



Council Offices, Almada Street
Hamilton, ML3 0AA

Monday, 09 August 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, 17 August 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), Janine Calikes, Graeme Campbell, Gerry Convery, Lynsey Hamilton, Ian Harrow, Graeme Horne, Joe Lowe, Monique McAdams, Jim McGuigan

Substitutes

Alex Allison, Maureen Chalmers, Poppy Corbett, Maureen Devlin, Allan Falconer, Collette Stevenson

BUSINESS

1 **Declaration of Interests**

2 **Minutes of Previous Meeting** 3 - 6

Minutes of the meeting of the Employee Issues Forum held on 18 May 2021 submitted for approval as a correct record. (Copy attached)

Item(s) for Noting

3 **Council-wide Workforce Monitoring – April to June 2021** 7 - 28

Report dated 12 July 2021 by the Executive Director (Finance and Corporate Resources). (Copy attached)

4 **Community and Enterprise Resources – Workforce Monitoring – April to June 2021** 29 - 36

Joint report dated 12 July 2021 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources). (Copy attached)

5 **Employability in South Lanarkshire - Kickstart Scheme Progress** 37 - 40

Report dated 5 August 2021 by the Executive Director (Finance and Corporate 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:	Helen Calley
Clerk Telephone:	01698 454185
Clerk Email:	helen.calley@southlanarkshire.gov.uk

EMPLOYEE ISSUES FORUM

2

Minutes of meeting held via Microsoft Teams on 18 May 2021

Chair:

Councillor Isobel Dorman

Councillors Present:

Councillor Graeme Campbell, Councillor Gerry Convery, Councillor Lynsey Hamilton, Councillor Ian Harrow, Councillor Graeme Horne, Councillor Monique McAdams, Councillor Jim McGuigan

Councillors' Apologies:

Councillor Joe Lowe, Councillor Collette Stevenson

Attending:

Finance and Corporate Resources

C Lyon, Administration Officer; K McVeigh, Head of Personnel Services; E McPake, Human Resources Business Partner

Social Work Resources

G Booth, Operations Manager, Justice Services; M Kane, Service Manager, Performance and Support

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 2 March 2021 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 – January to March 2021

A report dated 27 April 2021 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period January to March 2021:-

- ◆ 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 13 March 2021

The Forum decided: that the report be noted.

[Reference: Minutes of 2 March 2021 (Paragraph 3)]

4 Social Work Resources – Workforce Monitoring – January to March 2021

A joint report dated 27 April 2021 by the Executive Director (Finance and Corporate Resources) and Director, Health and Social Care was submitted on the following employee information for Social Work Resources for the period January to March 2021:-

- ◆ 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 13 March 2021

Councillor Hamilton requested further information on the reasons why there had been such a rise in accidents/incidents over the period. Officers agreed to investigate this issue and report back on any significant findings.

Councillor Convery requested figures in terms of what Social Workers and Social Care Workers were paid in comparison to both North Lanarkshire and Glasgow City Councils. The Head of Personnel Services advised that work had been undertaken in this area and confirmed that the rates were comparable with other councils in Scotland and would be kept under review.

The Forum decided: that the report be noted.

[Reference: Minutes of 13 November 2018 (Paragraph 4)]

5 Social Work Activity to Support COVID-19 Pandemic

A report dated 5 May 2021 by the Director, Health and Social Care was submitted providing an update on the:-

- ◆ work undertaken to establish a system for the sourcing, supply and distribution of PPE as part of the response to the COVID-19 pandemic
- ◆ delivery of Meals at Home by the Unpaid Work Service

The COVID-19 pandemic led to a number of new operational challenges for services, many of which were now very familiar given the worldwide, national and local profile surrounding the impact of the pandemic.

One such challenge was the sourcing, supply and distribution of PPE to ensure that staff could safely continue to provide vital frontline services in line with Public Health Scotland (PHS) guidance.

From a social care staffing perspective, although the use of PPE was not new, the requirements of changing PHS guidance had altered how staff had to practise, particularly as more became known about the virus.

NHS partners were supplied with PPE directly via National Services Scotland (NSS), however, social care providers always had responsibility to procure their own PPE in line with the needs of infection and control guidance.

Given that social care across Scotland was delivered through a mixed market of provision, it was not only Council social care provision, but also external social care provision, that had to be taken account of in a PPE context. In a South Lanarkshire context, PPE had to be secured to allow provision, across the sector, to home care, care homes, adult supported living providers, unpaid carers and personal assistants for approximately 200 organisations.

Details on resourcing those new requirements and the local infrastructure put in place to implement the delivery of the required PPE was detailed in the report.

The PPE hub created in March 2020 had become a core service over the last year and was now fully embedded as part of the social care delivery model. As at January 2021, the hub had received and managed approximately 25 million items of PPE.

In preparation for services progressively beginning to step up, the PPE hub had now been moved to a more suitable and permanent location, within a custom fit unit in Whistleberry Industrial Estate. Consideration would be given to the future staffing arrangements of the hub as many of the staff who were currently based there were due to return to their substantive duties.

G Booth, Operations Manager, Justice Services gave a presentation on the Meals at Home Service by the Unpaid Work Service. The presentation covered the following:-

- ◆ the aims of the service
- ◆ referral and roles
- ◆ school hubs
- ◆ operation of the service
- ◆ feedback from service users
- ◆ staff and volunteer feedback

The Chair, on behalf of the Forum, thanked M Kane and the staff at the PPE hub, and G Booth and the Meals at Home Service for their invaluable efforts during a very challenging time.

The Forum decided: that the report and presentation be noted.

6 Urgent Business

There were no items of urgent business.

Report

3

Report to: **Employee Issues Forum**
 Date of Meeting: **17 August 2021**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Council-wide Workforce Monitoring – April to June 2021**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period April to June 2021

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 April to June 2021 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 13 March 2021

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 April to June 2021.

