



Council Offices, Almada Street
Hamilton, ML3 0AA

Monday, 31 October 2022

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, 08 November 2022
Time: 14:00
Venue: Hybrid - Council Chamber, 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

John Anderson, Walter Brogan, Archie Buchanan, Gerry Convery, Margaret Cowie, Geri Gray, Celine Handibode, Richard Lockhart, Katy Loudon, Kirsten Robb

Substitutes

Mathew Buchanan, Mary Donnelly, Catherine McClymont, Elaine McDougall, Richard Nelson

BUSINESS

1 Declaration of Interests

- 2 Minutes of Previous Meeting** 3 - 6
Minutes of the Employee Issues Forum held on 30 August 2022 submitted for approval as a correct record. (Copy attached)

Item(s) for Consideration

- 3 Council-wide Workforce Monitoring – July to August 2022** 7 - 28
Report dated 14 October 2022 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 4 Social Work Resources – Workforce Monitoring – July to August 2022** 29 - 36
Joint report dated 5 October 2022 by the Executive Directors (Finance and Corporate Resources) and (Education Resources). (Copy attached)
- 5 Homecare Employability**
Presentation by Scott McNeill, Home Care Service 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:	Helen Calley
Clerk Telephone:	07385370069
Clerk Email:	helen.calley@southlanarkshire.gov.uk

EMPLOYEE ISSUES FORUM

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Minutes of meeting held via Confero and in the Council Chamber, Council Offices, Almada Street, Hamilton on 30 August 2022

Chair:

Councillor Margaret Cowie (after item 2)

Councillors Present:

Councillor John Anderson, Councillor Walter Brogan, Councillor Gerry Convery, Councillor Celine Handibode (Depute – after item 2), Councillor Richard Lockhart, Councillor Katy Loudon, Councillor Kirsten Robb

Councillors' Apologies:

Councillor Archie Buchanan, Councillor Geri Gray

Attending:

Finance and Corporate Resources

H Calley, Administration Officer; E Maxwell, HR Business Manager; K McLeod, Administration Assistant; K McVeigh, Head of Personnel Services; S Somerville, Administration Manager

Trades' Unions

J Gaffney, EIS; T Slaven, UNISON

1 Declaration of Interests

No interests were declared.

2 Appointment of Chair and Depute Chair

Consideration was given to the appointment of the Chair and Depute Chair of the Employee Issues Forum.

Councillor Convery, seconded by Councillor Brogan, moved that Councillor Cowie be appointed as Chair of the Employee Issues Forum.

Councillor Convery, seconded by Councillor Brogan, also moved that Councillor Handibode be appointed as Depute Chair of the Employee Issues Forum.

The Forum decided:

- (1) that Councillor Cowie be appointed as Chair of the Employee Issues Forum; and
- (2) that Councillor Handibode be appointed as Depute Chair of the Employee Issues Forum.

3 Council-wide Workforce Monitoring – April to June 2022

A report dated 18 August 2022 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period April to June 2022:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics

- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ Staffing Watch as at 11 June 2022

The Forum decided: that the report be noted.

4 Housing and Technical Resources – Workforce Monitoring – April to June 2022

A joint report dated 18 August 2022 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted on the following employee information for Housing and Technical Resources for the period April to June 2022:-

- ◆ 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 12 March 2022

The Forum decided: that the report be noted.

5 Homes for Ukraine Scheme

A report dated 22 August 2022 by the Executive Director (Housing and Technical Resources) was submitted providing advice on the support and assistance to Ukrainian Refugees by employees within Housing and Technical Resources working with internal and external partners.

Following the Russian invasion of Ukraine, the UK Government announced a 'Homes for Ukraine' scheme. Phase one was launched on 18 March 2022 and enabled Ukrainian nationals to apply for a visa to live in the UK, where they had a named sponsor providing a home or room(s) within their home.

At the same time, the Scottish Government launched the Scottish Super Sponsor scheme, which operated within the Homes for Ukraine scheme. The Super Sponsor scheme provided an alternative route for Ukrainian nationals to apply for a visa, without the need for a named sponsor, before they were given permission to travel to the UK.

The Scottish Super Sponsor scheme offered Ukrainian nationals' temporary accommodation on arrival in Scotland through Welcome Hubs and provided a matching service to secure accommodation, which had been checked by local authorities, to ensure that it was safe and met required standards.

It was initially anticipated that the Scottish Super Sponsor scheme would support around 3,000 Ukrainian nationals, however, since it was launched, over 10,000 people had arrived in Scotland so, including the Homes for Ukraine scheme, there were now more than 13,000 Ukrainian nationals in Scotland.

The first Welcome Hub hotel in South Lanarkshire, managed and directed by Housing and Technical Resources, was established in East Kilbride at the end of April 2022. A total of 3 hotels in East Kilbride and 1 in Hamilton were operating as Welcome Hubs (152 rooms in total). As of 15 August 2022, there were 445 Ukrainian nationals living within the 4 hotels, all of which were managed by Housing and Technical Resources.

The Welcome Hubs provided safe and secure temporary accommodation with meals for Ukrainian nationals until arrangements would be made for them to either:-

- ♦ move on to another local authority area
- ♦ move on to suitable interim accommodation
- ♦ be matched to a suitable host and arrangements made to move into the host accommodation
- ♦ be allocated a council or Housing Association property
- ♦ move to a property in the private rented sector

In addition to managing its existing resettlement caseload, the Refugee Resettlement Team worked across all 4 hotels and provided a range of resettlement support and assistance to Ukrainian nationals.

The Refugee Resettlement Team provided a wide range of support to Ukrainian nationals from arrival at the Welcome Hubs through to securing accommodation. This work included practical support and general advice and assistance but also specialist resettlement work which included:-

- ♦ obtaining biometric residence permits
- ♦ applying for state benefits and national insurance numbers
- ♦ opening a bank account
- ♦ registering with a GP and dentist
- ♦ enrolling children in school (working with colleagues in Education Resources)
- ♦ assistance to match to a host
- ♦ arrangements for furnishing properties
- ♦ arrangements for moving to other local authority areas

The Refugee Resettlement Team was also responsible for carrying out safeguarding checks for Ukrainian nationals and worked closely with colleagues in Environmental Services and Personnel Services to ensure that property checks and Disclosure checks were successfully completed and where possible, issues discussed and resolved.

