



Council Offices, Almada Street
Hamilton, ML3 0AA

Monday, 27 February 2023

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, 07 March 2023

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

Margaret Cowie (Chair), Celine Handibode (Depute Chair), John Anderson, Walter Brogan, Archie Buchanan, Gerry Convery, Geri Gray, Katy Loudon, Richard Nelson, Kirsten Robb

Substitutes

Mathew Buchanan, Mary Donnelly, Catherine McClymont, Elaine McDougall,

BUSINESS

1 Declaration of Interests

2 Minutes of Previous Meeting

3 - 6

Minutes of the Employee Issues Forum held on 8 November 2022 submitted for approval as a correct record. (Copy attached)

Item(s) for Consideration

3 Council-wide Workforce Monitoring - October to December 2022

7 - 28

Report dated 2 February 2023 by the Executive Director (Finance and Corporate Resources). (Copy attached)

4 Community and Enterprise Resources - Workforce Monitoring - October to December 2022

29 - 36

Joint report dated 2 February 2023 by the Executive Director (Finance and Corporate Resources) and Executive Director (Community and Enterprise Resources). (Copy attached)

5 Presentation on Sustainability and Climate Change

Urgent Business

6 Urgent Business

Any other items of business which the Chair decides are urgent.

For further information, please contact:-

Clerk Name:	Helen Calley
Clerk Telephone:	07385370069
Clerk Email:	helen.calley@southlanarkshire.gov.uk

EMPLOYEE ISSUES FORUM

2

Minutes of meeting held via Microsoft Teams and in Committee Room 1, Council Offices, Almada Street, Hamilton on 8 November 2022

Chair:

Councillor Margaret Cowie

Councillors Present:

Councillor John Anderson, Councillor Walter Brogan, Councillor Archie Buchanan, Councillor Gerry Convery, Councillor Celine Handibode (Depute), Councillor Katy Loudon, Councillor Richard Nelson, Councillor Kirsten Robb

Councillor's Apology:

Councillor Geri Gray

Attending:

Finance and Corporate Resources

H Calley, Administration Officer; E McPake, HR Business Manager; K McVeigh, Head of Personnel Services; L Wyllie, Administration Assistant

Social Work Resources

S McNeill, Service Manager (Registered Care at Home Services)

Also Attending:

J Gaffney, EIS; G Higgins, Unite; T Slaven, UNISON

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Employee Issues Forum held on 30 August 2022 were submitted for approval as a correct record.

The Forum decided: that the minutes be approved as a correct record.

3 Council-wide Workforce Monitoring – July and August 2022

A report dated 14 October 2022 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period July and August 2022:-

- ♦ attendance statistics
- ♦ occupational health statistics
- ♦ accident/incident statistics
- ♦ disciplinary hearings, grievances and Dignity at Work cases
- ♦ analysis of leavers and exit interviews
- ♦ recruitment monitoring
- ♦ Staffing Watch as at 11 June 2022

Officers responded to members' questions regarding the reasons for staff leaving the Council and the number of appeals pending.

The Forum decided: that the report be noted.

4 Social Work Resources – Workforce Monitoring – July and August 2022

A joint report dated 5 October 2022 by the Executive Director (Finance and Corporate Resources) and Director, Health and Social Care was submitted on the following employee information for Social Work Resources for the period July and August 2022:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ Staffing Watch as at 11 June 2022

Officers responded to members' questions regarding the increase in accident/incidents recorded and higher absence rates for manual workers.

The Forum decided: that the report be noted.

5 Homecare Employability

S McNeill, Service Manager (Registered Care at Home Services), gave a presentation explaining the recruitment challenges faced by Care at Home Services which included:-

- ◆ challenging labour market
- ◆ low unemployment
- ◆ competition within and outwith Social Care
- ◆ ageing workforce - turnover

The Council's approaches to combating those challenges were:-

- ◆ increased flexible options by revising shift patterns and offering greater flexibility in terms of hours of employment
- ◆ the use of social media
- ◆ case studies to showcase the work of the service
- ◆ Job Centre and Council recruitment fayres
- ◆ links with further education
- ◆ employability
- ◆ pop-up banners placed in public areas of key Council/South Lanarkshire Leisure and Culture buildings
- ◆ bus advertising

In addition to video campaigns, 2 radio campaigns had been organised and a landing page created within the Council's internet site to direct candidates and provide information on the roles and a link for applications.