4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for June 2021, is provided in Appendices 1 to 8. Points to note are:-

The Council's absence rate for June 2021, shown in Appendix 1, is 4.7%, which represents a decrease of 0.2% when compared with last month and the figure has increased by 2.0% when compared to June 2020.

When compared to June 2020, the APT&C absence rate has increased by 1.9%, the teachers' figure has increased by 1.7% and the manual workers' figure has increased by 2.5%.

Based on annual trends and the absence rate to June 2021, the projected average absence rate for the Council for the financial year 2021/2022 is 4.5%.

For the financial year 2021/2022, the average days lost per employee equates to 11.0 days.

In comparison to June 2020 (Appendix 8):-

- ◆ Psychological and musculoskeletal conditions are the main reasons for absence.
- ◆ Total days lost due to psychological conditions have increased by 2127 days.
- ◆ Total days lost due to musculoskeletal conditions have increased by 1341 days.
- ◆ Total days lost due to respiratory conditions have increased by 793 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have increased by 785 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 4.05% with 0.41% of this relating to Covid-19 for sickness and special leave.

5. Occupational Health

5.1. Information on Occupational Health for the period April to June 2021 is provided in Appendix 9.

- ◆ during the period there were 392 employees referred for a medical examination, an increase of 182 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 494 employees attended physiotherapy treatment, showing an increase of 399 when compared to the same period last year. Of the 494 employees referred, 74% remained at work whilst undertaking treatment.
- ◆ during this period 378 employees were referred to the Employee Support Officer, showing an increase of 232 when compared with the same period last year. Of the referrals made this period, 88% related to personal reasons.
- ◆ 127 employees were referred to the PAM Assist counselling service this period, showing an increase of 62 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 59% of the referrals made, 21% were for work related reasons and 20% were for other reasons.
- ◆ 25 employees were referred for Cognitive Behavioural Therapy this period, this figure has increased by 11 when compared to the same period last year.

6. Accidents/Incidents

6.1. The accident/incident report for April to June 2021 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 296, this figure has increased by 217 from the same period last year.
- ◆ there were no specified injuries recorded, this figure remains unchanged from the same period last year.
- ◆ there were 288 minor accidents/incidents, this figure has increased by 216 from the same period last year.

- ◆ there were 3 accidents resulting in an absence lasting over 3 days during the period, this figure has increased by 1 from the same period last year.
- ◆ there were 5 accidents resulting in an absence lasting over 7 days during the period, this figure remains unchanged 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 January to March 2021 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 23 disciplinary hearings were held across Resources within the Council, an increase of 19 when compared to the same period last year.
- ◆ action was taken in 19 of these cases. One appeal was raised against the outcome, of which was not upheld.
- ◆ our target is to convene disciplinary hearings within 6 weeks, 52% of hearings met this target.
- ◆ during the period, 2 appeals were heard by the Appeals Panel and both were upheld in part.
- ◆ at the end of June 2021, no Appeals Panels were pending.
- ◆ during the period, no grievance cases were raised.
- ◆ during the period, 3 Dignity at Work cases were raised.
- ◆ during the period, no 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 April to June 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 13 March 2021, the Council's turnover figure for April to June 2021 is as follows:-

133 leavers eligible for exit interviews/14,894 employees in post = Labour Turnover of 0.9%.

Based on the figure at June 2021, the projected annual labour turnover figure for the financial year 2021/2022 for the Council is 3.6%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ there were a total of 133 employees leaving the Council that were eligible for an exit interview, an increase of 94 when compared with the same period last year.
- ◆ exit interviews were held with 29% of leavers, which is a decrease of 2% 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 April to June 2021, 279 (195.60 FTE) employees left employment. Managers indicated that 264 (183.29 FTE) would be replaced, 5 posts (3.27 FTE) have been left vacant due to pending savings or service reviews, 4 posts (4.00 FTE) were due to the end of a fixed term contracts, 4 posts (3.30 FTE) are being removed for savings, 1 post (1.00 FTE) was filled on a temporary basis and the budget for 1 post (0.74 FTE) is transferring to another post.

9. Recruitment Monitoring

- 9.1. Information on Recruitment Monitoring for April to June 2021 is contained within Appendix 14.

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

- ◆ overall, 2,154 applications and 2,131 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (98), 35 were shortlisted for interview and 9 were appointed
- ◆ of those applicants of a black/ethnic minority background (76), 24 were shortlisted for interview and 9 were appointed.
- ◆ Of those applicants who are veterans (19), 11 were shortlisted for interview and none were appointed.

10. Staffing Watch

- 10.1. There has been an increase of 23 in the number of employees in post from 12 December 2020 to 13 March 2021. 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)

12 July 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 – 18 May 2021

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 - 2019/2020, 2020/2021 & 2021/2022