On 13 July 2022, the Scottish Super Sponsor scheme was temporarily paused for new applications, to allow time to ensure accommodation was secured and support provided to the high numbers of Ukrainians already in the country.

Housing and Technical Resources would continue to actively engage in strategic meetings with the Scottish Government, other local authorities and agencies as appropriate. The current position in relation to the Scottish Super Sponsor scheme would be monitored to ensure that the Council and partners could respond appropriately and put effective arrangements in place to continue to support Ukrainian refugees.

The Head of Personnel Services undertook to pass on members' questions for response.

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:	8 November 2022
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Council-wide Workforce Monitoring – July to August 2022
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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 July to August 2022

2. Recommendation(s)

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

(1) that the following employment information for the period July to August 2022 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 11 June 2022

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to the Employee Issue Forum. This report for the Council provides information on the position for the period July to August 2022.

4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for August 2022, is provided in Appendices 1 to 8. Points to note are:-

The Council's absence rate for August 2022, shown in Appendix 1, is 4.4%, which represents a decrease of 0.2% when compared with last month and the figure has decreased by 0.3% when compared to August 2021.

When compared to August 2021, the APT&C absence rate has decreased by 0.3%, the teachers' figure has decreased by 0.6% and the manual workers' figure has increased by 0.1%.

Based on annual trends and the absence rate to August 2022, the projected average absence rate for the Council for the financial year 2022/2023 is 6.1%.

In comparison to August 2021 (Appendix 8):-

- ◆ psychological and musculoskeletal conditions are the main reasons for absence.
- ◆ total days lost due to psychological conditions have increased by 42 days.
- ◆ total days lost due to musculoskeletal conditions have decreased by 45 days.
- ◆ total days lost due to respiratory conditions have decreased by 491 days.
- ◆ total days lost due to stomach, bowel, blood and metabolic disorders have increased by 249 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. At the time of this report, the Council overall absence level was 4.96% with 0.48% of this relating to Covid-19 for sickness and special leave.

5. Occupational Health

5.1. Information on Occupational Health for the period July to August 2022 is provided in Appendix 9.

- ◆ during the period there were 248 employees referred for a medical examination, a decrease of 17 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 262 employees attended physiotherapy treatment, showing an increase of 23 when compared to the same period last year. Of the 262 employees referred, 71% remained at work whilst undertaking treatment.
- ◆ during this period 242 employees were referred to the Employee Support Officer, showing a decrease of 6 when compared with the same period last year. Of the referrals made this period, 84% related to personal reasons.
- ◆ 83 employees were referred to the PAM Assist counselling service this period, showing an increase of 9 when compared with the same period last year. All the referrals made this period were from management and none were made directly by employees. Personal reasons accounted for 63% of the referrals made, 33% were for work related reasons and 4% was for other reasons.
- ◆ 3 employees were referred for Cognitive Behavioural Therapy this period, a decrease of 3 when compared to the same period last year.

6. Accidents/Incidents

6.1. The accident/incident report for July to August 2022 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 116, this figure has increased by 42 from the same period last year.
- ◆ there was 1 specified injury recorded, this figure has increased by 1 from the same period last year.
- ◆ there were 101 minor accidents/incidents, this figure has increased by 31 from the same period last year.

- ◆ there was 1 accident resulting in an absence lasting over 3 days during the period, this figure remains unchanged from the same period last year.
- ◆ there were 13 accidents resulting in an absence lasting over 7 days during the period, this figure has increased by 10 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 July to August 2022 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 23 disciplinary hearings were held across Resources within the Council, this figure has increased by 5 when compared to the same period last year.
- ◆ action was taken in 19 of these cases. No appeals were raised against the outcomes.
- ◆ our target is to convene disciplinary hearings within 6 weeks, 74% of hearings met this target.
- ◆ during the period, 2 appeals were heard by the Appeals Panel, of which 1 was upheld in part and 1 was not upheld.
- ◆ at the end of August 2022, 6 Appeals Panels were pending.
- ◆ during the period, 3 grievance cases were raised.
- ◆ during the period, 1 Dignity at Work cases was raised.
- ◆ during the period, 4 referrals for mediation were submitted.

8. Analysis of Leavers and Exit Interviews

8.1. Information on the number of leavers and exit interviews for the period July to August 2022 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 11 June 2022, the Council's turnover figure for July to August 2022 is as follows:-

176 leavers eligible for exit interviews/15,173 employees in post = Labour Turnover of 1.2%.

Based on the figure at August 2022, the projected annual labour turnover figure for the financial year 2022/2023 for the Council is 5.4%.

8.2. Analysis of Leavers and Exit Interviews:-

- ◆ there were a total of 176 employees leaving the Council that were eligible for an exit interview, an increase of 17 when compared with the same period last year.
- ◆ exit interviews were held with 38% of leavers, which is an increase of 10% when compared with 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 July to August 2022, 611 (516.88 FTE) employees left employment. Managers indicated that 600 posts (509.18 FTE) would be replaced, 2 posts (1.50 FTE) are being filled on a temporary basis, the budgets for 2 posts (1.66 FTE) are being transferred to other posts, 6 posts (3.55 FTE) were due to the end of fixed term contracts and 1 post (1.00 FTE) is removed for savings.

9. Recruitment Monitoring

- 9.1. Information on Recruitment Monitoring for July to August 2022 is contained within Appendix 14.

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

- ◆ overall, 3,519 applications and 3,433 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (80), 56 were shortlisted for interview and 13 were appointed
- ◆ of those applicants of a black/ethnic minority background (135), 91 were shortlisted for interview and 8 were appointed.
- ◆ Of those applicants who are veterans (36), 23 were shortlisted for interview and none were appointed.