The impact of the campaigns meant that:-

- ◆ almost 6,000 hours recruited in the last year (over 200 staff)
- ◆ induction took place every 4 weeks
- ◆ confirmed starts/at offer management
 - ◆ commencing 21 November 2022 – 378 hours
 - ◆ commencing 5 December 2022 – 35 hours

- ♦ at offer management – 511 hours
- ♦ 24 candidates being interviewed
- ♦ 21 candidates being shortlisted

Officers responded to members' questions in relation to extending the radio campaign to more local stations and the possibility of having recruitment stalls at shopping centres, particularly when specific events were being held, for example, Santa's Grottos.

The Forum decided: that the presentation be noted.

6 Urgent Business

There were no items of urgent business.

Report

3

Report to:	Employee Issues Forum
Date of Meeting:	7 March 2023
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Council-wide Workforce Monitoring – October to December 2022
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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 October to December 2022

2. Recommendation(s)

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

(1) that the following employment information for the period October to December 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 10 December 2022

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to the Employee Issue Forum. This report for the Council provides information on the position for the period October to December 2022.

4. Attendance Statistics

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

The Council's absence rate for December 2022, shown in Appendix 1, is 7.0%, which represents an increase of 0.5% when compared with last month and the figure has increased by 0.1% when compared to December 2021.

When compared to December 2021, the APT&C absence rate has increased by 0.5%, the teachers' figure has decreased by 0.8% and the manual workers' figure has increased by 0.1%.

Based on annual trends and the absence rate to December 2022, the projected average absence rate for the Council for the financial year 2022/2023 is 6.0%.

In comparison to December 2021 (Appendix 8):-

- ◆ psychological and respiratory conditions are the main reasons for absence
- ◆ total days lost due to psychological conditions have increased by 372 days
- ◆ total days lost due to respiratory conditions have decreased by 2,122 days
- ◆ total days lost due to musculoskeletal conditions have increased by 31 days
- ◆ total days lost due to stomach, bowel, blood and metabolic disorders have increased by 218 days

5. Occupational Health

5.1. Information on Occupational Health for the period October to December 2022 is provided in Appendix 9.

- ◆ during the period there were 407 employees referred for a medical examination, an increase of 8 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 446 employees attended physiotherapy treatment, showing an increase of 17 when compared to the same period last year. Of the 446 employees referred, 76% remained at work whilst undertaking treatment
- ◆ during this period 514 employees were referred to the Employee Support Officer, showing a decrease of 11 when compared with the same period last year. Of the referrals made this period, 84% related to personal reasons
- ◆ 167 employees were referred to the PAM Assist counselling service this period, showing an increase of 2 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, 23% were for work related reasons and 12% were for other reasons
- ◆ 3 employees were referred for Cognitive Behavioural Therapy this period, a decrease of 2 when compared to the same period last year

6. Accidents/Incidents

6.1. The accident/incident report for October to December 2022 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 365, this figure has decreased by 114 from the same period last year
- ◆ there were no specified injuries recorded, this figure remains unchanged from the same period last year
- ◆ there were 344 minor accidents/incidents, this figure has decreased by 128 from the same period last year
- ◆ there were 6 accidents resulting in an absence lasting over 3 days during the period, this figure has increased by 6 from the same period last year
- ◆ there were 15 accidents resulting in an absence lasting over 7 days during the period, this figure has increased by 8 from the same period last year

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

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

- ◆ in total, 46 disciplinary hearings were held across Resources within the Council, this figure has increased by 14 when compared to the same period last year

- ◆ action was taken in 43 of these cases. No appeals were raised against the outcomes
- ◆ our target is to convene disciplinary hearings within 6 weeks, 76% of hearings met this target
- ◆ during the period, 4 appeals were heard by the Appeals Panel, of which 1 was upheld in part, 3 were not upheld. 1 was withdrawn
- ◆ at the end of December 2022, 1 appeal was pending
- ◆ during the period, 4 grievance cases were raised
- ◆ during the period, no Dignity at Work cases were raised
- ◆ during the period, no referrals for mediation were submitted

8. Analysis of Leavers and Exit Interviews

- 8.1. Information on the number of leavers and exit interviews for the period October to December 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 10 December 2022, the Council's turnover figure for October to December 2022 is as follows: -

162 leavers eligible for exit interviews/15,047 employees in post = Labour Turnover of 1.1%.