Council Wide

APT&C				Teachers				Manual Workers				Council Wide							
	2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022				
	%	%	%		%	%	%		%	%	%		%	%	%				
April	4.0	4.2	4.1	April	2.9	2.9	2.5	April	5.2	6.0	6.2	April	4.0	4.4	4.3				
May	4.4	2.9	4.7	May	3.2	1.4	3.2	May	5.6	4.9	6.7	May	4.4	3.1	4.9				
June	4.4	2.5	4.4	June	2.7	0.9	2.6	June	5.7	4.5	7.0	June	4.4	2.7	4.7				
July	3.5	2.2		July	1.2	0.5		July	5.1	4.0		July	3.4	2.3					
August	3.9	2.9		August	1.3	1.2		August	5.5	5.1		August	3.7	3.1					
September	4.5	4.1		September	2.5	2.7		September	6.1	5.8		September	4.5	4.2					
October	4.7	4.7		October	2.6	3.2		October	6.1	6.4		October	4.6	4.8					
November	5.7	5.6		November	3.8	4.6		November	6.6	7.3		November	5.5	5.8					
December	5.7	5.3		December	3.8	4.7		December	7.2	6.9		December	5.7	5.6					
January	5.2	4.5		January	3.4	2.7		January	7.1	7.2		January	5.3	4.8					
February	5.6	4.3		February	3.8	2.5		February	7.3	7.4		February	5.6	4.8					
March	6.2	4.6		March	4.8	2.9		March	7.3	7.2		March	6.2	4.9					
Annual Average	4.8	4.0	4.3	Annual Average	3.0	2.5	2.8	Annual Average	6.2	6.1	6.4	Annual Average	4.8	4.2	4.5				
Average Apr-Jun	4.3	3.2	4.4	Average Apr-Jun	2.9	1.7	2.8	Average Apr-Jun	5.5	5.1	6.6	Average Apr-Jun	4.3	3.4	4.6				
No of Employees at 30 June 2021				7464	No of Employees at 30 June 2021				3930	No of Employees at 30 June 2021				4692	No of Employees at 30 June 2021				16086
For the financial year 2021/22, the projected average days lost per employee equates to 11.0 days.																			

ABSENCE TRENDS - 2019/2020, 2020/2021 & 2021/2022

Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022
April	4.0	3.1	2.3	April	4.4	5.3	5.7	April	4.3	5.0	5.2	April	4.0	4.4	4.3
May	3.6	2.4	2.7	May	5.1	4.3	6.4	May	4.9	4.0	5.9	May	4.4	3.1	4.9
June	3.9	1.6	2.8	June	5.5	4.0	6.6	June	5.3	3.6	6.0	June	4.4	2.7	4.7
July	3.9	1.8		July	4.3	3.6		July	4.3	3.4		July	3.4	2.3	
August	4.0	1.7		August	5.1	4.9		August	4.9	4.4		August	3.7	3.1	
September	2.9	1.6		September	5.9	5.8		September	5.4	5.1		September	4.5	4.2	
October	3.4	3.1		October	5.9	6.3		October	5.5	5.8		October	4.6	4.8	
November	4.8	3.6		November	6.6	7.1		November	6.4	6.6		November	5.5	5.8	
December	5.4	3.1		December	7.0	6.4		December	6.8	5.9		December	5.7	5.6	
January	4.1	3.4		January	6.6	6.0		January	6.2	5.6		January	5.3	4.8	
February	3.8	2.8		February	7.1	6.5		February	6.6	5.9		February	5.6	4.8	
March	4.5	2.6		March	7.1	6.8		March	6.7	6.2		March	6.2	4.9	
Annual Average	4.0	2.6	2.6	Annual Average	5.9	5.6	6.0	Annual Average	5.6	5.1	5.5	Annual Average	4.8	4.2	4.5
Average Apr-Jun	3.8	2.4	2.6	Average Apr-Jun	5.0	4.5	6.2	Average Apr-Jun	4.8	4.2	5.7	Average Apr-Jun	4.3	3.4	4.6
No of Employees at 30 June 2021			545	No of Employees at 30 June 2021			3034	No of Employees at 30 June 2021			3579	No of Employees at 30 June 2021			16086
For the financial year 2021/22, the projected average days lost per employee equates to 14.2 days.															

ABSENCE TRENDS - 2019/2020, 2020/2021 & 2021/2022

Education Resources

Education Resource 2020/21															
APT&C				Teachers				Resource Total				Council Wide			
	2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022
April	3.5	3.9	4.8	April	2.9	2.9	2.5	April	3.2	3.3	3.5	April	4.0	4.4	4.3
May	4.2	2.2	5.7	May	3.2	1.4	3.2	May	3.6	1.8	4.4	May	4.4	3.1	4.9
June	3.8	1.8	4.7	June	2.7	0.9	2.6	June	3.2	1.3	3.5	June	4.4	2.7	4.7
July	2.4	1.3		July	1.2	0.5		July	1.7	0.9		July	3.4	2.3	
August	2.8	2.7		August	1.3	1.2		August	2.0	1.8		August	3.7	3.1	
September	4.3	4.8		September	2.5	2.7		September	3.3	3.6		September	4.5	4.2	
October	4.5	5.4		October	2.6	3.2		October	3.5	4.1		October	4.6	4.8	
November	5.8	6.6		November	3.8	4.6		November	4.7	5.5		November	5.5	5.8	
December	5.5	6.5		December	3.8	4.7		December	4.6	5.5		December	5.7	5.6	
January	5.1	4.8		January	3.4	2.7		January	4.2	3.6		January	5.3	4.8	
February	5.7	4.7		February	3.8	2.5		February	4.6	3.5		February	5.6	4.8	
March	7.1	5.6		March	4.8	2.9		March	5.8	4.1		March	6.2	4.9	
Annual Average	4.6	4.2	4.8	Annual Average	3.0	2.5	2.8	Annual Average	3.7	3.3	3.7	Annual Average	4.8	4.2	4.5
Average Apr-Jun	3.8	2.6	5.1	Average Apr-Jun	2.9	1.7	2.8	Average Apr-Jun	3.3	2.1	3.8	Average Apr-Jun	4.3	3.4	4.6
No of Employees at 30 June 2021			3254	No of Employees at 30 June 2021			3930	No of Employees at 30 June 2021			7184	No of Employees at 30 June 2021			16086
For the financial year 2021/22, the projected average days lost per employee equates to 9.2 days.															