10. Staffing Watch

- 10.1. There has been an increase of 36 in the number of employees in post from 12 March 2022 to 11 June 2022. Details of the 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)

14 October 2022

Link(s) to Council Values/Priorities/Outcomes

- ◆ 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 Issue Forum – 30 August 2022

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: -

Elaine Maxwell, HR Business Manager

Ext: 4647 (Tel: 01698 454647)

E-mail: Elaine.Maxwell@southlanarkshire.gov.uk

**Absence Trends - 2020/2021, 2021/2022 & 2022/2023
Council Wide**

APT&C				Teachers				Manual Workers				Council Wide							
	2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023				
	%	%	%		%	%	%		%	%	%		%	%	%				
April	4.2	4.1	5.2	April	2.9	2.5	2.7	April	6.0	6.2	8.8	April	4.4	4.3	5.6				
May	2.9	4.7	5.0	May	1.4	3.2	3.6	May	4.9	6.7	7.6	May	3.1	4.9	5.4				
June	2.5	4.4	5.0	June	0.9	2.6	2.6	June	4.5	7.0	8.1	June	2.7	4.7	5.3				
July	2.2	4.1	4.5	July	0.5	1.1	1.4	July	4.0	6.3	7.4	July	2.3	4.0	4.6				
August	2.9	4.6	4.3	August	1.2	2.0	1.4	August	5.1	7.3	7.4	August	3.1	4.7	4.4				
September	4.1	6.1		September	2.7	4.4		September	5.8	8.5		September	4.2	6.4					
October	4.7	6.0		October	3.2	4.1		October	6.4	8.7		October	4.8	6.3					
November	5.6	6.5		November	4.6	5.6		November	7.3	8.7		November	5.8	6.9					
December	5.3	6.2		December	4.7	6.1		December	6.9	8.8		December	5.6	6.9					
January	4.5	6.7		January	2.7	3.9		January	7.2	10.1		January	4.8	7.0					
February	4.3	6.5		February	2.5	3.7		February	7.4	9.5		February	4.8	6.6					
March	4.6	8.0		March	2.9	4.3		March	7.2	11.3		March	4.9	7.9					
Annual Average	4.0	5.7	5.8	Annual Average	2.5	3.6	3.7	Annual Average	6.1	8.3	8.7	Annual Average	4.2	5.9	6.1				
Average Apr-Aug	2.9	4.4	4.8	Average Apr-Aug	1.4	2.3	2.3	Average Apr-Aug	4.9	6.7	7.9	Average Apr-Aug	3.1	4.5	5.1				
No of Employees at 31 Aug 2022				7669	No of Employees at 31 Aug 2022				4229	No of Employees at 31 Aug 2022				4568	No of Employees at 31 Aug 2022				16466

**Absence Trends - 2020/2021, 2021/2022 & 2022/2023
Community and Enterprise Resources**

APT&C				Manual Workers				Resource Total				Council Wide				
	2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023	
	%	%	%		%	%	%		%	%	%		%	%	%	
April	3.1	2.3	4.4	April	5.3	5.7	7.3	April	5.0	5.2	6.9	April	4.4	4.3	5.6	
May	2.4	2.7	3.9	May	4.3	6.4	6.8	May	4.0	5.9	6.3	May	3.1	4.9	5.4	
June	1.6	2.8	3.5	June	4.0	6.6	7.2	June	3.6	6.0	6.7	June	2.7	4.7	5.3	
July	1.8	2.9	3.9	July	3.6	5.3	5.9	July	3.4	4.9	5.6	July	2.3	4.0	4.6	
August	1.7	2.9	3.4	August	4.9	6.4	6.6	August	4.4	5.9	6.1	August	3.1	4.7	4.4	
September	1.6	3.4		September	5.8	8.2		September	5.1	7.5		September	4.2	6.4		
October	3.1	3.8		October	6.3	7.9		October	5.8	7.3		October	4.8	6.3		
November	3.6	3.5		November	7.1	8.0		November	6.6	7.3		November	5.8	6.9		
December	3.1	4.2		December	6.4	8.0		December	5.9	7.4		December	5.6	6.9		
January	3.4	3.6		January	6.0	9.6		January	5.6	8.6		January	4.8	7.0		
February	2.8	4.4		February	6.5	9.5		February	5.9	8.7		February	4.8	6.6		
March	2.6	6.0		March	6.8	11.0		March	6.2	10.2		March	4.9	7.9		
Annual Average	2.6	3.5	4.0	Annual Average	5.6	7.7	8.0	Annual Average	5.1	7.1	7.4	Annual Average	4.2	5.9	6.1	
Average Apr-Aug	2.1	2.7	3.8	Average Apr-Aug	4.4	6.1	6.8	Average Apr-Aug	4.1	5.6	6.3	Average Apr-Aug	3.1	4.5	5.1	
No of Employees at 31 Aug 2022			553	No of Employees at 31 Aug 2022			2942	No of Employees at 31 Aug 2022			3495	No of Employees at 31 Aug 2022			16466	

For the financial year 2022/23, the annual average days lost per employee equates to 3.2 days.

