



Council Offices, Almada Street  
Hamilton, ML3 0AA

Monday, 22 August 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, 30 August 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 Appointment of Chair and Depute Chair

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### Item(s) for Consideration

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- 3 **Council-wide Workforce Monitoring – April to June 2022** 3 - 26  
Report dated 18 August 2022 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 4 **Housing and Technical Resources – Workforce Monitoring – April to June 2022** 27 - 34  
Joint report dated 18 August 2022 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 5 **Homes for Ukraine Scheme** 35 - 40  
Report dated 22 August 2022 by the Executive Director (Housing and Technical Resources). (Copy attached)

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### Urgent Business

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- 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:	<a href="mailto:helen.calley@southlanarkshire.gov.uk">helen.calley@southlanarkshire.gov.uk</a>

# Report

3

Report to:	<b>Employee Issues Forum</b>
Date of Meeting:	<b>30 August 2022</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Council-wide Workforce Monitoring – April - June 2022</b>
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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 April to June 2022

## 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 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 12 June 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 2022.

## 4. Attendance Statistics

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

The Council's absence rate for June 2022, shown in Appendix 1, is 5.3%, which represents an decrease of 0.1% when compared with last month and the figure has increased by 0.6% when compared to June 2021.

When compared to June 2021, the APT&C absence rate has increased by 0.6%, the teachers' figure has remained the same and the manual workers' figure has increased by 1.1%.

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

For the financial year 2022/2023, the projected average days lost per employee equates to 4.3 days.

In comparison to June 2021 (Appendix 8):-

- ◆ Psychological and respiratory conditions are the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have increased by 1100 days.
- ◆ Total days lost due to psychological conditions have increased by 2178 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have increased by 1271 days.
- ◆ Total days lost due to respiratory conditions have increased by 2414 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 6.26% with 1.18% 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 2022 is provided in Appendix 9.

- ◆ during the period there were 383 employees referred for a medical examination, a decrease of 9 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 488 employees attended physiotherapy treatment, showing a decrease of 6 when compared to the same period last year. Of the 488 employees referred, 77% remained at work whilst undertaking treatment.
- ◆ during this period 398 employees were referred to the Employee Support Officer, showing an increase of 10 when compared with the same period last year. Of the referrals made this period, 90% related to personal reasons.
- ◆ 126 employees were referred to the PAM Assist counselling service this period, showing a decrease of 1 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 65% of the referrals made, 24% were for work related reasons and 1% was for other reasons.
- ◆ No employees were referred for Cognitive Behavioural Therapy this period, this figure has decreased by 25 when compared to the same period last year.

## **6. Accidents/Incidents**

6.1. The accident/incident report for April to June 2022 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 327, this figure has increased by 31 from the same period last year.
- ◆ there were 2 specified injuries recorded, this figure has increased by 2 from the same period last year.
- ◆ there were 309 minor accidents/incidents, this figure has increased by 21 from the same period last year.
- ◆ there were 2 accidents resulting in an absence lasting over 3 days during the period, this figure has decreased by 1 from the same period last year.
- ◆ there were 14 accidents resulting in an absence lasting over 7 days during the period, this figure has increased by 9 from the same period last year.

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## **7. Discipline, Grievance, Dignity at Work Hearings and Mediation Referrals**

7.1. Information on Disciplinary, Grievance Hearings, Dignity at Work and Mediation Referrals for April to June 2022 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 19 disciplinary hearings were held across Resources within the Council, this figure remains unchanged when compared to the same period last year.
- ◆ action was taken in 17 of these cases. No appeals were raised against the outcomes.
- ◆ our target is to convene disciplinary hearings within 6 weeks, 58% of hearings met this target.
- ◆ during the period, no appeals were heard by the Appeals Panel.
- ◆ at the end of June 2022, 3 Appeals Panels were pending.
- ◆ during the period, no grievance cases were raised.
- ◆ during the period, no Dignity at Work cases were raised.
- ◆ during the period, 1 referral for mediation was 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 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 April to June 2022 is as follows:-

164 leavers eligible for exit interviews/15,173 employees in post = Labour Turnover of 1.1%.

Based on the figure at June 2022, the projected annual labour turnover figure for the financial year 2022/2023 for the Council is 4.4%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ there were a total of 164 employees leaving the Council that were eligible for an exit interview, an increase of 28 when compared with the same period last year.
- ◆ exit interviews were held with 41% of leavers, which is an increase of 12% 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 2022, 503 (351.10 FTE) employees left employment. Managers indicated that 480 posts (333.17 FTE) would be replaced, 1 post (0.40 FTE) is being filled on a temporary basis, the budget for 1 post (1.0 FTE) is being transferred to another post, 16 posts (11.93 FTE) were due to the end of fixed term contracts and 5 posts (4.60 FTE) are being left vacant pending a savings or service review.