ABSENCE TRENDS - 2019/2020, 2020/2021 & 2021/2022

Finance and Corporate Resources

Finance and Corporate Resources																			
APT&C				Manual Workers				Resource Total				Council Wide							
	2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022				
April	3.5	3.5	2.6	April	7.1	8.5	0.0	April	3.6	3.6	2.6	April	4.0	4.4	4.3				
May	3.2	2.3	3.3	May	0.0	16.0	0.0	May	3.2	2.4	3.3	May	4.4	3.1	4.9				
June	3.3	1.9	3.5	June	0.5	7.4	0.0	June	3.2	1.9	3.5	June	4.4	2.7	4.7				
July	3.3	2.0		July	2.4	3.5		July	3.2	2.0		July	3.4	2.3					
August	3.6	1.8		August	5.9	12.1		August	3.6	2.0		August	3.7	3.1					
September	3.3	2.3		September	3.5	13.4		September	3.3	2.4		September	4.5	4.2					
October	3.7	3.2		October	3.6	10.2		October	3.7	3.3		October	4.6	4.8					
November	3.9	3.1		November	2.6	11.4		November	3.8	3.2		November	5.5	5.8					
December	4.6	2.7		December	1.3	11.4		December	4.5	2.8		December	5.7	5.6					
January	3.9	2.8		January	0.0	7.0		January	3.9	2.8		January	5.3	4.8					
February	4.1	3.5		February	7.6	0.0		February	4.1	3.5		February	5.6	4.8					
March	4.5	3.5		March	4.6	0.0		March	4.5	3.5		March	6.2	4.9					
Annual Average	3.7	2.7	2.9	Annual Average	3.3	8.4	5.8	Annual Average	3.7	2.8	2.9	Annual Average	4.8	4.2	4.5				
Average Apr-Jun	3.3	2.6	3.1	Average Apr-Jun	2.5	10.6	0.0	Average Apr-Jun	3.3	2.6	3.1	Average Apr-Jun	4.3	3.4	4.6				
No of Employees at 30 June 2021				944	No of Employees at 30 June 2021				0	No of Employees at 30 June 2021				944	No of Employees at 30 June 2021				16086

For the financial year 2021/22, the projected average days lost per employee equates to 7.2 days.

ABSENCE TRENDS - 2019/2020, 2020/2021 & 2021/2022

Housing & Technical Resources

Reading of Technical Resources															
APT&C				Manual Workers				Resource Total				Council Wide			
	2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022
April	3.9	4.1	3.2	April	6.7	3.5	3.6	April	5.0	3.8	3.3	April	4.0	4.4	4.3
May	4.2	2.8	2.9	May	5.1	2.0	4.2	May	4.5	2.5	3.4	May	4.4	3.1	4.9
June	4.8	3.2	3.5	June	5.0	2.0	6.2	June	4.9	2.7	4.6	June	4.4	2.7	4.7
July	4.1	2.7		July	5.4	2.7		July	4.6	2.7		July	3.4	2.3	
August	4.0	2.5		August	5.7	3.4		August	4.7	2.8		August	3.7	3.1	
September	4.4	2.1		September	5.8	3.3		September	5.0	2.6		September	4.5	4.2	
October	4.3	2.9		October	6.6	3.9		October	5.2	3.3		October	4.6	4.8	
November	5.5	3.7		November	6.1	5.6		November	5.7	4.5		November	5.5	5.8	
December	5.2	3.3		December	6.3	4.8		December	5.6	3.9		December	5.7	5.6	
January	5.8	3.5		January	5.9	4.4		January	5.8	3.9		January	5.3	4.8	
February	5.8	3.2		February	5.7	4.7		February	5.8	3.8		February	5.6	4.8	
March	5.1	3.1		March	6.5	4.5		March	5.7	3.6		March	6.2	4.9	
Annual Average	4.8	3.1	3.1	Annual Average	5.9	3.7	4.3	Annual Average	5.2	3.3	3.5	Annual Average	4.8	4.2	4.5
Average Apr-Jun	4.3	3.4	3.2	Average Apr-Jun	5.6	2.5	4.7	Average Apr-Jun	4.8	3.0	3.8	Average Apr-Jun	4.3	3.4	4.6
No of Employees at 30 June 2021			892	No of Employees at 30 June 2021			575	No of Employees at 30 June 2021			1467	No of Employees at 30 June 2021			16086

For the financial year 2021/22, the projected average days lost per employee equates to 9.1 days.

ABSENCE TRENDS - 2019/2020, 2020/2021 & 2021/2022

Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022				
April	5.0	5.5	4.5	April	6.9	10.2	9.6	April	5.6	7.1	6.2	April	4.0	4.4	4.3				
May	5.6	4.4	5.0	May	7.7	8.1	9.3	May	6.3	5.7	6.5	May	4.4	3.1	4.9				
June	5.8	3.9	5.2	June	6.9	7.6	9.1	June	6.2	5.2	6.5	June	4.4	2.7	4.7				
July	5.1	3.7		July	7.7	6.3		July	5.9	4.6		July	3.4	2.3					
August	5.9	4.4		August	6.7	6.7		August	6.2	5.2		August	3.7	3.1					
September	6.2	5.4		September	6.8	7.5		September	6.4	6.1		September	4.5	4.2					
October	6.1	5.9		October	6.5	8.2		October	6.2	6.7		October	4.6	4.8					
November	6.8	6.6		November	6.8	8.9		November	6.8	7.4		November	5.5	5.8					
December	6.9	6.5		December	8.7	10.3		December	7.5	7.7		December	5.7	5.6					
January	6.2	5.8		January	9.5	13.1		January	7.3	8.3		January	5.3	4.8					
February	6.8	5.1		February	8.8	12.6		February	7.5	7.6		February	5.6	4.8					
March	6.8	4.6		March	8.5	10.6		March	7.4	6.6		March	6.2	4.9					
Annual Average	6.1	5.2	5.2	Annual Average	7.6	9.2	9.4	Annual Average	6.6	6.5	6.6	Annual Average	4.8	4.2	4.5				
Average Apr-Jun	5.5	4.6	4.9	Average Apr-Jun	7.2	8.6	9.3	Average Apr-Jun	6.0	6.0	6.4	Average Apr-Jun	4.3	3.4	4.6				
No of Employees at 30 June 2021				1829	No of Employees at 30 June 2021				1083	No of Employees at 30 June 2021				2912	No of Employees at 30 June 2021				16086

For the financial year 2021/22, the projected average days lost per employee equates to 13.9 days.