Absence Trends - 2020/2021, 2021/2022 & 2022/2023
Education Resources

APT&C				Teachers				Resource Total				Council Wide				
	2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023	
	%	%	%		%	%	%		%	%	%		%	%	%	
April	3.9	4.8	5.5	April	2.9	2.5	2.7	April	3.3	3.5	4.0	April	4.4	4.3	5.6	
May	2.2	5.7	5.5	May	1.4	3.2	3.6	May	1.8	4.4	4.5	May	3.1	4.9	5.4	
June	1.8	4.7	5.1	June	0.9	2.6	2.6	June	1.3	3.5	3.7	June	2.7	4.7	5.3	
July	1.3	3.4	3.8	July	0.5	1.1	1.4	July	0.9	2.1	2.5	July	2.3	4.0	4.6	
August	2.7	3.8	3.6	August	1.2	2.0	1.4	August	1.8	2.8	2.4	August	3.1	4.7	4.4	
September	4.8	6.4		September	2.7	4.4		September	3.6	5.3		September	4.2	6.4		
October	5.4	6.6		October	3.2	4.1		October	4.1	5.2		October	4.8	6.3		
November	6.6	8.0		November	4.6	5.6		November	5.5	6.7		November	5.8	6.9		
December	6.5	8.0		December	4.7	6.1		December	5.5	7.0		December	5.6	6.9		
January	4.8	8.1		January	2.7	3.9		January	3.6	5.8		January	4.8	7.0		
February	4.7	7.2		February	2.5	3.7		February	3.5	5.3		February	4.8	6.6		
March	5.6	9.5		March	2.9	4.3		March	4.1	6.7		March	4.9	7.9		
Annual Average	4.2	6.4	6.4	Annual Average	2.5	3.6	3.7	Annual Average	3.3	4.9	4.9	Annual Average	4.2	5.9	6.1	
Average Apr-Aug	2.4	4.5	4.7	Average Apr-Aug	1.4	2.3	2.3	Average Apr-Aug	1.8	3.3	3.4	Average Apr-Aug	3.1	4.5	5.1	
No of Employees at 31 Aug 2022			3461	No of Employees at 31 Aug 2022			4229	No of Employees at 31 Aug 2022			7690	No of Employees at 31 Aug 2022			16466	

For the financial year 2022/23, the annual average days lost per employee equates to 1.7 days.

Absence Trends - 2020/2021, 2021/2022 & 2022/2023
Finance and Corporate Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023	
	%	%	%		%	%	%		%	%	%		%	%	%	
April	3.5	2.6	2.8	April	8.5	0.0	0.0	April	3.6	2.6	2.8	April	4.4	4.3	5.6	
May	2.3	3.3	3.2	May	16.0	0.0	0.0	May	2.4	3.3	3.2	May	3.1	4.9	5.4	
June	1.9	3.5	4.0	June	7.4	0.0	0.0	June	1.9	3.5	4.0	June	2.7	4.7	5.3	
July	2.0	3.3	3.9	July	3.5	0.0	0.0	July	2.0	3.3	3.9	July	2.3	4.0	4.6	
August	1.8	3.6	4.1	August	12.1	0.0	0.0	August	2.0	3.6	4.1	August	3.1	4.7	4.4	
September	2.3	4.0		September	13.4	0.0		September	2.4	4.0		September	4.2	6.4		
October	3.2	3.6		October	10.2	0.0		October	3.3	3.6		October	4.8	6.3		
November	3.1	4.3		November	11.4	0.0		November	3.2	4.3		November	5.8	6.9		
December	2.7	3.8		December	11.4	0.0		December	2.8	3.8		December	5.6	6.9		
January	2.8	3.8		January	7.0	0.0		January	2.8	3.8		January	4.8	7.0		
February	3.5	3.4		February	0.0	0.0		February	3.5	3.4		February	4.8	6.6		
March	3.5	3.4		March	0.0	0.0		March	3.5	3.4		March	4.9	7.9		
Annual Average	2.7	3.6	3.7	Annual Average	8.4	0.0	0.0	Annual Average	2.8	3.6	3.7	Annual Average	4.2	5.9	6.1	
Average Apr-Aug	2.3	3.3	3.6	Average Apr-Aug	9.5	0.0	0.0	Average Apr-Aug	2.4	3.3	3.6	Average Apr-Aug	3.1	4.5	5.1	
No of Employees at 31 Aug 2022			979	No of Employees at 31 Aug 2022			0	No of Employees at 31 Aug 2022			979	No of Employees at 31 Aug 2022			16466	

For the financial year 2022/23, the annual average days lost per employee equates to 1.7 days.

Absence Trends - 2020/2021, 2021/2022 & 2022/2023
Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023	
	%	%	%		%	%	%		%	%	%		%	%	%	
April	4.1	3.2	5.5	April	3.5	3.6	10.6	April	3.8	3.3	7.6	April	4.4	4.3	5.6	
May	2.8	2.9	4.5	May	2.0	4.2	8.1	May	2.5	3.4	6.0	May	3.1	4.9	5.4	
June	3.2	3.5	4.9	June	2.0	6.2	8.5	June	2.7	4.6	6.4	June	2.7	4.7	5.3	
July	2.7	4.0	5.5	July	2.7	5.7	8.9	July	2.7	4.7	6.9	July	2.3	4.0	4.6	
August	2.5	4.9	4.7	August	3.4	7.9	7.1	August	2.8	6.2	5.7	August	3.1	4.7	4.4	
September	2.1	5.8		September	3.3	8.1		September	2.6	6.8		September	4.2	6.4		
October	2.9	5.2		October	3.9	9.0		October	3.3	6.8		October	4.8	6.3		
November	3.7	5.7		November	5.6	9.2		November	4.5	7.2		November	5.8	6.9		
December	3.3	4.6		December	4.8	9.5		December	3.9	6.7		December	5.6	6.9		
January	3.5	5.2		January	4.4	8.8		January	3.9	6.7		January	4.8	7.0		
February	3.2	6.4		February	4.7	8.5		February	3.8	7.3		February	4.8	6.6		
March	3.1	7.8		March	4.5	10.7		March	3.6	9.0		March	4.9	7.9		
Annual Average	3.1	4.9	5.5	Annual Average	3.7	7.6	8.9	Annual Average	3.3	6.1	6.9	Annual Average	4.2	5.9	6.1	
Average Apr-Aug	3.1	3.7	5.0	Average Apr-Aug	2.7	5.5	8.6	Average Apr-Aug	2.9	4.4	6.5	Average Apr-Aug	3.1	4.5	5.1	
No of Employees at 31 Aug 2022			865	No of Employees at 31 Aug 2022			581	No of Employees at 31 Aug 2022			1446	No of Employees at 31 Aug 2022			16466	

For the financial year 2022/23, the annual average days lost per employee equates to 3.2 days.