## **9. Recruitment Monitoring**

- 9.1. Information on Recruitment Monitoring for April to June 2022 is contained within Appendix 14.

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

- ◆ overall, 3059 applications and 2949 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (68), 42 were shortlisted for interview and 11 were appointed
- ◆ of those applicants of a black/ethnic minority background (137), 41 were shortlisted for interview and 14 were appointed.
- ◆ Of those applicants who are veterans (26), 14 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)**

18 August 2022

#### **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

#### **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: (Tel: 01698 454647)

E-mail: [Elaine.Maxwell@southlanarkshire.gov.uk](mailto: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		July	0.5	1.1		July	4.0	6.3		July	2.3	4.0					
August	2.9	4.6		August	1.2	2.0		August	5.1	7.3		August	3.1	4.7					
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	8.6	Annual Average	4.2	5.9	6.1				
Average Apr-Jun	3.2	4.4	5.1	Average Apr-Jun	1.7	2.8	3.0	Average Apr-Jun	5.1	6.6	8.2	Average Apr-Jun	3.4	4.6	5.4				
No of Employees at 30 Jun 2022				7604	No of Employees at 30 Jun 2022				4023	No of Employees at 30 Jun 2022				4559	No of Employees at 30 Jun 2022				16186
For the financial year 2022/23, the annual average days lost per employee equates to 4.3 days.																			



**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		July	3.6	5.3		July	3.4	4.9		July	2.3	4.0		
August	1.7	2.9		August	4.9	6.4		August	4.4	5.9		August	3.1	4.7		
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	3.9	Annual Average	5.6	7.7	7.9	Annual Average	5.1	7.1	7.3	Annual Average	4.2	5.9	6.1	
Average Apr-Jun	2.4	2.6	3.9	Average Apr-Jun	4.5	6.2	7.1	Average Apr-Jun	4.2	5.7	6.6	Average Apr-Jun	3.4	4.6	5.4	
No of Employees at 30 Jun 2022			542	No of Employees at 30 Jun 2022			2959	No of Employees at 30 Jun 2022			3501	No of Employees at 30 Jun 2022			16186	

For the financial year 2022/23, the annual average days lost per employee equates to 5.5 days.

## Absence Trends - 2020/2021, 2021/2022 &amp; 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		July	0.5	1.1		July	0.9	2.1		July	2.3	4.0		
August	2.7	3.8		August	1.2	2.0		August	1.8	2.8		August	3.1	4.7		
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-Jun	2.6	5.1	5.4	Average Apr-Jun	1.7	2.8	3.0	Average Apr-Jun	2.1	3.8	4.1	Average Apr-Jun	3.4	4.6	5.4	
No of Employees at 30 Jun 2022			3397	No of Employees at 30 Jun 2022			4023	No of Employees at 30 Jun 2022			7420	No of Employees at 30 Jun 2022			16186	
For the financial year 2022/23, the annual average days lost per employee equates to 3.3 days.																

## Absence Trends - 2020/2021, 2021/2022 &amp; 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		July	3.5	0.0		July	2.0	3.3		July	2.3	4.0		
August	1.8	3.6		August	12.1	0.0		August	2.0	3.6		August	3.1	4.7		
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	3.6	Annual Average	8.4	0.0	0.0	Annual Average	2.8	3.6	3.6	Annual Average	4.2	5.9	6.1	
Average Apr-Jun	2.6	3.1	3.3	Average Apr-Jun	10.6	0.0	0.0	Average Apr-Jun	2.6	3.1	3.3	Average Apr-Jun	3.4	4.6	5.4	
No of Employees at 30 Jun 2022			938	No of Employees at 30 Jun 2022			0	No of Employees at 30 Jun 2022			938	No of Employees at 30 Jun 2022			16186	

For the financial year 2022/23, the annual average days lost per employee equates to 2.7 days.