											Appendix 7
ABSENCE BY LONG AND SHORT TERM											
From: 1 April - 30 June 2021											
		April 2021			May 2021			June 2021			
Resource	No of employees	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	3579	1.3	3.9	5.2	1.9	4.0	5.9	1.8	4.2	6.0	
Education	7184	0.7	2.8	3.5	1.4	3.0	4.4	1.1	2.4	3.5	
Finance and Corporate	944	0.5	2.1	2.6	1.1	2.2	3.3	1.2	2.3	3.5	
Housing & Technical	1467	1.0	2.3	3.3	1.3	2.1	3.4	1.9	2.7	4.6	
Social Work	2912	1.6	4.6	6.2	1.8	4.7	6.5	1.6	4.9	6.5	
Council Overall for April - June 2021	16086	1.0	3.3	4.3	1.5	3.4	4.9	1.4	3.3	4.7	

ATTENDANCE MONITORING

Absence Classification

From : 1 June - 30 June 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	1420	31	840	16	143	22	340	25	706	20	3449	23
Psychological	1396	31	1758	34	241	37	396	29	1261	37	5052	33
Stomach, Bowel, Blood, Metabolic Disorders	335	7	439	8	8	1	137	10	291	8	1210	8
Respiratory	584	13	671	13	75	12	230	17	343	10	1903	12
Other Classification	833	18	1502	29	179	28	268	20	848	25	3630	24
Total Days Lost By Resource	4568	100	5210	100	646	100	1371	100	3449	100	15244	100
Total Work Days Available	76005		147043		18482		29933		52948			

From : 1 June - 30 June 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	823	31	422	24	65	18	90	11	708	25	2108	25
Psychological	808	30	603	34	160	43	364	46	990	35	2925	35
Stomach, Bowel, Blood, Metabolic Disorders	134	5	76	4	9	2	73	9	133	5	425	5
Respiratory	246	9	298	17	39	11	90	11	437	16	1110	13
Other Classification	664	25	388	22	96	26	179	22	533	19	1860	22
Total Days Lost By Resource	2675	100	1787	100	369	100	796	100	2801	100	8428	100
Total Work Days Available	73353		140371		19063		29438		53811			

*WDL = Work Days Lost

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

FROM: 1 April 2021 - 30 June 2021 comparison with 1 April 2020 - 30 June 2020

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020
Specified Injury	0	0	0	0	0	0	0	0	0	0	0	0
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	0	0	0	0
Over 7-day	4	1	0	2	0	0	1	0	0	2	5	5
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**	4	1	0	2	0	0	1	0	0	2	5	5
Over 3-day	1	1	1	0	0	0	1	0	0	1	3	2
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**	1	1	1	0	0	0	1	0	0	1	3	2
Minor	18	1	9	0	1	0	8	1	9	8	45	10
Near Miss	4	1	3	0	0	0	0	0	1	0	8	1
Violent Incident: Physical	1	0	217	37	0	0	0	0	4	17	222	54
Violent Incident: Verbal	3	0	6	0	0	0	1	0	3	7	13	7
Total Minor***	26	2	235	37	1	0	9	1	17	32	288	72
Total Accidents/Incidents	31	4	236	39	1	0	11	1	17	35	296	79

*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 April 2021 - 30 June 2021 comparison with 1 April 2020 - 30 June 2020

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	5	N/A	5	0	0	N/A	0	0	5	N/A	5	1	2	2	60%
EDUCATION	4	0	2	6	1	0	0	1	3	0	2	5	2	1	3	50%
HOUSING & TECHNICAL	2	2	N/A	4	1	0	N/A	1	1	2	N/A	3	1	0	3	25%
SOCIAL WORK	2	6	N/A	8	0	2	N/A	2	2	4	N/A	6	3	2	3	63%
TOTAL (Apr-Jun 2021)	8	13	2	23	2	2	0	4	6	11	2	19	7	5	11	52%
TOTAL (Apr-Jun 2020)	1	2	1	4	0	0	0	0	1	2	1	4	1	0	3	25%

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 (Apr-Jun 2021)	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1	0
TOTAL (Apr-Jun 2020)	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 April to 30 June 2021

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

Appendix 12a

RECORD OF GRIEVANCES						
FROM: 1 April 2021 - 30 June 2021 comparison with 1 April 2020 - 30 June 2020						
GRIEVANCES	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process	
TOTAL (Apr-Jun 2021)	0	0	0	0	0	
TOTAL (Apr-Jun 2020)	1	0	1	0	0	
DIGNITY AT WORK						
FROM: 1 April 2021 - 30 June 2021 comparison with 1 April 2020 - 30 June 2020						
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 (Apr-Jun 2021)	3	2	1	0	0	0
TOTAL (Apr-Jun 2020)	0	0	0	0	0	0

				Appendix 12b	
REFERRALS FOR WORKPLACE MEDIATION					
As at June 2021					
WORKPLACE MEDIATION	Apr-21	May-21	Jun-21		
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	Apr-20	May-20	Jun-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		
*successful/unsuccessful case outcomes may be shown outwith the month they were referred.					

