

# Report

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Report to:	<b>Education Resources Committee</b>
Date of Meeting:	<b>9 November 2010</b>
Report by:	<b>Executive Director (Corporate Resources) and Executive Director (Education Resources)</b>

Subject:	<b>Education Resources - Workforce Monitoring – July to September 2010</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for, July, August and September 2010 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, August and September 2010 relating to Education Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accidents/incident statistics
- ◆ discipline, grievance and Dignity at Work
- ◆ analysis of leavers
- ◆ Staffing Watch as at 12 June 2010

## 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, August and September 2010.

## 4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the most recent month of September 2010 for Education Resources.

The Resource absence figure for September 2010 was 3.5%, an increase of 1.1% from last month and is 0.2% lower than the Council Wide figure. Compared to September 2009, the Resource absence figure has decreased by 0.1%.

Based on annual trends and the period September 2010, the annual average figure for the Resource for 2010/2011 equates to 3.6% as against a Council wide average of 3.9%.

For the Resource this equates to 7.4 days being lost per employee for the year due to absence compared with the figure for the Council of 8.4 days per employee.

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

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 128 referrals were made this period, a decrease of 9 when compared to the same period last year.

#### **4.3 Accident/Incident Statistics**

There were 36 accidents/incidents recorded within the Resource this period, a decrease of 28 when compared with the same period last year. 28 of these incidents reported in this period were classified as violent incidents and of these incidents, 17 were due to behavioural incidents. Of the remaining 11 incidents, 10 were physical and 1 was verbal.

#### **4.4 Discipline/Grievance and Dignity at Work**

There were 3 disciplinary hearings held within the Resource this period an increase of 2 when compared with the same period last year. There were no grievance hearings or dignity at work cases held within the Resource this period.

#### **4.5 Analysis of Leavers**

There were 23 leavers in the Resource this period, a decrease of 10 when compared with the same period last year. Exit interviews were held with 18 of those employees.

### **5. Staffing Watch**

- 5.1 There has been a decrease of 34 in the number of staff from 13 March 2010 to 12 June 2010.

### **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. Other Implications**

- 8.1. There are no implications for sustainability or risk in terms of the information contained within this report.

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

- 9.1. 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.
- 9.2 There was no requirement to undertake any consultation in terms of the information contained in this report.

**Robert McIlwain**  
**Executive Director (Corporate Resources)**

**Larry Forde**  
**Executive Director (Education Resources)**

13 October 2010

**Link(s) to Council Values/Improvement Themes/Objectives**

- ◆ efficient and effective use of resources
- ◆ performance management and improvement

**Previous References**

- ◆ 31 August 2010

**List of Background Papers**

- ◆ monitoring information provided by Education Resources

**Contact for Further Information**

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

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**APPENDIX 1**

**ABSENCE TRENDS - ABSENCE TRENDS - 2008/2009, 2009/2010 & 2010/2011**  
**Education Resources**

APT&C				Teachers				Resource Total				Council Wide							
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011				
April	4.3	4.4	4.1	April	3.4	3.2	3.1	April	3.7	3.7	3.5	April	4.3	3.6	3.7				
May	4.4	4.9	4.3	May	2.8	3.7	3.6	May	3.4	4.2	3.9	May	4.0	4.0	3.9				
June	4.0	4.6	3.4	June	2.8	3.2	2.6	June	3.3	3.8	2.9	June	3.8	3.7	3.3				
July	2.6	2.6	2.8	July	1.5	1.2	1.3	July	1.9	1.7	1.9	July	2.9	2.8	2.7				
August	2.8	3.0	3.3	August	1.6	1.6	1.7	August	2.1	2.2	2.4	August	3.0	3.2	3.2				
September	4.0	4.7	4.7	September	2.8	2.8	2.7	September	3.3	3.6	3.5	September	3.8	4.0	3.7				
October	3.8	4.3		October	2.8	3.4		October	3.2	3.7		October	3.8	4.0					
November	5.9	4.9		November	4.0	4.7		November	4.7	4.8		November	4.6	4.8					
December	6.1	4.1		December	4.5	3.6		December	5.1	3.8		December	4.8	4.2					
January	5.8	4.3		January	4.1	4.2		January	4.8	4.2		January	4.4	4.3					
February	5.2	4.6		February	4.9	4.6		February	5.0	4.6		February	4.5	4.6					
March	5.5	4.6		March	4.7	4.5		March	5.0	4.5		March	4.4	4.5					
Annual Average	4.5	4.3	4.1	Annual Average	3.3	3.4	3.3	Annual Average	3.8	3.7	3.6	Annual Average	4.0	4.0	3.9				
Average Apr-Sep	3.6	3.9	3.8	Average Apr-Sep	2.4	2.6	2.5	Average Apr-Sep	2.9	3.1	3.0	Average Apr-Sep	3.6	3.5	3.4				
No of Employees at 30 Sept 2010				2452	No of Employees at 30 Sept 2010				3448	No of Employees at 30 Sept 2010				5900	No of Employees at 30 Sept 2010				15657