## Absence Trends - 2020/2021, 2021/2022 &amp; 2022/2023

## Housing &amp; 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		July	2.7	5.7		July	2.7	4.7		July	2.3	4.0	
August	2.5	4.9		August	3.4	7.9		August	2.8	6.2		August	3.1	4.7	
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	5.4	Annual Average	3.7	7.6	8.7	Annual Average	3.3	6.1	6.8	Annual Average	4.2	5.9	6.1
Average Apr-Jun	3.4	3.2	5.0	Average Apr-Jun	2.5	4.7	9.1	Average Apr-Jun	3.0	3.8	6.7	Average Apr-Jun	3.4	4.6	5.4
No of Employees at 30 Jun 2022			872	No of Employees at 30 Jun 2022			578	No of Employees at 30 Jun 2022			1450	No of Employees at 30 Jun 2022			16186
For the financial year 2022/23, the annual average days lost per employee equates to 5.3 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		July	6.3	10.3		July	4.6	7.5		July	2.3	4.0	
August	4.4	7.3		August	6.7	10.2		August	5.2	8.2		August	3.1	4.7	
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	6.7	Annual Average	9.2	10.5	11.2	Annual Average	6.5	7.7	8.1	Annual Average	4.2	5.9	6.1
Average Apr-Jun	4.6	4.5	5.9	Average Apr-Jun	8.6	8.8	11.3	Average Apr-Jun	6.0	6.0	7.7	Average Apr-Jun	3.4	4.6	5.4
No of Employees at 30 Jun 2022			1855	No of Employees at 30 Jun 2022			1022	No of Employees at 30 Jun 2022			2877	No of Employees at 30 Jun 2022			16186

For the financial year 2022/23, the annual average days lost per employee equates to 5.6 days.

										Appendix 7
Absence by long and short term										
From: 1 Apr 2022 to 30 Jun 2022										
		April 2022			May 2022			June 2022		
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	3501	2.5	4.4	6.9	2.4	3.9	6.3	2.6	4.1	6.7
Education	7420	1.2	2.8	4.0	1.7	2.8	4.5	1.6	2.1	3.7
Finance and Corporate	938	1.2	1.6	2.8	1.4	1.8	3.2	1.9	2.1	4.0
Housing & Technical	1450	3.0	4.6	7.6	2.2	3.8	6.0	2.5	3.9	6.4
Social Work	2877	3.1	5.2	8.3	2.3	4.8	7.1	2.6	5.0	7.6
Council Overall for April 2022 to June 2022	16186	1.9	3.7	5.6	2.1	3.3	5.4	3.2	2.1	5.3

**Attendance Monitoring  
Absence Classification**

From : 1 Jun 2022 - 30 Jun 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	1260	25	714	13	44	6	482	26	708	18	3208	19
Psychological	1039	21	1780	31	247	34	735	39	1302	33	5103	30
Stomach, Bowel, Blood, Metabolic Disorders	608	12	560	10	64	9	129	7	335	8	1696	10
Respiratory	1109	22	1311	23	176	24	270	14	658	17	3524	20
Other Classification	951	19	1315	23	206	28	272	14	969	24	3713	22
<b>Total Days Lost By Resource</b>	4967	100	5680	100	737	100	1888	100	3972	100	17244	100
<b>Total Work Days Available</b>	74307		152625		18435		29550		52361			

From : 1 Jun 2021 to 30 Jun 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	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
<b>Total Days Lost By Resource</b>	2675	100	1787	100	369	100	796	100	2801	100	8428	100
<b>Total Work Days Available</b>	73353		140371		19063		29438		53811			

\*WDL = Work Days Lost

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
Total (Apr - Jun 2022)	100	32	53	26	66	106	383
Total (Apr - Jun 2021)	113	33	68	19	42	117	392

No of Maximising Attendance Action Not Conducted				
Resource	No Physiotherapy referral information	3+ absence with no ASM	3+ absence with no ASM or Physiotherapy referral information	Totals
Community and Enterprise	10	55	3	68
Education	10	187	9	206
Finance and Corporate	1	9	0	10
Housing and Technical	6	13	3	22
Social Work	22	46	5	73
Total	49	310	20	379

No of Employees Referred To Employee Support Officer			
Resource	Apr - Jun 2021	Apr - Jun 2022	Employees Absent
Community and Enterprise	89	90	75
Education	139	154	112
Finance and Corporate	18	23	23
Housing and Technical	32	38	28
Social Work	100	93	80
Total	378	398	318

No of Employees Referred For Cognitive Behavioural Therapy		
Resource	Apr - Jun 2021	Apr - Jun 2022
Community and Enterprise	2	0
Education	9	0
Finance and Corporate	0	0
Housing and Technical	0	0
Social Work	2	0
Not Disclosed	12	0
Total	25	0

16



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

From: 1 April 2022 - 30 June 2022 comparison with 1 April 2021 - 30 June 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	0	0	0	0	0	0	2	0	2	0
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Specified Injury*</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>
Over 7-day	4	4	3	0	0	0	4	1	3	0	14	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
<b>Total Over 7-day**</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>14</b>	<b>5</b>
Over 3-day	0	1	1	1	0	0	0	1	1	0	2	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
<b>Total Over 3-day**</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>3</b>
Minor	18	18	11	9	1	1	1	8	14	9	45	45
Near Miss	1	4	1	3	0	0	0	0	3	1	5	8
Violent Incident: Physical	1	1	207	217	0	0	0	0	4	4	212	222
Violent Incident: Verbal	5	3	35	6	0	0	3	1	4	3	47	13
<b>Total Minor***</b>	<b>25</b>	<b>26</b>	<b>254</b>	<b>235</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>9</b>	<b>25</b>	<b>17</b>	<b>309</b>	<b>288</b>
<b>Total Accidents/Incidents</b>	<b>29</b>	<b>31</b>	<b>258</b>	<b>236</b>	<b>1</b>	<b>1</b>	<b>8</b>	<b>11</b>	<b>31</b>	<b>17</b>	<b>327</b>	<b>296</b>