							Appendix 13
ANALYSIS OF LEAVERS AND EXIT INTERVIEWS							
EXIT INTERVIEWS (Apr-Jun 2021)							
REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
CAREER ADVANCEMENT	3	2	3	0	3	11	28
CHILD CARING / CARING RESPONSIBILITIES	4	1	0	0	1	6	15
POOR RELATIONSHIPS WITH MANAGERS / COLLEAGUES	1	1	0	0	2	4	10
DISSATISFACTION WITH TERMS AND CONDITIONS	1	1	0	0	1	3	8
FURTHER EDUCATION	0	2	0	0	0	2	5
MOVING OUTWITH AREA	1	0	0	0	0	1	3
TRAVELLING DIFFICULTIES	0	0	0	0	1	1	3
OTHER	6	1	0	1	3	11	28
NUMBER OF EXIT INTERVIEWS CONDUCTED	16	8	3	1	11	39	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	43	32	8	8	42	133	
% OF LEAVERS INTERVIEWED	37	25	38	13	26	29	
EXIT INTERVIEWS (Apr-Jun 2020)							
NUMBER OF EXIT INTERVIEWS CONDUCTED	1	6	0	0	5	12	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	7	8	2	0	22	39	
% OF LEAVERS INTERVIEWED	14	75	0	0	23	31	

														Appendix 13a
April to June 2021	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	47.88	86.00	45.88	84.00	0.00	0.00	0.00	0.00	2.00	2.00	0.00	0.00	0.00	0.00
Education	56.35	77.00	52.77	72.00	0.00	0.00	0.74	1.00	2.00	2.00	0.84	2.00	0.00	0.00
Finance & Corporate	14.43	18.00	11.03	14.00	0.00	0.00	0.00	0.00	0.00	0.00	0.60	1.00	2.80	3.00
Housing & Technical	18.63	25.00	17.13	23.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	1.00
Social Work	58.31	73.00	56.48	71.00	0.00	0.00	0.00	0.00	0.00	0.00	1.83	2.00	0.00	0.00
Total	195.60	279.00	183.29	264.00	1.00	1.00	0.74	1.00	4.00	4.00	3.27	5.00	3.30	4.00
Cumulative Total	195.60	279.00	183.29	264.00	1.00	1.00	0.74	1.00	4.00	4.00	3.27	5.00	3.30	4.00
* Full time equivalent														

RECRUITMENT MONITORING

Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 April - 30 June 2021

Total Number of applications received:	2154
Total Number of Equal Opportunities Monitoring forms received:	2131
Total Number of posts recruited for:	314
Total Number of appointments:	327

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	2131	745	306
Total No of Male Applicants	885	275	99
Total No of Female Applicants	1232	466	207
Total No of Disabled Applicants	98	35	9
Total No of applicants aged under 50	1766	597	256
Total No of applicants aged over 50	353	141	49
Total No of White applicants	2034	585	294
Total No of Black/Ethnic minority applicants*	76	24	9
Total No of Veteran applicants	19	11	0

FROM : 1 April - 30 June 2020

Total Number of applications received:	2986
Total Number of Equal Opportunities Monitoring forms received:	2960
Total Number of posts recruited for:	159
Total Number of appointments:	468

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	2960	1159	450
Total No of Male Applicants	926	314	99
Total No of Female Applicants	2024	818	349
Total No of Disabled Applicants	143	75	15
Total No of applicants aged under 50	2330	879	338
Total No of applicants aged over 50	601	264	106
Total No of White applicants	2828	1116	438
Total No of Black/Ethnic minority applicants*	86	25	7
Total No of Veteran applicants	27	4	0

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 13 March 2021

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	3092	1204	246	189	1453	2146.11	1.00	1420.89	415.11	238.06	46.05	16.00	4.00	5.00	0.00
Education - Others	3003	141	81	563	2218	2173.08	1.00	1080.74	824.42	138.29	49.04	12.06	4.00	58.73	4.80
Education - Teachers	3845	685	71	2311	778	3515.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	4.60	3509.40
Finance & Corporate Resources	870	200	16	349	305	768.49	2.00	112.37	338.88	227.40	55.54	25.30	6.00	1.00	0.00
Housing & Technical	1311	837	26	320	128	1254.48	1.00	211.81	632.16	366.05	31.46	10.00	2.00	0.00	0.00
Social Work Resources	2773	210	200	989	1374	2408.42	1.00	1252.14	556.49	546.79	24.00	26.00	2.00	0.00	0.00
						8750.58	(excluding Teachers)								
Total All Staff	14894	3277	640	4721	6256	12265.58	6.00	4077.95	2767.06	1516.59	206.09	90.36	18.00	69.33	3514.20

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 12 December 2020

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	3158	1280	228	190	1460	2218.48	1.00	1498.73	417.50	230.20	46.05	16.00	4.00	5.00	0.00
Education - Others	2891	138	80	518	2155	2092.10	1.00	1027.84	794.54	139.45	50.04	12.60	4.00	57.83	4.80
Education - Teachers	3861	692	69	2329	771	3534.60	0.00	0.00	0.00	0.00	0.00	1.00	0.00	4.60	3529.00
Finance & Corporate Resources	870	200	16	351	303	769.35	2.00	111.50	340.25	228.96	54.54	25.10	6.00	1.00	0.00
Housing & Technical	1308	833	28	321	126	1252.81	1.00	214.51	630.57	363.27	31.46	10.00	2.00	0.00	0.00
Social Work Resources	2783	213	203	983	1384	2419.92	1.00	1259.30	551.60	558.02	24.00	24.00	2.00	0.00	0.00
						8752.66	(excluding Teachers)								
Total All Staff	14871	3356	624	4692	6199	12287.26	6.00	4111.88	2734.46	1519.90	206.09	88.70	18.00	68.43	3533.80

Report

4

Report to: **Employee Issues Forum**
 Date of Meeting: **17 August 2021**
 Report by: **Executive Director (Finance and Corporate Resources)**
Executive Director (Community and Enterprise Resources)

Subject: **Community and Enterprise Resources – Workforce Monitoring – April to June 2021**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for April to June 2021 relating to Community and Enterprise 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 April to June 2021 relating to Community and Enterprise 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 13 March 2021

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 Community and Enterprise Resources provides information on the position for April to June 2021.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of June 2021 for Community and Enterprise Resources.