Absence Trends - 2020/2021, 2021/2022 & 2022/2023
Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023	
	%	%	%		%	%	%		%	%	%		%	%	%	
April	5.5	4.5	6.2	April	10.2	9.6	12.6	April	7.1	6.2	8.3	April	4.4	4.3	5.6	
May	4.4	5.0	5.7	May	8.1	9.3	10.1	May	5.7	6.5	7.1	May	3.1	4.9	5.4	
June	3.9	3.9	5.9	June	7.6	7.6	11.3	June	5.2	5.2	7.6	June	2.7	4.7	5.3	
July	3.7	6.1	6.0	July	6.3	10.3	11.8	July	4.6	7.5	7.9	July	2.3	4.0	4.6	
August	4.4	7.3	6.0	August	6.7	10.2	10.8	August	5.2	8.2	7.5	August	3.1	4.7	4.4	
September	5.4	7.6		September	7.5	10.3		September	6.1	8.5		September	4.2	6.4		
October	5.9	6.9		October	8.2	11.3		October	6.7	8.4		October	4.8	6.3		
November	6.6	6.2		November	8.9	10.8		November	7.4	7.7		November	5.8	6.9		
December	6.5	5.5		December	10.3	11.1		December	7.7	7.3		December	5.6	6.9		
January	5.8	7.4		January	13.1	13.0		January	8.3	9.2		January	4.8	7.0		
February	5.1	7.5		February	12.6	10.1		February	7.6	8.3		February	4.8	6.6		
March	4.6	8.0		March	10.6	12.8		March	6.6	9.5		March	4.9	7.9		
Annual Average	5.2	6.3	6.6	Annual Average	9.2	10.5	11.3	Annual Average	6.5	7.7	8.1	Annual Average	4.2	5.9	6.1	
Average Apr-Aug	4.4	5.4	6.0	Average Apr-Aug	7.8	9.4	11.3	Average Apr-Aug	5.6	6.7	7.7	Average Apr-Aug	3.1	4.5	5.1	
No of Employees at 31 Aug 2022			1811	No of Employees at 31 Aug 2022			1045	No of Employees at 31 Aug 2022			2856	No of Employees at 31 Aug 2022			16466	

Absence by long and short term

From: 1 June 2022 to 31 Aug 2022

Resource	No of employees	June 2022			July 2022			August 2022		
		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	3495	2.6	4.1	6.7	1.9	3.7	5.6	2.1	4.0	6.1
Education	7690	1.6	2.1	3.7	0.3	2.2	2.5	1.0	1.4	2.4
Finance and Corporate	979	1.9	2.1	4.0	1.9	2.1	4.0	1.8	2.3	4.1
Housing & Technical	1446	2.5	3.9	6.4	2.9	4.0	6.9	2.2	3.5	5.7
Social Work	2856	2.6	5.0	7.6	2.8	5.1	7.9	1.5	6.0	7.5
Council Overall for June 2022 to August 2022	16466	3.2	2.1	5.3	1.4	3.2	4.6	1.4	3.0	4.4

**Attendance Monitoring
Absence Classification**

From : 1 Aug 2022 - 31 Aug 2022

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	1691	36	510	13	95	11	466	26	777	20	3539	23
Psychological	1024	22	1357	35	293	35	540	31	1469	37	4683	31
Stomach, Bowel, Blood, Metabolic Disorders	504	11	439	11	107	13	163	9	370	9	1583	10
Respiratory	680	14	643	17	146	18	197	11	518	13	2184	14
Other Classification	826	17	915	24	187	23	397	23	793	20	3118	21
Total Days Lost By Resource	4725	100	3864	100	828	100	1763	100	3927	100	15107	100
Total Work Days Available	77463		158662		20096		30968		52542			

From : 1 Aug 2021 to 31 Aug 2021

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	1189	27	707	17	73	11	509	28	1106	25	3584	23
Psychological	1226	28	1085	26	279	42	489	26	1562	35	4641	30
Stomach, Bowel, Blood, Metabolic Disorders	312	7	452	11	56	9	106	6	408	9	1334	9
Respiratory	888	20	827	20	115	17	342	18	503	11	2675	17
Other Classification	817	18	1044	25	135	21	404	22	823	19	3223	21
Total Days Lost By Resource	4432	100	4115	100	658	100	1850	100	4402	100	15457	100
Total Work Days Available	75642		148616		18475		29993		53635			

*WDL = Work Days Lost

Occupational Health Reports

Appendix 9

From: 1 July 2022 - 31 August 2022 comparison with 1 July 2021 - 31 August 2021

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
Total (Jul - Aug 2022)	89	14	24	10	46	65	248
Total (Jul - Aug 2021)	80	13	19	12	34	107	265

No of Employees Referred For Physiotherapy		
Resource	Jul - Aug 2021	Jul - Aug 2022
Community and Enterprise	49	68
Education (Teachers)	30	23
Education (Others)	34	54
Finance and Corporate	10	17
Housing and Technical	42	30
Social Work	74	70
Total	239	262

No of Employees Referred To Employee Support Officer		
Resource	Jul - Aug 2021	Jul - Aug 2022
Community and Enterprise	61	50
Education	60	63
Finance and Corporate	17	13
Housing and Technical	28	22
Social Work	82	94
Total	248	242

No of Employees Referred For Cognitive Behavioural Therapy		
Resource	Jul - Aug 2021	Jul - Aug 2022
Community and Enterprise	0	0
Education	4	1
Finance and Corporate	0	0
Housing and Technical	0	0
Social Work	0	0
Not Disclosed	2	2
Total	6	3

	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 (Jul - Aug 2022)	27	0	0	0	52	0	0	0	4	0	83	0	
Total (Jul - Aug 2021)	15	0	0	0	47	0	4	0	8	0	74	0	
Total								Total Referrals (Jul - Aug 2022)					83
								Total Referrals (Jul - Aug 2021)					74

