

Report

Report to:	Employee Issues Forum
Date of Meeting:	26 October 2021
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Education Resources)

Subject:	Education Resources – Workforce Monitoring – June to August 2021
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for June to August 2021 relating to Education 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 June to August 2021 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 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 Education Resources provides information on the position for June to August 2021.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of August 2021 for Education Resources.

The Resource absence figure for August 2021 was 2.8%, which represents an increase of 0.7% when compared to the previous month and is 1.9% lower than the Council-wide figure. Compared to August 2020, the Resource absence figure has increased by 1.0%.

Based on the absence figures at August 2021 and annual trends, the projected annual average absence for the Resource for 2021/2022 is 3.9%, compared to a Council-wide average figure of 4.8%.

For the financial year 2021/2022, the projected average days lost per employee equates to 7.9 days, compared with the overall figure for the Council of 10.8 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 6 October 2021, the Council's overall absence level was 6.26% with 1.18% 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, 322 referrals were made this period, an increase of 152 when compared with the same period last year.

4.3. Accident/Incident Statistics (Appendix 2)

There were 131 accidents/incidents recorded within the Resource this period, an increase of 101 when compared to the same period last year.

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

There were 10 disciplinary hearings held within the Resource this period, which is an increase of 8 when compared with the same period last year. There were no grievances raised within the Resource this period, which is a decrease of 3 when compared with the same period last year. There were no Dignity at Work complaints raised within the Resource this period, this represents no change when compared with the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There were 90 leavers in the Resource this period who were eligible for an exit interview, which is an increase of 40 when compared with the same period last year. Exit interviews were held with 23% of employees, compared with 24% 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 June to August 2021, 260 posts (200.96 FTE) employees in total left employment and managers indicated that 254 posts (195.55 FTE) are being replaced, 1 post (1.0 FTE) was being filled on a temporary basis, for 1 post (0.74 FTE) the budget is being transferred to another post, 3 posts (3.0 FTE) are due to the end of fixed term contracts and 1 post (0.68 FTE) is being removed for savings.
- 5. Staffing Watch (Appendix 3)**
- 5.1. There has been an increase of 69 in the number of employees in post from 13 March 2021 to 12 June 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)

Tony McDaid
Executive Director (Education Resources)

7 October 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 – 29 September 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 - 2019/2020, 2020/2021 & 2021/2022
Education Resources

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	3.4	July	1.2	0.5	1.1	July	1.7	0.9	2.1	July	3.4	2.3	4.0	
August	2.8	2.7	3.8	August	1.3	1.2	2.0	August	2.0	1.8	2.8	August	3.7	3.1	4.7	
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	5.1	Annual Average	3.0	2.5	2.9	Annual Average	3.7	3.3	3.9	Annual Average	4.8	4.2	4.8	
Average Apr-Aug	3.3	2.4	4.5	Average Apr-Aug	2.3	1.4	2.3	Average Apr-Aug	2.7	1.8	3.3	Average Apr-Aug	4.0	3.1	4.5	
No of Employees at 31 August 2021			3309	No of Employees at 31 August 2021			4200	No of Employees at 31 August 2021			7509	No of Employees at 31 August 2021			16424	

For the financial year 2021/22, the projected average days lost per employee equates to 7.9 days.

Education Resources

	July-Aug 2020	July - Aug 2021
MEDICAL EXAMINATIONS		
Number of Employees Attending	37	67
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	8	29
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	56	118
REFERRALS TO EMPLOYEE SUPPORT OFFICER	66	101
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	3	7
TOTAL	170	322

CAUSE OF ACCIDENTS/INCIDENTS	July-Aug 2020	July - Aug 2021
Specified Injuries*	0	0
Over 7 day absences	0	0
Over 3 day absences**	0	1
Minor	0	6
Near Miss	0	0
Violent Incident: Physical****	30	116
Violent Incident: Verbal*****	0	8
Total Accidents/Incidents	30	131

*A Specified Injury is any fracture (other than to the fingers, thumbs or toes), amputation, loss of

**Over 3 day / over 7day absence is an injury sustained outwith specified injury category that

***Near Miss - Any unexpected, unplanned occurrence (except Dangerous Occurrences) that does

****Physical violent incidents are included in the "Specified" figures, where applicable, to provide

*****Physical violent incidents and ***** Verbal Violent Incidents are included in the "Over 3-day or

*****Physical Violent Incidents and ***** Verbal Violent Incidents are included in the "Minor" figures,

RECORD OF DISCIPLINARY HEARINGS	July-Aug 2020	July - Aug 2021
Total Number of Hearings	2	10
Total Number of Appeals	0	0
Appeals Pending	0	0

Time Taken to Convene Hearing Jun - Aug 2021

0-3 Weeks
4

4-6 Weeks
1

Over 6 Weeks
5

RECORD OF GRIEVANCE HEARINGS	July-Aug 2020	July - Aug 2021
Number of Grievances	3	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	3	0

RECORD OF DIGNITY AT WORK	July-Aug 2020	July - Aug 2021
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

ANALYSIS OF REASONS FOR LEAVING	July-Aug 2020	July - Aug 2021
Career Advancement	1	6
Poor Relationship with Manager/Colleagues	1	1
Moving Outwith Area	1	3
Travelling Difficulties	0	1
Further Education	4	6
Childcare/caring responsibilities	2	1
Dissatisfaction With Terms and Conditions	1	0
Other	2	3
Number of Exit Interviews conducted	12	21

Total Number of Leavers Eligible for Exit Interview	50	90
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Percentage of interviews conducted	24%	23%
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Appendix 2a

	Jun-Aug 2021		Cumulative total	
	FTE	H/C	FTE	H/C
Terminations/Leavers	200.96	260	233.63	305
Being replaced	195.55	254	227.38	297
Filled on a temp term basis	1.00	1	1.00	1
Plan to transfer this budget to another post	0.74	1	0.74	1
End of fixed term post	3.00	3	3.00	3
Leave vacant pending service review	0.00	0	0.84	2
Plan to remove for savings	0.68	1	0.68	1

* Full time equivalent

** Head count/number of employees