For Education Resources the absence rate for unpaid special leave was 0.6%  
Average number of days lost per employee annually is 7.4 days.

## EDUCATION RESOURCES

	July - Sept 2009	July - Sept 2010
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	31	29
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	21	15
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	72	61
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>		
	13	23
<b>TOTAL</b>	<b>137</b>	<b>128</b>

CAUSE OF ACCIDENTS/INCIDENTS	July - Sept 2009	July - Sept 2010
Major Injuries*	0	1
Over 3 day absences**	1	1
Minor	63	34
<b>Total Accidents/Incidents</b>	<b>64</b>	<b>36</b>
Near Miss	3	0
Violent Incident: Physical****	38	27
Violent Incident: Verbal*****	19	1

\* A major injury as defined by HSE is an accident connected with work and your employee, or self employed person working on the premises sustaining an injury such as those identified in the OHSMS Work Instruction 3.B.3

\*\*An Over 3-day injury is one which is not "Major" but results in the injured person being away from work OR unable to do their full range of their normal duties for more than three days, including any days they would not normally be expected to work such as weekends, rests days or holidays, not counting the day of the injury itself.

\*\*\* A minor injury is an injury not covered by "Over 3-day" or "Major"

\*\*\*\* Physical violent incidents are included in the "Major" figures, where applicable, to provide the "Total Major" figures.

\*\*\*\*Physical violent incidents and \*\*\*\*\*Verbal Violent Incidents are included in the "Over 3 day" figures, where applicable, to provide the "Total Over 3-day" figures.  
included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.

RECORD OF DISCIPLINARY/GRIEVANCE & DIGNITY AT WORK HEARINGS	July - Sept 2009	July - Sept 2010
Total Number of Hearings	1	3

ANALYSIS OF REASONS FOR LEAVING	July - Sept 2009	July - Sept 2010
Career Advancement	6	11
Poor Relationship with Manager/Colleagues	1	0
Moving Outwith Area	2	0
Personal Reasons	0	1
Travelling Difficulties	2	0
Further Education	1	0
Childcare/caring responsibilities	1	0
Other	3	6
<b>Number of Exit Interviews conducted</b>	<b>16</b>	<b>18</b>

<b>Total Number of Leavers Eligible for Exit Interview</b>	<b>33</b>	<b>23</b>
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<b>Percentage of interviews conducted</b>	<b>48%</b>	<b>78%</b>
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## 1. As at 12 June 2010

		MALE		FEMALE		TOTAL				
		F/T	P/T	F/T	P/T					
	Teachers	728	33	2097	567	3425				
	Other	200	80	519	1675	2474				
	Total Employees	928	113	2616	2242	5899				
	*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
non teachers	0	0	0	0	0	0	0	10.5	3153	3163.5
teachers	1	1207.05	296.23	105.8	36.86	20.00	7	69.75	30.2	1773.89

## 1. As at 13 March 2010

		MALE		FEMALE		TOTAL				
		F/T	P/T	F/T	P/T					
	Teachers	732	32	2100	568	3432				
	Other	211	69	548	1673	2501				
	Total Employees	943	101	2648	2241	5933				
	*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
non teachers	0	0	0	0	0	0	0	10.5	3161.1	3171.6
teachers	1	1198.41	300.07	127.39	38.8	23.00	8	73.85	31.6	1802.12