M = MANAGEMENT REFERRAL S = SELF REFERRAL

**Analysis of Accidents/ Incidents
Comparison
Cause of Accidents/ Incidents to employees**

From: 1 July 2022 - 31 August 2022 comparison with 1 July 2021 - 31 August 2021

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021
Specified Injury	0	0	1	0	0	0	0	0	0	0	1	0
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	0	0	1	0	0	0	0	0	0	0	1	0
Over 7-day	7	2	0	0	0	0	4	0	2	1	13	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 7-day**	7	2	0	0	0	0	4	0	2	1	13	3
Over 3-day	0	1	1	0	0	0	0	0	0	0	1	1
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**	0	1	1	0	0	0	0	0	0	0	1	1
Minor	16	9	4	1	0	0	2	1	12	4	34	15
Near Miss	3	4	1	0	0	0	0	0	0	0	4	4
Violent Incident: Physical	3	1	36	43	0	0	0	0	8	1	47	45
Violent Incident: Verbal	2	1	9	3	1	0	0	0	4	2	16	6
Total Minor***	24	15	50	47	1	0	2	1	24	7	101	70
Total Accidents/Incidents	31	18	52	47	1	0	6	1	26	8	116	74

*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.

*** A minor injury is an injury not covered by " Over 7-day", "Over 3-day" or "Specified".

Record of Disciplinary Hearings

Appendix 11

From: 1 July 2022 - 31 August 2022 comparison with 1 July 2021 - 31 August 2021

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	18	N/A	18	0	4	N/A	4	0	14	N/A	14	9	3	6	67
Education	0	0	1	1	0	0	0	0	0	0	1	1	1	0	0	100
Social Work	1	3	N/A	4	0	0	N/A	0	1	3	N/A	4	2	2		100
Total (Jul - Aug 2022)	1	21	1	23	0	4	0	4	1	17	1	19	12	5	6	74
Total (Jul - Aug 2021)	10	8	0	18	0	0	0	0	0	18	0	18	5	7	6	67

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 (Jul - Aug 2022)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total (Jul - Aug 2021)	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

Appeal's Panel

From: 1 July 2022 - 31 August 2022

Appeal's Panel	Upheld	Upheld in Part	Not Upheld	Withdrawn	Total	Appeals pending to date
Total	0	1	1	0	2	6

Record of Grievances

From: 1 July 2022 - 31 August 2022 comparison with 1 July 2021 - 31 August 2021

Grievances	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
Total (Jul - Aug 2022)	3	0	0	0	3
Total (Jul - Aug 2021)	2	0	2	0	0

Dignity at Work

From: 1 July 2022 - 31 August 2022 comparison with 1 July 2021 - 31 August 2021

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 (Jul - Aug 2022)	1	0	0	0	0	1
Total (Jul - Aug 2021)	1	0	1	0	0	0

Referrals for Workplace Mediation

As at August 2022

Workplace Mediation	Jul-22	Aug-22
No of Referrals	1	3
*No of Successful Cases	0	1
*No of Unsuccessful Cases	0	0
No of cases unsuitable for mediation	0	1

Workplace Mediation	Jul-22	Aug-22
No of Referrals	0	0
*No of Successful Cases	0	0
*No of Unsuccessful Cases	0	0
No of cases unsuitable for mediation	0	0

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

Analysis of leavers and exit interviews

From 1 July 2022 - 31 August 2022

Reason for leaving	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
Career Advancement	2	19	2	2	6	31	46
Further Education	1	10	0	0	3	14	21
Personal Reasons	2	5	1	2	1	11	16
Moving outwith area	1	2	0	0	1	4	6
Disatisfaction with terms and conditions	0	0	0	0	1	1	1
Poor relationship with managers / colleagues	0	0	0	1	0	1	1
Travelling difficulties	0	1	0	0	0	1	1
Other	0	0	1	0	3	4	6
Number of exit interviews conducted	6	37	4	5	15	67	
Total no. of leavers per Resource eligible for an exit interview	36	89	11	13	27	176	
% of leavers interviewed	17	42	36	38	56	38	

From 1 July 2021 - 31 August 2021

Number of exit interviews conducted	7	18	2	3	14	44	
Total no. of leavers per Resource eligible for an exit interview	35	78	6	10	30	159	
% of leavers interviewed	20	23	33	30	47	28	

Appendix 13a

July to August 2022	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	45.81	77	45.68	76	0	0	0	0	0.12	1	0	0	0	0
Education	401.34	449	397.19	443	1.5	2	0.66	1	2	3	0	0	0	0
Finance & Corporate	12.48	15	10.05	12	0	0	0	1	1.429	2	0	0	0	0
Housing & Technical	19.15	24	19.15	24	0	0	0	0	0	0	0	0	0	0
Social Work	38.11	46	37.11	45	0	0	0	0	0	0	0	0	1	1
Total	516.88	611	509.18	600	1.50	2	1.66	2	3.55	6	0.00	0	1.00	1

Recruitment Monitoring
Analysis of Gender, Disability, Ethnicity and Age

From : 1 July 2022 - 31 August 2022

Total Number of applications received:	3519
Total Number of Equal Opportunities Monitoring forms received:	3433
Total Number of posts recruited for:	497
Total Number of appointments:	590

Gender / Disability / Age						
	Applied	Interviewed	Appointed	% of Applicants interviewed	% of Applicants appointed	% of Interviewees appointed
Total EO Forms Received	3481	2541	588	73%	17%	23%
Total No of Male Applicants	1095	826	85	75%	8%	10%
Total No of Female Applicants	2358	1700	494	72%	21%	29%
Total No of Disabled Applicants	80	56	13	70%	16%	23%
Total No of applicants aged under 50	2952	2189	473	74%	16%	22%
Total No of applicants aged over 50	469	312	101	67%	22%	32%
Total No of White applicants	3297	2416	569	73%	17%	24%
Total No of Black/Ethnic minority applicants*	135	91	8	67%	6%	9%
Total No of Veteran applicants	36	23	0	64%	0%	0%