The Resource absence figure for June 2021 was 6.0%, which represents an increase of 0.1% when compared to the previous month and is 1.3% higher than the Council-wide figure. Compared to June 2020, the Resource absence figure has increased by 2.4%.

Based on the absence figures at June 2021 and annual trends, the projected annual average absence for the Resource for 2021/2022 is 5.5%, compared to a Council-wide average figure of 4.5%.

For the financial year 2021/2022, the average days lost per employee equates to 14.2 days, compared with the overall figure for the Council of 11.0 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. As this report was being prepared, at 28 June 2021, the Council overall absence level was 4.05% with 0.41% 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, 339 referrals were made this period, an increase of 202 when compared with the same period last year.

4.3. Accident/Incident Statistics (Appendix 2)

There were 31 accidents/incidents recorded within the Resource this period, an increase of 27 when compared to the same period last year.

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

There were 5 disciplinary hearings held within the Resource this period, which is an increase of 4 when compared with the same period last year. There were no grievances raised within the Resource this period, which remains unchanged when compared with the same period last year. There were 2 Dignity at Work complaints raised within the Resource this period, which is an increase of 2 when compared with the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There were 43 leavers in the Resource this period who were eligible for an exit interview, which is an increase of 36 when compared with the same period last year. Exit interviews were held with 37% of employees, compared with 14% for 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 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 April to June 2021, 86 employees in total left employment and managers indicated that 84 posts (45.88 FTE) are being replaced and 2 posts (2.0 FTE) were due to the end of fixed term contracts.
- 5. Staffing Watch**
- 5.1. There has been a decrease of 66 in the number of employees in post from 12 December 2020 to 13 March 2021.
- 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)

Michael McGlynn
Executive Director (Community and Enterprise Resources)

12 July 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 – 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:-

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

ABSENCE TRENDS - 2019/2020, 2020/2021 & 2021/2022
Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022	
April	4.0	3.1	2.3	April	4.4	5.3	5.7	April	4.3	5.0	5.2	April	4.0	4.4	4.3	
May	3.6	2.4	2.7	May	5.1	4.3	6.4	May	4.9	4.0	5.9	May	4.4	3.1	4.9	
June	3.9	1.6	2.8	June	5.5	4.0	6.6	June	5.3	3.6	6.0	June	4.4	2.7	4.7	
July	3.9	1.8		July	4.3	3.6		July	4.3	3.4		July	3.4	2.3		
August	4.0	1.7		August	5.1	4.9		August	4.9	4.4		August	3.7	3.1		
September	2.9	1.6		September	5.9	5.8		September	5.4	5.1		September	4.5	4.2		
October	3.4	3.1		October	5.9	6.3		October	5.5	5.8		October	4.6	4.8		
November	4.8	3.6		November	6.6	7.1		November	6.4	6.6		November	5.5	5.8		
December	5.4	3.1		December	7.0	6.4		December	6.8	5.9		December	5.7	5.6		
January	4.1	3.4		January	6.6	6.0		January	6.2	5.6		January	5.3	4.8		
February	3.8	2.8		February	7.1	6.5		February	6.6	5.9		February	5.6	4.8		
March	4.5	2.6		March	7.1	6.8		March	6.7	6.2		March	6.2	4.9		
Annual Average	4.0	2.6	2.6	Annual Average	5.9	5.6	6.0	Annual Average	5.6	5.1	5.5	Annual Average	4.8	4.2	4.5	
Average Apr-Jun	3.8	2.4	2.6	Average Apr-Jun	5.0	4.5	6.2	Average Apr-Jun	4.8	4.2	5.7	Average Apr-Jun	4.3	3.4	4.6	
No of Employees at 30 June 2021			545	No of Employees at 30 June 2021			3034	No of Employees at 30 June 2021			3579	No of Employees at 30 June 2021			16086	

For the financial year 2021/22, the projected average days lost per employee equates to 14.2 days.

COMMUNITY AND ENTERPRISE RESOURCES

	Apr-Jun 2020	Apr-Jun 2021
MEDICAL EXAMINATIONS		
Number of Employees Attending	66	113
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	3	4
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	21	131
REFERRALS TO EMPLOYEE SUPPORT OFFICER	45	89
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	2	2
TOTAL	137	339

CAUSE OF ACCIDENTS/INCIDENTS	Apr-Jun 2020	Apr-Jun 2021
Over 7 day absences	1	4
Over 3 day absences**	1	1
Minor	1	18
Near Miss	1	4
Violent Incident: Physical****	0	1
Violent Incident: Verbal*****	0	3
Total Accidents/Incidents	4	31

*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	Apr-Jun 2020	Apr-Jun 2021
Total Number of Hearings	1	5
Total Number of Appeals	0	1

Time Taken to Convene Hearing Apr - Jun 2021

0-3 Weeks	4-6 Weeks	Over 6 Weeks
1	2	2

RECORD OF GRIEVANCE HEARINGS	Apr-Jun 2020	Apr-Jun 2021
Number of Grievances	0	0

RECORD OF DIGNITY AT WORK	Apr-Jun 2020	Apr-Jun 2021
Number of Incidents	0	2
Number Resolved at Informal Stage	0	1
Number Resolved at Formal Stage	0	1

ANALYSIS OF REASONS FOR LEAVING	Apr-Jun 2020	Apr-Jun 2021
Career Advancement	0	3
Poor Relationship with Manager/Colleagues	0	1
Moving Outwith Area	0	1
Childcare/caring responsibilities	0	4
Dissatisfaction With Terms and Conditions	0	1
Other	1	6
Number of Exit Interviews conducted	1	16

