Informal Stage	1	0
Number Resolved at Formal Stage	1	0

ANALYSIS OF REASONS FOR LEAVING	May-Jul 2017	May-Jul 2018
Career Advancement	0	2
Poor Relationship with Manager/Colleagues	0	1
Travelling Difficulties	1	0
Further Education	0	1
Childcare/caring responsibilities	2	0
Other	4	3
<b>Number of Exit Interviews conducted</b>	<b>7</b>	<b>7</b>

<b>Total Number of Leavers Eligible for Exit Interview</b>	<b>40</b>	<b>29</b>
--	-----------	-----------

<b>Percentage of interviews conducted</b>	<b>18%</b>	<b>24%</b>
---	------------	------------

**JOINT STAFFING WATCH RETURN  
EDUCATION RESOURCES**

**1. As at 9 June 2018**

		MALE		FEMALE		TOTAL				
		F/T	P/T	F/T	P/T					
	Teachers	678	61	2203	650	3592				
	Other	126	78	382	1892	2478				
	Total Employees	804	139	2585	2542	6070				
	*Full - Time Equivalent No of Employees									
	Salary Bands									
	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
Teachers	0	0	0	0	0	0	0	4.6	3296.2	3300.8
Other	1	1080.7	470.73	85.88	19	15.00	4	58.34	9.2	1743.85

**1. As at 10 March 2018**

		MALE		FEMALE		TOTAL				
		F/T	P/T	F/T	P/T					
	Teachers	675	63	2210	656	3604				
	Other	128	75	375	1888	2466				
	Total Employees	803	138	2585	2544	6070				
	*Full - Time Equivalent No of Employees									
	Salary Bands									
	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
Teachers	0	0	0	0	0	0	0	4.6	3304.7	3309.3
Other	1	1071.62	469.08	87.58	20	15.00	4	58.04	9.2	1735.52