Based on the figure at December 2022, the projected annual labour turnover figure for the financial year 2022/2023 for the Council is 5.1%.

- 8.2. Analysis of Leavers and Exit Interviews:-

- ◆ there were a total of 162 employees leaving the Council that were eligible for an exit interview, an increase of 5 when compared with the same period last year
- ◆ there was a total of 55 exit interviews conducted, a decreased of 37 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 October to December 2022, 382 (249.25 FTE) employees left employment. Managers indicated that 319 posts (221.18 FTE) would be replaced, 1 post (0.00 FTE) was being filled on a casual temporary basis, the budget for 1 post (0.45 FTE) is being transferred to another post, 56 posts (24.41 FTE) were due to the end of fixed term contracts, 4 posts (2.42 FTE) were being left vacant pending savings or service reviews and 1 post (0.79 FTE) is planning on being removed for savings.

9. Recruitment Monitoring

- 9.1. Information on Recruitment Monitoring for October to December 2022 is contained within Appendix 14.

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

- ♦ overall, 2,579 applications and 2,533 completed Equal Opportunities Monitoring Forms were received
- ♦ of those applicants who declared themselves as disabled (62), 31 were shortlisted for interview and 5 were appointed
- ♦ of those applicants of a black/ethnic minority background (162), 38 were shortlisted for interview and 12 were appointed
- ♦ of those applicants who are veterans (32), 24 were shortlisted for interview and none were appointed

10. Staffing Watch

- 10.1. There has been a decrease of 17 employees in post from 10 December 2022 to 10 September 2022. Details of staffing watch are contained in Appendix 16.

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)

2 February 2023

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 Issue Forum – 8 November 2022

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: 4647 (Tel: 01698 454647)

E-mail: 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	4.5	July	0.5	1.1	1.4	July	4.0	6.3	7.4	July	2.3	4.0	4.6
August	2.9	4.6	4.3	August	1.2	2.0	1.4	August	5.1	7.3	7.4	August	3.1	4.7	4.4
September	4.1	6.1	5.2	September	2.7	4.4	2.8	September	5.8	8.5	8.0	September	4.2	6.4	5.4
October	4.7	6.0	5.7	October	3.2	4.1	3.4	October	6.4	8.7	8.1	October	4.8	6.3	5.8
November	5.6	6.5	6.3	November	4.6	5.6	4.7	November	7.3	8.7	8.6	November	5.8	6.9	6.5
December	5.3	6.2	6.7	December	4.7	6.1	5.3	December	6.9	8.8	8.9	December	5.6	6.9	7.0
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	3.3	Annual Average	6.1	8.3	8.7	Annual Average	4.2	5.9	6.0
Average Apr-Dec	3.8	5.2	5.3	Average Apr-Dec	2.5	3.5	3.1	Average Apr-Dec	5.7	7.6	8.1	Average Apr-Dec	4.0	5.5	5.6
No of Employees at 31 Dec 2022			7666	No of Employees at 31 Dec 2022			3962	No of Employees at 31 Dec 2022			4476	No of Employees at 31 Dec 2022			16104

Absence Trends - 2020/2021, 2021/2022 & 2022/2023

Community and Enterprise Resources

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	3.9	July	3.6	5.3	5.9	July	3.4	4.9	5.6	July	2.3	4.0	4.6				
August	1.7	2.9	3.4	August	4.9	6.4	6.6	August	4.4	5.9	6.1	August	3.1	4.7	4.4				
September	1.6	3.4	3.1	September	5.8	8.2	7.9	September	5.1	7.5	7.1	September	4.2	6.4	5.4				
October	3.1	3.8	5.1	October	6.3	7.9	7.5	October	5.8	7.3	7.1	October	4.8	6.3	5.8				
November	3.6	3.5	4.2	November	7.1	8.0	8.3	November	6.6	7.3	7.7	November	5.8	6.9	6.5				
December	3.1	4.2	3.7	December	6.4	8.0	8.8	December	5.9	7.4	8.0	December	5.6	6.9	7.0				
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	4.1	Annual Average	5.6	7.7	8.0	Annual Average	5.1	7.1	7.4	Annual Average	4.2	5.9	6.0				
Average Apr-Dec	2.4	3.2	3.9	Average Apr-Dec	5.3	6.9	7.4	Average Apr-Dec	4.9	6.4	6.8	Average Apr-Dec	4.0	5.5	5.6				
No of Employees at 31 Dec 2022				524	No of Employees at 31 Dec 2022				2884	No of Employees at 31 Dec 2022				3408	No of Employees at 31 Dec 2022				16104