\*A Specified Injury is any fracture (other than to the fingers, thumbs or toes), amputation, loss of sight, serious burns, crushing injury, scalping, loss of consciousness caused by asphyxiation/ head injury, a chemical or hot metal burn to the eye or penetrating injury as defined by the HSE.

\*\*Over 3 day / over 7 day 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

From: 1 April 2022 - 30 June 2022 comparison with 1 April 2021 - 30 June 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	16	N/A	16	0	1	N/A	1	0	15	N/A	15	8	1	7	57
Education	0	2	0	2	0	1	0	1	0	1	0	1	1	0	1	50
Finance and Corporate	1	0	N/A	1	0	0	N/A	0	1	0	N/A	1	1	0	0	100
Housing and Technical	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	0	0
Social Work	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	0	0
Total (Apr - Jun 2022)	1	18	0	19	0	2	0	2	1	16	0	17	10	1	8	58
Total (Apr - Jun 2021)	6	11	2	19	2	1	0	3	4	10	2	16	6	4	9	53

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 2022)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total (Apr - Jun 2021)	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1	0

\*Resources nil responses are not included in figures

## Appeal's Panel

From: 1 April 2022 - 30 June 2022

Appeal's Panel	Upheld	Upheld in Part	Not Upheld	Withdrawn	Total	Appeals pending to date
Total	0	0	0	0	0	3

**Record of Grievances**

From: 1 April 2022 - 30 June 2022 comparison with 1 April 2021 - 30 June 2021

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 2022)	0	0	0	0	0
Total (Apr - Jun 2021)	0	0	0	0	0

**Dignity at Work**

From: 1 April 2022 - 30 June 2022 comparison with 1 April 2021 - 30 June 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 (Apr - Jun 2022)	0	0	0	0	0	0
Total (Apr - 2021)	0	0	0	0	0	0

Appendix 12b

Referrals for Workplace Mediation

As at June 2022

Workplace Mediation	Apr-22	May-22	Jun-22
No of Referrals	0	0	1
*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-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

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

## Analysis of leavers and exit interviews

From 1 April 2022 - 30 June 2022

Reason for leaving	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
Career Advancement	1	15	0	1	8	25	37
Child Caring / Caring Responsibilities	0	2	0	1	0	3	4
Disatisfaction with terms and conditions	0	0	0	1	2	3	4
Further Education	2	3	2	0	4	11	16
Moving outwith area	1	3	0	0	2	6	9
Personal Reasons	0	2	0	0	2	4	6
Poor relationship with managers / colleagues	0	2	1	0	0	3	4
Travelling difficulties	0	0	0	1	2	3	4
Other	1	2	0	0	6	9	13
<b>Number of exit interviews conducted</b>	<b>5</b>	<b>29</b>	<b>3</b>	<b>4</b>	<b>26</b>	<b>67</b>	
<b>Total no. of leavers per Resource eligible for an exit interview</b>	<b>37</b>	<b>56</b>	<b>13</b>	<b>9</b>	<b>49</b>	<b>164</b>	
<b>% of leavers interviewed</b>	<b>14</b>	<b>52</b>	<b>23</b>	<b>44</b>	<b>53</b>	<b>41</b>	

From 1 April 2021 - 30 June 2021

<b>Number of exit interviews conducted</b>	<b>16</b>	<b>8</b>	<b>3</b>	<b>1</b>	<b>11</b>	<b>39</b>	
<b>Total no. of leavers per Resource eligible for an exit interview</b>	<b>43</b>	<b>32</b>	<b>8</b>	<b>8</b>	<b>42</b>	<b>133</b>	
<b>% of leavers interviewed</b>	<b>37</b>	<b>25</b>	<b>38</b>	<b>13</b>	<b>26</b>	<b>29</b>	

\* Note these totals include temporary employees

Appendix 13a														
April - June 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	84.94	171	79.00	162	0	0	0	0	5.938	9	0	0	0	0
Education	152.58	187	146.24	179	0.402	1	0	0	4.34	5	1.6	2	0	0
Finance & Corporate	20.88	25	18.88	23	0	0	1	1	0	0	1	1	0	0
Housing & Technical	23.06	30	22.06	29	0	0	0	0	0	0	1	1	0	0
Social Work	69.65	90	67.00	87	0	0	0	0	1.65	2	1	1	0	0
<b>Total</b>	<b>351.10</b>	<b>503</b>	<b>333.17</b>	<b>480</b>	<b>0.40</b>	<b>1</b>	<b>1.00</b>	<b>1</b>	<b>11.93</b>	<b>16</b>	<b>4.60</b>	<b>5</b>	<b>0.00</b>	<b>0</b>