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

From : 1 July 2021 - 31 August 2021

Total Number of applications received:	2276
Total Number of Equal Opportunities Monitoring forms received:	2253
Total Number of posts recruited for:	188
Total Number of appointments:	299

Gender / Disability / Age						
	Applied	Interviewed	Appointed	% of Applicants interviewed	% of Applicants appointed	% of Interviewees appointed
Total EO Forms Received	2253	883	296	39%	13%	34%
Total No of Male Applicants	1154	475	121	41%	10%	25%
Total No of Female Applicants	1098	408	175	37%	16%	43%
Total No of Disabled Applicants	97	51	11	53%	11%	22%
Total No of applicants aged under 50	1925	718	236	37%	12%	33%
Total No of applicants aged over 50	301	118	61	39%	20%	52%
Total No of White applicants	2158	861	293	40%	14%	34%
Total No of Black/Ethnic minority applicants*	71	19	3	27%	4%	16%
Total No of Veteran applicants	23	9	0	39%	0%	0%

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 11 JUNE 2022

Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent									
	Total	Male		Female		Salary Band									
		F/T	P/T	F/T	P/T	Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
Community & Enterprise Resources	3185	1300	231	196	1458	2244.04	1.00	1543.77	402.16	227.38	45.73	17.00	2.00	5.00	0.00
Education - Others	3207	138	89	651	2329	2347.67	1.00	1178.56	899.35	140.99	45.44	11.60	4.00	58.93	7.80
Education - Teachers	3941	704	71	2330	836	3587.40	0.00	0.00	0.00	0.00	0.00	1.00	0.00	4.60	3581.80
Finance & Corporate Resources	861	199	20	390	252	773.00	2.00	126.48	332.42	226.70	55.10	24.30	6.00	0.00	0.00
Housing & Technical	1299	829	24	320	126	1241.06	1.00	214.12	622.86	358.48	33.60	9.00	2.00	0.00	0.00
Social Work Resources	2680	231	168	1041	1240	2346.88	1.00	1149.08	589.20	542.04	34.80	28.76	2.00	0.00	0.00
						0									
						8952.65	(excluding Teachers)								
Total All Staff	15173	3401	603	4928	6241	12540.05	6.00	4212.01	2845.99	1495.59	214.67	91.66	16.00	68.53	3589.60

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 12 MARCH 2022

Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent									
	Total	Male		Female		Salary Band									
		F/T	P/T	F/T	P/T	Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
Community & Enterprise Resources	3114	1218	227	196	1473	2168.47	1.00	1457.77	404.52	231.45	48.73	17.00	3.00	5.00	0.00
Education - Others	3227	140	92	664	2331	2364.07	1.00	1184.65	902.86	142.99	47.64	12.60	4.00	59.53	8.80
Education - Teachers	3935	704	71	2329	831	3583.60	0.00	0.00	0.00	0.00	0.00	1.00	0.00	4.60	3578.00
Finance & Corporate Resources	871	204	20	376	271	776.86	2.00	123.09	336.30	229.22	55.95	24.30	6.00	0.00	0.00
Housing & Technical	1296	831	23	314	128	1239.79	1.00	209.82	628.46	356.31	33.20	9.00	2.00	0.00	0.00
Social Work Resources	2694	226	172	1026	1270	2355.32	1.00	1182.65	568.72	542.39	31.80	26.76	2.00	0.00	0.00
						0									
						8904.51	(excluding Teachers)								
Total All Staff	15137	3323	605	4905	6304	12488.11	6.00	4157.98	2840.86	1502.36	217.32	90.66	17.00	69.13	3586.80

Report

Report to: **Employee Issues Forum**
 Date of Meeting: **8 November 2022**
 Report by: **Executive Director (Finance and Corporate Resources)
 and Executive Director (Social Work Resources)**

Subject: **Social Work Resources – Workforce Monitoring – July
 to August 2022**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for July to August 2022 relating to Social Work Resources

2. Recommendation(s)

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

(1) that the following employment information for July to August 2022 relating to Social Work Resources be noted:-

- ◆ attendance statistics.
- ◆ occupational health.
- ◆ accident/incident statistics.
- ◆ discipline, grievance and Dignity at Work cases.
- ◆ analysis of leavers and exit interviews.
- ◆ staffing watch as of 11 June 2022

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for Social Work Resources provides information on the position for July to August 2022.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of August for Social Work Resources.

The Resource absence figure for August 2022 was 7.5%. This figure has decreased by 0.4% when compared to last month and is 3.1% higher than the Council-wide figure. Compared to August 2021, the Resource absence figure has decreased by 0.7%.

Based on the absence figures at August 2022 and annual trends, the projected annual average absence for the Resource for 2022/2023 is 8.1%, compared to a Council-wide average figure of 6.1%.

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 works 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 4.96% with 0.48% 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, 256 referrals were made this period. This represents a decrease of 20 when compared with the same period last year.

4.3. Accident/Incident Statistics

There were 26 accidents/incidents recorded within the Resource this period, an increase of 18 when compared to the same period last year.

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

During the period, 4 disciplinary hearings were held within the Resource, a decrease of 3 when compared to the same period last year. No appeals were heard by the Appeals Panel. Two grievance hearings were raised within the Resource, an increase of 2 when compared to the same period last year. One Dignity at Work complaint was raised within the Resource, this figure has increased by 1 when compared to the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There were a total of 27 leavers in the Resource this period eligible for an exit interview. This figure has increased by 7 when compared with the same period last year. Fifteen interviews were conducted in this period, an increase of 1 when compared to the same period last year.

4.6. When processing an employee termination, managers were asked to identify whether they intended to replace the employee who had left the Council. If they indicated that they did not intend to replace the employee, they were asked to select from the following options:-

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

4.7. Appendix 2a provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period July to August 2022, 46 employees (38.11 FTE) in total left employment, managers indicated that 45 posts (37.11 FTE) posts were being replaced and 1 (1.00 FTE) is being removed for savings.