Absence Trends - 2020/2021, 2021/2022 & 2022/2023

Education Resources

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	3.8	July	0.5	1.1	1.4	July	0.9	2.1	2.5	July	2.3	4.0	4.6
August	2.7	3.8	3.6	August	1.2	2.0	1.4	August	1.8	2.8	2.4	August	3.1	4.7	4.4
September	4.8	6.4	5.8	September	2.7	4.4	2.8	September	3.6	5.3	4.1	September	4.2	6.4	5.4
October	5.4	6.6	6.5	October	3.2	4.1	3.4	October	4.1	5.2	4.8	October	4.8	6.3	5.8
November	6.6	8.0	7.9	November	4.6	5.6	4.7	November	5.5	6.7	6.2	November	5.8	6.9	6.5
December	6.5	8.0	8.5	December	4.7	6.1	5.3	December	5.5	7.0	6.8	December	5.6	6.9	7.0
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	3.3	Annual Average	3.3	4.9	4.7	Annual Average	4.2	5.9	6.0
Average Apr-Dec	3.9	5.7	5.8	Average Apr-Dec	2.5	3.5	3.1	Average Apr-Dec	3.1	4.5	4.3	Average Apr-Dec	4.0	5.5	5.6
No of Employees at 31 Dec 2022			3475	No of Employees at 31 Dec 2022			3962	No of Employees at 31 Dec 2022			7437	No of Employees at 31 Dec 2022			16104

Absence Trends - 2020/2021, 2021/2022 & 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	3.9	July	3.5	0.0	0.0	July	2.0	3.3	3.9	July	2.3	4.0	4.6	
August	1.8	3.6	4.1	August	12.1	0.0	0.0	August	2.0	3.6	4.1	August	3.1	4.7	4.4	
September	2.3	4.0	3.6	September	13.4	0.0	0.0	September	2.4	4.0	3.6	September	4.2	6.4	5.4	
October	3.2	3.6	3.8	October	10.2	0.0	0.0	October	3.3	3.6	3.8	October	4.8	6.3	5.8	
November	3.1	4.3	3.4	November	11.4	0.0	0.0	November	3.2	4.3	3.4	November	5.8	6.9	6.5	
December	2.7	3.8	4.3	December	11.4	0.0	0.0	December	2.8	3.8	4.3	December	5.6	6.9	7.0	
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	6.0	
Average Apr-Dec	2.5	3.6	3.7	Average Apr-Dec	10.4	0.0	0.0	Average Apr-Dec	2.6	3.6	3.7	Average Apr-Dec	4.0	5.5	5.6	
No of Employees at 31 Dec 2022			971	No of Employees at 31 Dec 2022			0	No of Employees at 31 Dec 2022			971	No of Employees at 31 Dec 2022			16104	

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	5.5	July	2.7	5.7	8.9	July	2.7	4.7	6.9	July	2.3	4.0	4.6				
August	2.5	4.9	4.7	August	3.4	7.9	7.1	August	2.8	6.2	5.7	August	3.1	4.7	4.4				
September	2.1	5.8	4.5	September	3.3	8.1	6.3	September	2.6	6.8	5.2	September	4.2	6.4	5.4				
October	2.9	5.2	4.3	October	3.9	9.0	7.8	October	3.3	6.8	5.8	October	4.8	6.3	5.8				
November	3.7	5.7	4.6	November	5.6	9.2	7.8	November	4.5	7.2	5.9	November	5.8	6.9	6.5				
December	3.3	4.6	4.4	December	4.8	9.5	7.2	December	3.9	6.7	5.6	December	5.6	6.9	7.0				
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	5.2	Annual Average	3.7	7.6	8.4	Annual Average	3.3	6.1	6.5	Annual Average	4.2	5.9	6.0				
Average Apr-Dec	3.0	4.4	4.8	Average Apr-Dec	3.5	7.0	8.0	Average Apr-Dec	3.2	5.5	6.1	Average Apr-Dec	4.0	5.5	5.6				
No of Employees at 31 Dec 2022				868	No of Employees at 31 Dec 2022				572	No of Employees at 31 Dec 2022				1440	No of Employees at 31 Dec 2022				16104

