

# Report

Report to:	<b>Education Resources Committee</b>
Date of Meeting:	<b>27 October 2020</b>
Report by:	<b>Executive Director (Finance and Corporate Resources) Executive Director (Education Resources)</b>

Subject:	<b>Education Resources – Workforce Monitoring – July and August 2020</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for July and August 2020 relating to Education Resources.

## 2. Recommendation(s)

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

(1) that the following employment information for July and August 2020 relating to Education Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and dignity at work cases
- ◆ analysis of leavers and exit interviews
- ◆ staffing watch as at 13 June 2020

## 3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for Education Resources provides information on the position for July and August 2020.

## 4. Monitoring Statistics

### 4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of August 2020 for Education Resources.

The Resource absence figure for August 2020 was 1.8%, which represents an increase of 0.9% when compared to the previous month and is 1.3% lower than the Council-wide figure. Compared to August 2019, the Resource absence figure has decreased by 0.2%.

Based on the absence figures at August 2020 and annual trends, the projected annual average absence for the Resource for 2020/2021 is 3.3%, compared to a Council-wide average figure of 4.4%.

For the financial year 2020/2021, the projected average days lost per employee equates to 4.3 days, compared with the overall figure for the Council of 7.0 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.

**4.2. Occupational Health (Appendix 2)**

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 135 referrals were made this period, a decrease of 47 when compared with the same period last year.

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

There were 12 accidents/incidents recorded within the Resource this period. The new electronic reporting system has been in place for this period and as anticipated this has improved the data being recorded. The system facilitates multiple recording through the day allowing for better reporting, analysis and leading to more targeted interventions.

On further analysis of this data, the 12 reports relate to physical incidents (100% of the total number reported) which is a reduction from 39 in the same period the previous year.

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

One disciplinary hearing was held within the Resource this period, which remains unchanged when compared with the same period last year. Two grievance hearings were held within the Resource this period, which is an increase of 1 when compared with the same period last year. No Dignity at Work complaints were 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 50 leavers in the Resource this period who were eligible for an exit interview. This figure has decreased by 46 when compared with the same period last year. Exit interviews were held with 24% of employees compared with 4% for the same period last year.

**4.6. 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

4.7. Appendix 2a provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period July to August 2020, 136 (91.24 FTE) employees in total left employment and managers indicated that 135 (91.14 FTE) posts were being filled and for 1 post (0.10 FTE) the budget will transfer to another post.

## **5. Staffing Watch**

5.1. There has been an increase of 27 in the number of employees in post from 14 March 2020 to 13 June 2020.

## **6 Employee Implications**

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

## **7. Financial Implications**

7.1. All financial implications are accommodated within existing budgets.

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

8.1 There are no Climate Change, Sustainability and Environmental Implications arising from the information presented in 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)**

**Tony McDaid**

**Executive Director (Education Resources)**

23 September 2020

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

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

### **Previous References**

- ◆ Education Resources – 18 August 2020

### **List of Background Papers**

- ◆ Monitoring information provided by Finance and Corporate Resources

### **Contact for Further Information**

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

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

APT&C				Teachers				Resource Total				Council Wide				
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021	
April	4.1	3.5	3.9	April	1.9	2.9	2.9	April	2.8	3.2	3.3	April	4.1	4.0	4.4	
May	4.5	4.2	2.2	May	2.1	3.2	1.4	May	3.1	3.6	1.8	May	4.2	4.4	3.1	
June	4.4	3.8	1.8	June	2.3	2.7	0.9	June	3.2	3.2	1.3	June	4.3	4.4	2.7	
July	2.4	2.4	1.3	July	1.0	1.2	0.5	July	1.6	1.7	0.9	July	3.4	3.4	2.3	
August	2.7	2.8	2.7	August	1.2	1.3	1.2	August	1.8	2.0	1.8	August	3.6	3.7	3.1	
September	4.1	4.3		September	2.2	2.5		September	3.0	3.3		September	4.4	4.5		
October	4.7	4.5		October	2.2	2.6		October	3.2	3.5		October	4.4	4.6		
November	5.7	5.8		November	3.5	3.8		November	4.4	4.7		November	5.1	5.5		
December	5.4	5.5		December	3.1	3.8		December	4.1	4.6		December	4.8	5.7		
January	5.1	5.1		January	3.3	3.4		January	4.1	4.2		January	4.9	5.3		
February	5.3	5.7		February	4.0	3.8		February	4.5	4.6		February	5.2	5.6		
March	5.0	7.1		March	3.9	4.8		March	4.4	5.8		March	4.9	6.2		
Annual Average	4.5	4.6	4.2	Annual Average	2.6	3.0	2.6	Annual Average	3.4	3.7	3.3	Annual Average	4.4	4.8	4.4	
Average Apr-Aug	3.6	3.3	2.4	Average Apr-Aug	1.7	2.3	1.4	Average Apr-Aug	2.5	2.7	1.8	Average Apr-Aug	3.9	4.0	3.1	
No of Employees at 31 August 2020			3041	No of Employees at 31 August 2020			4222	No of Employees at 31 August 2020			7263	No of Employees at 31 August 2020			16075	