5. Staffing Watch

5.1. There has been a decrease of 14 in the number of employees in post from 12 March 2022 to 11 June 2022.

6. Employee Implications

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

7. Financial Implications

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

8. Climate Change, Sustainability and Environmental Implications

- 8.1. There are no Climate Change, Sustainability and Environmental Implications in terms of the information contained within this report.

9. Other Implications

- 9.1. There are no implications for 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)

Soumen Sengupta

Executive Director (Social Work Resources)

5 October 2022

Link(s) to Council Values/Priorities/Outcomes

- ◆ 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 – 18 May 2021

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: -

Eileen McPake, HR Business Manager

Ext: (Tel: 01698 454647)

E-mail: Eileen.McPake@southlanarkshire.gov.uk

Absence Trends - 2020/2021, 2021/2022 & 2022/2023
Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023
	%	%	%		%	%	%		%	%	%		%	%	%
April	5.5	4.5	6.2	April	10.2	9.6	12.6	April	7.1	6.2	8.3	April	4.4	4.3	5.6
May	4.4	5.0	5.7	May	8.1	9.3	10.1	May	5.7	6.5	7.1	May	3.1	4.9	5.4
June	3.9	3.9	5.9	June	7.6	7.6	11.3	June	5.2	5.2	7.6	June	2.7	4.7	5.3
July	3.7	6.1	6.0	July	6.3	10.3	11.8	July	4.6	7.5	7.9	July	2.3	4.0	4.6
August	4.4	7.3	6.0	August	6.7	10.2	10.8	August	5.2	8.2	7.5	August	3.1	4.7	4.4
September	5.4	7.6		September	7.5	10.3		September	6.1	8.5		September	4.2	6.4	
October	5.9	6.9		October	8.2	11.3		October	6.7	8.4		October	4.8	6.3	
November	6.6	6.2		November	8.9	10.8		November	7.4	7.7		November	5.8	6.9	
December	6.5	5.5		December	10.3	11.1		December	7.7	7.3		December	5.6	6.9	
January	5.8	7.4		January	13.1	13.0		January	8.3	9.2		January	4.8	7.0	
February	5.1	7.5		February	12.6	10.1		February	7.6	8.3		February	4.8	6.6	
March	4.6	8.0		March	10.6	12.8		March	6.6	9.5		March	4.9	7.9	
Annual Average	5.2	6.3	6.6	Annual Average	9.2	10.5	11.3	Annual Average	6.5	7.7	8.1	Annual Average	4.2	5.9	6.1
Average Apr-Aug	4.4	5.4	6.0	Average Apr-Aug	7.8	9.4	11.3	Average Apr-Aug	5.6	6.7	7.7	Average Apr-Aug	3.1	4.5	5.1
No of Employees at 31 Aug 2022			1811	No of Employees at 31 Aug 2022			1045	No of Employees at 31 Aug 2022			2856	No of Employees at 31 Aug 2022			16466

Appendix 2		
SOCIAL WORK RESOURCES		
	Jul - Aug 2021	Jul - Aug 2022
MEDICAL EXAMINATIONS		
Number of Employees Attending	107	65
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	13	23
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	74	70
REFERRALS TO EMPLOYEE SUPPORT OFFICER	82	98
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	0	0
TOTAL	276	256
CAUSE OF ACCIDENTS/INCIDENTS	Jul - Aug 2021	Jul - Aug 2022
Specified Injuries*	0	0
Over 7 day absences	1	2
Over 3 day absences**	0	0
Minor	4	12
Near Miss	0	0
Violent Incident: Physical****	1	8
Violent Incident: Verbal*****	2	4
Total Accidents/Incidents	8	26
*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 ****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	Jul - Aug 2021	Jul - Aug 2022
Total Number of Hearings	7	4
Total Number of Appeals	0	0
Appeals Pending	0	0
Time Taken to Convene Hearing April - June 2022		
0-3 Weeks	4-6 Weeks	Over 6 Weeks
2	2	0
RECORD OF GRIEVANCE HEARINGS	Jul - Aug 2021	Jul - Aug 2022
Number of Grievances	0	2
Number Resolved at Stage 1	0	0
Number Resolved at Stage 2	0	0
Number Resolved at Stage 3	0	0
Still in Progress	0	2
RECORD OF DIGNITY AT WORK	Jul - Aug 2021	Jul - Aug 2022
Number of Incidents	0	1
Number Resolved at Informal Stage	0	0
Number Resolved at Formal Stage	0	0
Number of Appeals	0	0
Appeals in Process	0	0
Still in Process	0	1
ANALYSIS OF REASONS FOR LEAVING	Jul - Aug 2021	Jul - Aug 2022
Number of Exit Interviews conducted	14	15
Total Number of Leavers Eligible for Exit Interview	20	27
Percentage of interviews conducted	70%	56%

Appendix 2a

Reason	Jul - Aug 2022		Cumulative total	
	FTE	H/C	FTE	H/C
Terminations/Leavers	38.11	46	107.76	136
Being replaced	37.11	45	104.11	132
Filling on a temporary basis	0.00	0	0.00	0
Plan to transfer this budget to another post	0.00	0	0.00	0
End of fixed term contract	0.00	0	1.65	2
Held pending service Review	0.00	0	1.00	1
Plan to remove for savings	1.00	1	1.00	1

Joining Staffing Watch Return Social Work Resources

As at 11 June 2022

	Male		Female		Total
	F/T	P/T	F/T	P/T	
Social Work	231	168	1041	1240	2680

*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
Social Work	1.00	1149.08	589.20	542.04	34.80	28.76	2.00	0.00	0.00	2346.88

As at 12 March 2022

	Male		Female		Total
	F/T	P/T	F/T	P/T	
Social Work	226	172	1026	1270	2694

*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
Social Work	1.00	1182.65	568.72	542.39	31.80	26.76	2.00	0.00	0.00	2355.32