**Recruitment Monitoring**  
**Analysis of Gender, Disability, Ethnicity and Age**

From : 1 April 2022 - 30 June 2022

Total Number of applications received:	3059
Total Number of Equal Opportunities Monitoring forms received:	2949
Total Number of posts recruited for:	542
Total Number of appointments:	580

Gender / Disability / Age						
	Applied	Interviewed	Appointed	% of Applicants interviewed	% of Applicants appointed	% of Interviewees appointed
Total EO Forms Received	2949	1171	563	40%	19%	48%
Total No of Male Applicants	730	297	127	41%	17%	43%
Total No of Female Applicants	2201	797	360	36%	16%	45%
Total No of Disabled Applicants	68	42	11	62%	16%	26%
Total No of applicants aged under 50	2422	887	408	37%	17%	46%
Total No of applicants aged over 50	496	206	84	42%	17%	41%
Total No of White applicants	2760	1031	458	37%	17%	44%
Total No of Black/Ethnic minority applicants*	137	41	17	30%	12%	41%
Total No of Veteran applicants	26	14	0	54%	0%	0%

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

From : 1 April 2021 - 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	% of Applicants interviewed	% of Applicants appointed	% of Interviewees appointed
Total EO Forms Received	2131	745	306	35%	14%	41%
Total No of Male Applicants	885	275	99	31%	11%	36%
Total No of Female Applicants	1232	466	207	38%	17%	44%
Total No of Disabled Applicants	98	35	9	36%	9%	26%
Total No of applicants aged under 50	1766	597	256	34%	14%	43%
Total No of applicants aged over 50	353	141	49	40%	14%	35%
Total No of White applicants	2034	585	294	29%	14%	50%
Total No of Black/Ethnic minority applicants*	76	24	9	32%	12%	38%
Total No of Veteran applicants	19	11	0	58%	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)								
<b>Total All Staff</b>	<b>15173</b>	<b>3401</b>	<b>603</b>	<b>4928</b>	<b>6241</b>	<b>12540.05</b>	<b>6.00</b>	<b>4212.01</b>	<b>2845.99</b>	<b>1495.59</b>	<b>214.67</b>	<b>91.66</b>	<b>16.00</b>	<b>68.53</b>	<b>3589.60</b>

### 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	3089	2	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)								
<b>Total All Staff</b>	<b>14999</b>	<b>3185</b>	<b>605</b>	<b>4905</b>	<b>6304</b>	<b>12488.11</b>	<b>6.00</b>	<b>4157.98</b>	<b>2840.86</b>	<b>1502.36</b>	<b>217.32</b>	<b>90.66</b>	<b>17.00</b>	<b>69.13</b>	<b>3586.80</b>







# Report

4

Report to: **Employee Issues Forum**  
 Date of Meeting: **30 August 2022**  
 Report by: **Executive Director (Finance and Corporate Resources)**  
**Executive Director (Housing and Technical Resources)**

Subject: **Housing and Technical Resources – Workforce  
Monitoring – April to June 2022**

## 1. Purpose of Report

1.1. The purpose of the report is to: -

- ◆ provide employment information for April to June 2022 relating to Housing and Technical Resources

## 2. Recommendation(s)

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

(1) that the following employment information for April to June 2022 relating to Housing and Technical Resources be noted: -

- ◆ attendance statistics;
- ◆ occupational health;
- ◆ accident/incident statistics;
- ◆ discipline, grievance and Dignity at Work cases;
- ◆ analysis of leavers and exit interviews;
- ◆ staffing watch as at 12 March 2022

## 3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to the Employee Issues Forum. This report for Housing and Technical Resources provides information on the position for April to June 2022.

## 4. Monitoring Statistics

### 4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of June 2022 for Housing and Technical Resources.

The Resource absence figure for June 2022 was 6.4%, which represents an increase of 0.4% when compared to the previous month and is 1.1% higher than the Council-wide figure. Compared to June 2021, the Resource absence figure has increased by 1.8%.

Based on the absence figures at June 2022 and annual trends, the projected annual average absence for the Resource for 2022/2023 is 6.8%, compared to a Council-wide average figure of 6.1%.

For the financial year 2022/2023, the projected average days lost per employee equates to 5.3 days, compared with the overall figure for the Council of 4.3 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 1<sup>st</sup> August 2022, the Council overall absence level was 4.46% with 0.78% 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, 176 referrals were made this period, an increase of 29 when compared with the same period last year.