For the financial year 2020/21, the projected average days lost per employee equates to 4.3 days.

## EDUCATION RESOURCES

	Jul-Aug 2019	Jul-Aug 2020
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	31	24
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	17	4
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	83	46
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>	50	59
<b>REFERRALS TO COGNITIVE BEHAVIOUR THERAPY</b>	1	2
<b>TOTAL</b>	182	135

CAUSE OF ACCIDENTS/INCIDENTS	Jul-Aug 2019	Jul-Aug 2020
Over 7 day absences	1	0
Minor	3	0
Violent Incident: Physical****	39	12
Violent Incident: Verbal*****	3	0
<b>Total Accidents/Incidents</b>	46	12

\*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	Jul-Aug 2019	Jul-Aug 2020
Total Number of Hearings	1	1

## Time Taken to Convene Hearing Jul - Aug 2020

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

RECORD OF GRIEVANCE HEARINGS	Jul-Aug 2019	Jul-Aug 2020
Number of Grievances	1	2
Number Resolved at Stage 2	1	0
Still in Progress	0	2

RECORD OF DIGNITY AT WORK	Jul-Aug 2019	Jul-Aug 2020
Number of Incidents	0	0

ANALYSIS OF REASONS FOR LEAVING	Jul-Aug 2019	Jul-Aug 2020
Career Advancement	0	1
Poor Relationship with Manager/Colleagues	1	1
Moving Outwith Area	2	1
Further Education	0	4
Childcare/caring responsibilities	0	2
Dissatisfaction With Terms and Conditions	0	1
Other	1	2
<b>Number of Exit Interviews conducted</b>	4	12

<b>Total Number of Leavers Eligible for Exit Interview</b>	96	50
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<b>Percentage of interviews conducted</b>	4%	24%
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## Appendix 2a

	July - August 2020		Reconciliation figure		Cumulative total	
			Apr 2020 - June 2020			
	FTE*	H/C**	FTE	H/C	FTE	H/C
Terminations/Leavers	91.24	136	15.83	28	107.07	164
Being replaced	91.14	135	15.48	27	106.62	162
Held pending savings	0.00	0	0.00	0	0.00	0
Filled on fixed term basis	0.00	0	0.00	0	0.00	0
Budget transfer to other post	0.10	1	0.00	0	0.10	1
End of fixed term contract	0.00	0	0.00	0	0.00	0
No reason provided	0.00	0	0.34	1	0.34	1

\* Full time equivalent

\*\* Head count/number of employees

**JOINT STAFFING WATCH RETURN  
EDUCATION RESOURCES**

**1. As at 13 June 2020**

	MALE		FEMALE		TOTAL
	F/T	P/T	F/T	P/T	
Teachers	694	61	2272	734	3761
Other	140	83	510	2157	2890
Total Employees	834	144	2782	2891	6651

\*Full - Time Equivalent No of Employees  
Salary Bands

	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
Teachers	0.00	0.34	0.00	0.00	0.00	1.00	0.00	4.00	3444.90	3450.24
Other	1.00	1039.95	778.48	134.03	47.64	13.00	4.00	58.23	7.40	2083.73

**1. As at 14 March 2020**

	MALE		FEMALE		TOTAL
	F/T	P/T	F/T	P/T	
Teachers	694	61	2259	728	3742
Other	140	82	503	2157	2882
Total Employees	834	143	2762	2885	6624

\*Full - Time Equivalent No of Employees  
Salary Bands

	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
Teachers	0.00	0.69	0.00	0.00	0.00	1.00	0.00	4.00	3427.60	3433.29
Other	1.00	1373.40	450.76	139.88	31.80	13.00	4.00	56.93	6.40	2077.17