Absence Trends - 2020/2021, 2021/2022 & 2022/2023

Social Work Resources

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	6.0	July	6.3	10.3	11.8	July	4.6	7.5	7.9	July	2.3	4.0	4.6
August	4.4	7.3	6.0	August	6.7	10.2	10.8	August	5.2	8.2	7.5	August	3.1	4.7	4.4
September	5.4	7.6	5.9	September	7.5	10.3	9.6	September	6.1	8.5	7.1	September	4.2	6.4	5.4
October	5.9	6.9	5.8	October	8.2	11.3	10.4	October	6.7	8.4	7.3	October	4.8	6.3	5.8
November	6.6	6.2	6.0	November	8.9	10.8	10.4	November	7.4	7.7	7.4	November	5.8	6.9	6.5
December	6.5	5.5	6.4	December	10.3	11.1	10.6	December	7.7	7.3	7.7	December	5.6	6.9	7.0
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	6.4	Annual Average	9.2	10.5	11.1	Annual Average	6.5	7.7	7.9	Annual Average	4.2	5.9	6.0
Average Apr-Dec	5.1	5.9	6.0	Average Apr-Dec	8.2	10.1	10.8	Average Apr-Dec	6.2	7.3	7.5	Average Apr-Dec	4.0	5.5	5.6
No of Employees at 31 Dec 2022			1828	No of Employees at 31 Dec 2022			1020	No of Employees at 31 Dec 2022			2848	No of Employees at 31 Dec 2022			16104

										Appendix 7
Absence by long and short term										
From: 1 October 2022 to 31 December 2022										
		October 2022			November 2022			December 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	3408	2.4	4.7	7.1	3.1	4.6	7.7	3.0	5.0	8.0
Education	7437	2.0	2.8	4.8	2.6	3.6	6.2	3.1	3.7	6.8
Finance and Corporate	971	1.4	2.4	3.8	1.3	2.1	3.4	2.0	2.3	4.3
Housing & Technical	1440	2.4	3.4	5.8	2.1	3.8	5.9	2.6	3.0	5.6
Social Work	2848	2.3	5.0	7.3	2.5	4.9	7.4	2.6	5.1	7.7
Council Overall for October 2022 to December 2022	16104	2.2	3.6	5.8	2.6	3.9	6.5	2.9	4.1	7.0

**Attendance Monitoring
Absence Classification**

From : 1 December 2022 to 31 December 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	1416	24	1027	10	90	11	498	30	862	21	3893	17
Psychological	1659	29	3486	33	384	46	328	20	1209	30	7066	31
Stomach, Bowel, Blood, Metabolic Disorders	405	7	1041	10	55	7	115	7	395	10	2011	9
Respiratory	1198	21	2696	26	113	14	380	23	738	18	5125	23
Other Classification	1141	20	2181	21	190	23	315	19	816	20	4643	20
Total Days Lost By Resource	5819	100	10431	100	832	100	1636	100	4020	100	22738	100
Total Work Days Available	72489		153386		19236		29348		52210			

From : 1 December 2021 to 31 December 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	1307	23	1221	11	95	13	453	22	786	20	3862	16
Psychological	1288	23	3326	30	235	32	582	28	1263	32	6694	28
Stomach, Bowel, Blood, Metabolic Disorders	437	8	790	7	33	5	180	9	353	9	1793	8
Respiratory	1725	30	3928	35	147	20	557	27	890	22	7247	31
Other Classification	939	16	1884	17	214	30	280	14	717	18	4034	17
Total Days Lost By Resource	5696	100	11149	100	724	100	2052	100	4009	100	23630	100
Total Work Days Available	76739		159770		19062		30805		54862			

*WDL = Work Days Lost

Occupational Health Reports

From: 1 October 2022 - 31 December 2022 comparison with 1 October 2021 - 31 December 2021

Medical Referrals											
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals				
		Teachers	Others								
Total (Oct - Dec 2022)	104	42	61	21	60	119	407				
Total (Oct - Dec 2021)	115	29	53	13	63	126	399				