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

There were 8 accidents/incidents recorded within the Resource this period, a decrease of 3 when compared to the same period last year.

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

There were no disciplinary hearings held within the Resource this period, which is a decrease 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 no Dignity at Work complaints raised within the Resource this period, which remains unchanged when compared with the same period last year.

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

There were 9 leavers in the Resource this period who were eligible for an exit interview, which is an increase of 1 when compared with the same period last year. Exit interviews were held with 67% of employees, an increase of 54% when compared with 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 2022, 36 (27.62 FTE) employees in total left employment, managers indicated that 34 (25.62 FTE) were being filled and 2 (2.0 FTE) are being left vacant pending a savings or service review.**

## **5. Staffing Watch**

- 5.1. There has been an increase of 7 in the number of employees in post from 12 March 2022 to 11 December 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 sustainability or risk in terms of the information contained within this report.

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

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

**Paul Manning**

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

**Daniel Lowe**

**Executive Director (Housing and Technical Resources)**

18 August 2022

## **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

## **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:-

Elaine Maxwell, HR Business Manager

Ext: (Tel: 01698 454647)

E-mail: [Elaine.Maxwell@southlanarkshire.gov.uk](mailto:Elaine.Maxwell@southlanarkshire.gov.uk)

**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		July	2.7	5.7		July	2.7	4.7		July	2.3	4.0					
August	2.5	4.9		August	3.4	7.9		August	2.8	6.2		August	3.1	4.7					
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	5.4	Annual Average	3.7	7.6	8.7	Annual Average	3.3	6.1	6.8	Annual Average	4.2	5.9	6.1				
Average Apr-Jun	3.4	3.2	5.0	Average Apr-Jun	2.5	4.7	9.1	Average Apr-Jun	3.0	3.8	6.7	Average Apr-Jun	3.4	4.6	5.4				
No of Employees at 30 Jun 2022				872	No of Employees at 30 Jun 2022				578	No of Employees at 30 Jun 2022				1450	No of Employees at 30 Jun 2022				16186
For the financial year 2022/23, the annual average days lost per employee equates to 5.3 days.																			

APPENDIX 2		
HOUSING AND TECHNICAL RESOURCES		
	Apr - Jun 2021	Apr - Jun 2022
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	46	66
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	13	14
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	56	58
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>	32	38
<b>REFERRALS TO COGNITIVE BEHAVIOUR THERAPY</b>	0	0
<b>TOTAL</b>	<b>147</b>	<b>176</b>
	Apr - Jun 2021	Apr - Jun 2022
<b>CAUSE OF ACCIDENTS/INCIDENTS</b>		
Specified Injuries*	0	0
Over 7 day absences	1	4
Over 3 day absences**	1	0
Minor	8	1
Near Miss	0	0
Violent Incident: Physical****	0	0
Violent Incident: Verbal*****	1	3
<b>Total Accidents/Incidents</b>	<b>11</b>	<b>8</b>
<p>*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.</p> <p>**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.</p> <p>***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.</p> <p>****Physical violent incidents are included in the "Specified" figures, where applicable, to provide the "Total Specified" figures.</p> <p>*****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.</p> <p>*****Physical Violent Incidents and ***** Verbal Violent Incidents are included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.</p>		
	Apr - Jun 2021	Apr - Jun 2022
<b>RECORD OF DISCIPLINARY HEARINGS</b>		
Total Number of Hearings	4	0
Total Number of Appeals	0	0
Appeals Pending	0	0
<b>Time Taken to Convene Hearing Apr - May 2022</b>		
0-3 Weeks	4-6 Weeks	Over 6 Weeks
0	0	0
	Apr - Jun 2021	Apr - Jun 2022
<b>RECORD OF GRIEVANCE HEARINGS</b>		
Number of Grievances	0	0
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	0
	Apr - Jun 2021	Apr - Jun 2022
<b>RECORD OF DIGNITY AT WORK</b>		
Number of Incidents	0	0
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	0
	Apr - Jun 2021	Apr - Jun 2022
<b>ANALYSIS OF REASONS FOR LEAVING</b>		
Number of Exit Interviews conducted	1	4
<b>Total Number of Leavers Eligible for Exit Interview</b>	<b>8</b>	<b>9</b>
<b>Percentage of interviews conducted</b>	<b>13%</b>	<b>67%</b>



Appendix 2a				
	April 2022 - June 2022		Cumulative total (Apr 22 - Mar 23)	
	FTE *	H/C **	FTE	H/C
Number of Leavers	27.62	36	27.62	36
Replace Employee	25.62	34	25.62	34
Leave vacant pening savings review	2.00	2	2.00	2
Plan to remove for savings	0.00	0	0.00	0
Filling on a Temp Basis	0.00	0	0.00	0
Plan to transfer budger to another post	0.00	0	0.00	0
End of fixed term post	0.00	0	0.00	0
* Full time equivalent				
** Head count/number of employees				