Total Number of Leavers Eligible for Exit Interview	7	43
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Percentage of interviews conducted	14%	37%
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Appendix 2a

	Apr - June 2021		Cumulative total	
	FTE*	H/C**	FTE	H/C
Terminations/Leavers	47.88	86	47.88	86
Being replaced	45.88	84	45.88	84
Filled on fixed term 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	2.00	2	2.00	2
Held pending service Review	0.00	0	0.00	0
Plan to remove for savings	0.00	0	0.00	0

* Full time equivalent

** Head count/number of employees

**JOINT STAFFING WATCH RETURN
COMMUNITY AND ENTERPRISE RESOURCES**

1. As at 13 March 2021

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
1204	246	189	1453	3092					
*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	1420.89	415.11	238.06	46.05	16.00	4.00	5.00	0.00	2146.11

1. As at 12 December 2020

Total Number of Employees				
MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
1280	228	190	1460	3158

*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	1498.73	417.50	230.20	46.05	16.00	4.00	5.00	0.00	2218.48

Report

Report to:	Employee Issues Forum
Date of Meeting:	17 August 2021
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Employability in South Lanarkshire - Kickstart Scheme Progress
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ outline the Council's involvement with the UK Government Kickstart Scheme and the progress to date

2. Recommendation(s)

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

- (1) that progress to date be noted.

3. Background

- 3.1. The UK Government launched the Kickstart Scheme in October 2020 with a view to mitigating the economic impact of the Covid pandemic on the employment and training opportunities of young people age 16 to 24 years of age.
- 3.2. Early indications were that the economic restrictions introduced as a result of COVID-19, such as lockdown of businesses, would disproportionately affect employment of specific groups, such as young people, disabled people, those from ethnic minority backgrounds, those with low skills and women.
- 3.3. The Kickstart Scheme was open to eligible young people aged 16 to 24, who were claiming Universal Credit. The scheme focussed on employers, offering 26 weeks of paid work experience at national minimum wage rate, if they took on an eligible young person. The opportunities had to be new posts, with the hope that the experience would lead to longer-term employment or training opportunities.
- 3.4. The scheme operated using Host organisations and Gateway organisations – a host would offer Kickstart places within its own organisation, and a Gateway would act as a broker for other Employers in the area. The Department of Work and Pensions act as the first point of contact and all vacancies are advertised via Job Centres and referrals provided by their Work Coaches.

4. Current Position

- 4.1. The Council was successful in its applications to become a Kickstart host organisation – the Council as an employer – and as a Kickstart Gateway – acting as an enabler for local businesses. We have up to 50 places as a Host and up to 350 places as a Gateway, based on employer demand. The terms of the grant from UK Government, and facilitated by the DWP, is that all places must be started before the end of the December 2021, may continue beyond that date, and that payments are made via the Council as young people achieve specific milestones in their placements.
- 4.2. All vetting of employers, advertising and processing vacancies, and referrals of young people, is carried out by a central DWP team. Establishing this resource and building capacity has taken some time and has been the subject of discussion at a national and local level.
- 4.3. Our local relationship with DWP partners is positive, and this has helped to put in place local arrangements to speed up administration and referrals now that lockdown restrictions have eased.
- 4.4. There are currently 9 young people appointed to roles within the Council, with a further 16 in the process of being interviewed/recruited. There are 28 young people appointed to placements with employers throughout South Lanarkshire, with a further 29 placements shortlisted for interviews, currently there are 14 jobs advertised with a further 50 in process.
- 4.5. The rate of referral of young people has been slow up until recently, although is now starting to improve. However, the drop off between referral and interview is high, and attributed to a number of factors. These include:-
 - ◆ young people lacking in confidence after lockdown
 - ◆ young people waiting for assessment and exam results before making choices.
- 4.6. For some placements, the length of time in paid placement has been extended, using the Youth Guarantee Programme funds from the Scottish Government. This wrap around funding is aimed at providing extended placements for those young people who need a little more support, or where there is significant initial training required to carry out the role.
- 4.7. As the scheme did not start until April 2021 as a consequence of lockdown restrictions, there are indications that the scheme will be extended beyond December 2021.

5. Employee Implications

- 5.1. Those who take up Kickstart placements are treated as employees for the duration of their placement. They have access to training and support in the same way as other employees.
- 5.2. Kickstart placements are supernumerary to current establishment.

6. Financial Implications

- 6.1. The maximum value of payment for each young person's placement is up to £7,648.80 per participant, for both Host and Gateway Kickstart grants. Payments are made in arrears as participants complete milestones.

6.2. For placements in the public sector, wraparound funding has been used to top up the hourly rate to the Living Wage rate.

7. Climate Change, Sustainability and Environmental Implications

7.1. There are no implications for climate change, sustainability or the environment as a result of this report.

8. Other Implications

8.1. The focus of the Kickstart scheme is on young people aged 16 to 24 years of age. However, our labour market statistics show that as the Job Retention Scheme comes to a conclusion, those over the age of 25 years also need employability support, and the Council is refocussing other funding to address the needs of this group.

9. Equality Impact Assessment and Consultation Arrangements

9.1. There is no requirement for an equality impact assessment on the specific subject of this report, however, one has been carried out on the Council's overall employability services.

Paul Manning

Executive Director (Finance and Corporate Resources)

5 August 2021

Link(s) to Council Values/Ambitions/Objectives

- ◆ Improve the Quality of Life for Everyone in South Lanarkshire
- ◆ Focussed on People and Their Needs
- ◆ Promote Economic Delivery and Tackle Disadvantage

Previous References

- ◆ Finance and Corporate Resources Committee, 17 March 2021

List of Background Papers

- ◆ None

Contact for Further Information

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

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