No of Employees Referred For Physiotherapy			No of Employees Referred To Employee Support Officer			No of Employees Referred For Cognitive Behavioural Therapy		
Resource	Oct - Dec 2021	Oct - Dec 2022	Resource	Oct - Dec 2021	Oct - Dec 2022	Resource	Oct - Dec 2021	Oct - Dec 2022
Community and Enterprise	91	106	Community and Enterprise	110	108	Community and Enterprise	0	0
Education (Teachers)	77	70	Education	252	243	Education	3	1
Education (Others)	97	102	Finance and Corporate	19	33	Finance and Corporate	0	0
Finance and Corporate	14	18	Housing and Technical	40	32	Housing and Technical	0	0
Housing and Technical	44	49	Social Work	104	98	Social Work	0	0
Social Work	106	101	Total	525	514	Not Disclosed	2	2
Total	429	446				Total	5	3

Analysis of Counselling Referrals by Cause											
Reason											
Work Stress		Addiction		Personal		Anxiety/ Depression		Bereavement		Total	
M	S	M	S	M	S	M	S	M	S	M	S
Total (Oct - Dec 2022)	38	0	0	0	108	0	0	21	0	167	0
Total (Oct - Dec 2021)	37	0	0	0	108	0	0	20	0	165	0
Total								Total Referrals (Oct - Dec 2022)		167	
								Total Referrals (Oct - Dec 2021)		165	

M = MANAGEMENT REFERRAL S = SELF REFERRAL

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

From: 1 October 2022 - 31 December 2022 comparison with 1 October 2021 - 31 December 2021

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022
Specified Injury	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	0	0	0	0	0	0	0	0	0	0	0	0
Over 7-day	4	10	1	0	0	0	0	4	2	1	7	15
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 7-day**	4	10	1	0	0	0	0	4	2	1	7	15
Over 3-day	0	2	0	0	0	0	0	0	0	4	0	6
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 3-day**	0	2	0	0	0	0	0	0	0	4	0	6
Minor	14	21	10	6	0	0	5	3	14	9	43	39
Near Miss	4	4	1	0	0	0	2	0	0	2	7	6
Violent Incident: Physical	3	5	391	253	0	0	1	0	8	10	403	268
Violent Incident: Verbal	7	7	9	18	0	0	1	3	2	3	19	31
Total Minor***	28	37	411	277	0	0	9	6	24	24	472	344
Total Accidents/Incidents	32	49	412	277	0	0	9	10	26	29	479	365

*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.

*** A minor injury is an injury not covered by " Over 7-day", "Over 3-day" or "Specified".

Record of Disciplinary Hearings

From: 1 October 2022 - 31 December 2022 comparison with 1 October 2021 - 31 December 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	32	N/A	32	0	2	N/A	2	0	30	N/A	30	16	8	8	75%
Education	4	0	1	5	0	0	0	0	4	1	0	5	1	2	2	60%
Finance and Corporate	2	0	N/A	2	0	0	N/A	0	2	0	N/A	2	2	0	0	100%
Housing and Technical	3	0	N/A	3	1	0	N/A	1	2	0	N/A	2	3	0	0	100%
Social Work	2	2	N/A	4	0	0	N/A	0	2	2	N/A	4	1	2	1	75%
Total (Oct - Dec 2022)	11	34	1	46	1	2	0	3	10	33	0	43	23	12	11	76%
Total (Oct - Dec 2021)	10	20	2	32	2	0	0	2	8	20	2	30	13	14	5	84%

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 (Oct - Dec 2022)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total (Oct - Dec 2021)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*Resources nil responses are not included in figures

Appeal's Panel

From: 1 October 2022 - 31 December 2022

Appeal's Panel	Upheld	Upheld in Part	Not Upheld	Total	Withdrawn	Appeals pending to date
Total	0	1	3	4	1	1

Appendix 12a						
Record of Grievances						
From: 1 October 2022 - 31 December 2022 comparison with 1 October 2021 - 31 December 2021						
Grievances	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process	
Total (Oct - Dec 2022)	4	1	3	0	0	
Total (Oct - Dec 2021)	4	0	4	0	0	
Dignity at Work						
From: 1 October 2022 - 31 December 2022 comparison with 1 October 2021 - 31 December 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 (Oct - Dec 2022)	0	0	0	0	0	0
Total (Oct - Dec 2021)	2	0	2	0	0	0

				Appendix 12b			
Referrals for Workplace Mediation							
As at December 2022							
Workplace Mediation	Oct-22	Nov-22	Dec-22				
No of Referrals	0	0	0				
*No of Successful Cases	1	0	0				
*No of Unsuccessful Cases	0	0	0				
No of cases unsuitable for mediation	0	1	0				
Workplace Mediation	Oct-22	Nov-22	Dec-22				
No of Referrals	0	0	0				
*No of Successful Cases	0	0	0				
*No of Unsuccessful Cases	0	0	0				
No of cases unsuitable for mediation	0	0	0				
*successful/unsuccessful case outcomes may be shown outwith the month they were referred.							