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

As at 12 March 2022

**Total Number of Employees**

MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
831	23	314	128	1296

\*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	209.82	628.46	356.31	33.20	9.00	2.00	0.00	0.00	1239.79

As at 11 December 2021

**Total Number of Employees**

MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
839	24	311	129	1303

\*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	210.89	634.14	360.12	30.60	10.00	2.00	0.00	0.00	1248.75

# Report

5

Report to:	<b>Employee Issues Forum</b>
Date of Meeting:	<b>30 August 2022</b>
Report by:	<b>Executive Director (Housing and Technical Resources)</b>

Subject:	<b>Homes for Ukraine Scheme</b>
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## 1. Purpose of Report

1.1 The purpose of this report is to:-

- ♦ advise the Employee Issues Forum of the support and assistance being provided to Ukrainian refugees by employees within Housing and Technical Resources, working with internal and external partners

## 2. Recommendations

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

- (1) that the work being undertaken by Housing and Technical Resources employees, working closely with internal and external partners, in support of Ukrainian refugees be noted.

## 3. Background

- 3.1 Following the Russian invasion of Ukraine on 24 February 2022, the United Kingdom Government announced a 'Homes for Ukraine' Scheme. Phase one of the scheme was launched on 18 March 2022, to enable Ukrainian nationals fleeing the war to apply for a visa to live in the UK, where they have a named person willing to sponsor them and provide a home or room(s) within their home.
- 3.2 At the same time, the Scottish Government launched the Scottish Super Sponsor Scheme, which operates within the Homes for Ukraine scheme. The Super Sponsor scheme provides an alternative route for Ukrainian nationals to apply for a visa, without the need for a named sponsor to be identified before they are given permission to travel to the UK.
- 3.3 The Scottish Super Sponsor Scheme offers Ukrainian nationals temporary accommodation on their arrival to Scotland through Welcome Hubs and provides a matching service to secure accommodation which has been checked by local authorities to ensure that it is safe and meets required standards.
- 3.4 It was initially anticipated that the Scottish Super Sponsor scheme would support around 3,000 Ukrainian nationals to settle in Scotland, however since the scheme was launched, over 10,000 people have arrived in Scotland. Indeed, including the Homes for Ukraine scheme, there are now more than 13,000 Ukrainian nationals in Scotland.

- 4. Previous Experience of Refugee Resettlement in South Lanarkshire**
- 4.1 Housing and Technical Resources employees, working closely with Community Planning Partners, have been actively involved in supporting refugees since 2015, when the Syrian Refugee Resettlement Programme (SRRP) was introduced, with the aim of settling 20,000 refugees in the United Kingdom over a five-year period.
- 4.2 The Refugee Resettlement Team was established to provide dedicated and specialist support to help Syrian nationals to integrate into their new home, community and the Scottish way of life. Since 2015, the Refugee Resettlement Team has supported 57 Syrian families (197 individuals) to settle across South Lanarkshire.
- 4.3 Following on from the success of the SRRP in South Lanarkshire, in 2020, the Council confirmed its commitment to supporting a new Global Resettlement Scheme. This scheme consolidated a number of other refugee schemes, including the SRRP, and since its' introduction a further 20 refugees have settled in South Lanarkshire, supported by the Refugee Resettlement Team and Community Planning Partners.
- 5. Overview of Support Provided to Ukrainian Refugees in South Lanarkshire**
- 5.1 The scale of the Ukrainian refugee crisis is one of the worst seen in modern times. The learning and experience gained in South Lanarkshire through previous resettlement programmes has undoubtedly been invaluable, however the high numbers of Ukrainian nationals, the nature of the support required, and the short timescale (since March 2022) has presented challenges not previously experienced through other resettlement programmes.
- 5.2 Provision of Temporary Accommodation for Ukrainian Refugees**
- 5.2.1 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 three hotels located in East Kilbride and one in Hamilton are now operating as Welcome Hubs for those travelling under the Scottish Super Sponsor scheme (152 rooms in total). As of 15 August 2022, there were 445 Ukrainian nationals living within the four hotels, all of which are managed by Housing and Technical Resources.
- 5.2.2 The Welcome Hubs provide safe and secure temporary accommodation with meals for Ukrainian nationals until arrangements can be made for them to:-
  - move on to another local authority area; or
  - move on to suitable interim accommodation; or
  - be matched to a suitable host and arrangements made to move into the host accommodation; or
  - be allocated a council or Housing Association property; or
  - secure a property in the private rented sector
- 5.2.3 In addition to managing their existing resettlement caseload, the Refugee Resettlement Team currently work across all four hotels providing a range of resettlement support and assistance to Ukrainian nationals. Further details on the nature of the support provided is detailed in 5.4 below.

### **5.3 Permanent Accommodation Provided to Ukrainian Refugees**

5.3.1 Over the course of the last three months, the council and its Housing Association partners have provided permanent accommodation to 25 Ukrainian families (61 individuals) across South Lanarkshire.

5.3.2 Housing Association partners and Housing and Technical Resources employees working within local housing offices, continue to identify suitable properties for Ukrainian nationals who wish to remain in South Lanarkshire. These employees, work closely with colleagues within Property Services to ensure that properties can be allocated as quickly as possible, allowing people to quickly move on from hotel accommodation.

5.3.3 Discussions are ongoing with colleagues within Estates and Finance and Corporate Resources to consider whether there are other accommodation options to meet the needs of Ukrainian refugees and enable them to move on from the hotels.

5.3.4 Challenges are emerging both nationally and locally in relation to meeting the housing needs and aspirations of Ukrainian nationals. The council will continue to work with the Scottish Government, CoSLA, and partners nationally and locally to address these issues.

### **5.4 Support Provided to Ukrainian Refugees**

5.4.1 The significant challenge of supporting the Homes for Ukraine scheme and Scottish Super Sponsor scheme, would not be possible without the commitment of employees within Housing and Technical Resources, other council Resources and Community Planning Partners.

5.4.2 The Refugee Resettlement Team, which comprises an Adviser, a Co-ordinator and five Support Officers provides a wide range of support to Ukrainian nationals from when they arrival at the Welcome Hubs through to when they secure accommodation. This work includes practical support and general advice and assistance but also specialist resettlement work including:-

- obtaining biometric residence permit
- applying for state benefits, national insurance number
- opening a bank account
- registering with a G.P, 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

5.4.3 The Refugee Resettlement Team is also responsible for carrying out safeguarding checks in relation to Ukrainian nationals who arrive in the country under the Homes for Ukraine scheme and work closely with colleagues in Environmental Services and Personnel Services to ensure that property checks and Disclosure checks are successfully completed, and any issues discussed and, where possible, resolved.

5.4.4 It is recognised that the additional work created by the Homes for Ukraine and Scottish Super Sponsor scheme has presented challenges for the Refugee Resettlement Team and consequently recruitment processes are underway to increase personnel within the team by a further two Support Workers and an Administrative Officer.

5.4.5 In the meantime, other Housing and Technical Resources employees, usually based in local housing offices have shown flexibility and a willingness to assist in any way they can to support the Welcome Hubs and provide practical help to ensure council properties are ready for Ukrainian nationals to occupy as quickly as possible. This teamworking approach within the Resource has helped to settle 25 Ukrainian families into a permanent home in South Lanarkshire within a short timescale.

5.4.6 The health and wellbeing of displaced Ukrainian nationals is a key priority, and the Refugee Resettlement Team also works closely with health professionals from NHS Lanarkshire, located within the hotels, to deal with any physical or mental health-related issues that arise.

5.4.7 The level of support provided to such high numbers of people on both a short and long term basis is clearly a challenge for Housing and Technical Resources and its' partners. As the Ukrainian refugee crisis progresses and develops, it will be important to closely monitor employee resource requirements as they arise.

## **6. Next Steps**

6.1 On 13 July 2022, the Scottish Super Sponsor Scheme was temporarily paused for new applications, to allow time to secure accommodation and provide support to the high numbers of Ukrainians already in the country.

6.2. Housing and Technical Resources will 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 will be monitored to ensure that the council and partners can respond appropriately and put effective arrangements in place to continue to support Ukrainian refugees.

## **7. Employee implications**

7.1. Ongoing monitoring of developments in relation to the Ukrainian refugee crisis will continue and any employee resource requirements considered and addressed as appropriate.

## **8. Financial implications**

8.1. There are no current financial implications associated with this report. The UK Government has made available funding to support the Homes for Ukraine scheme and Scottish Super Sponsor scheme.

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

9.1. This report does not currently introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no strategic environmental assessment is required.

## **10. Other Implications**

10.1. The content of this report will contribute to the evidence to support the requirements of the Annual Assurance Statements.

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

- 11.1. 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.

**Executive Director  
(Housing and Technical Resources)**

**22 August 2022**

### **Links to Council Values/Priorities/Outcomes**

- ◆ We will work to put people first and reduce inequality
- ◆ We will work towards a sustainable future in sustainable places
- ◆ Caring, connected, sustainable communities
- ◆ Good quality, suitable and sustainable places to live
- ◆ Accountable, effective, efficient and transparent

### **List of Background Papers**

None

### **Contact for Further Information**

If you would like further information, please contact:-

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