							Appendix 13
Analysis of leavers and exit interviews							
From 1 October 2022 - 31 December 2022							
Reason for leaving	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
Career Advancement	3	9	0	3	13	28	1
Poor relationship with managers / colleagues	1	3	0	0	2	6	0
Personal Reasons	1	1	0	0	2	4	0
Travelling difficulties	1	1	0	0	2	4	0
Disatisfaction with terms and conditions	1	0	1	0	1	3	0
Moving outwith area	0	1	0	0	0	1	0
Further Education	1	0	0	0	0	1	0
Child Caring / Caring Responsibilities	1	0	0	0	0	1	0
Other	0	3	0	1	3	7	0
Number of exit interviews conducted	9	18	1	4	23	55	
Total no. of leavers per Resource eligible for an exit interview	46	37	10	9	60	162	
% of leavers interviewed	20%	49%	10%	44%	38%	34%	
From 1 October 2021 - 31 December 2021							
Number of exit interviews conducted	13	37	2	7	33	92	
Total no. of leavers per Resource eligible for an exit interview	39	49	3	14	52	157	
% of leavers interviewed	33%	76%	67%	50%	63%	59%	
* Note these totals include temporary employees							

Appendix 13a														
October to December 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	95.48	145	71.07	120	0.00	0	0.00	0	24.41	25	0.00	0	0.00	0
Education	43.12	88	42.16	55	0.00	0	0.00	0	0.00	31	0.97	2	0.00	0
Finance & Corporate	17.67	24	16.29	21	0.00	1	0.00	0	0.00	0	0.60	1	0.79	1
Housing & Technical	19.76	24	19.76	24	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Social Work	73.22	101	71.91	99	0.00	0	0.45	1	0.00	0	0.85	1	0.00	0
Total	249.25	382	221.18	319	0.00	1	0.45	1	24.41	56	2.42	4	0.79	1

Recruitment Monitoring
Analysis of Gender, Disability, Ethnicity and Age

From : 1 October 2022 - 31 December 2022

Total Number of applications received:	2579
Total Number of Equal Opportunities Monitoring forms received:	2533
Total Number of posts recruited for:	678
Total Number of appointments:	465

Gender / Disability / Age							
	Applied	Interviewed	Appointed	% of Applicants interviewed	% of Applicants appointed	% of Interviewees appointed	
Total EO Forms Received	2533	1094	435	43%	17%	40%	
Total No of Male Applicants	683	304	101	45%	15%	33%	
Total No of Female Applicants	1840	788	322	43%	18%	41%	
Total No of Disabled Applicants	62	31	5	50%	8%	16%	
Total No of applicants aged under 50	2026	835	327	41%	16%	39%	
Total No of applicants aged over 50	472	245	90	52%	19%	37%	
Total No of White applicants	2338	1046	409	45%	17%	39%	
Total No of Black/Ethnic minority applicants*	162	38	12	23%	7%	32%	
Total No of Veteran applicants	32	24	0	75%	0%	0%	

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

From : 1 October 2022 - 31 December 2022

Total Number of applications received:	2241
Total Number of Equal Opportunities Monitoring forms received:	2227
Total Number of posts recruited for:	426
Total Number of appointments:	348

Gender / Disability / Age							
	Applied	Interviewed	Appointed	% of Applicants interviewed	% of Applicants appointed	% of Interviewees appointed	
Total EO Forms Received	2227	953	342	43%	15%	36%	
Total No of Male Applicants	654	265	84	41%	13%	32%	
Total No of Female Applicants	1566	684	252	44%	16%	37%	
Total No of Disabled Applicants	53	28	5	53%	9%	18%	
Total No of applicants aged under 50	1808	734	271	41%	15%	37%	
Total No of applicants aged over 50	381	200	60	52%	16%	30%	
Total No of White applicants	2100	920	332	44%	16%	36%	
Total No of Black/Ethnic minority applicants*	105	22	3	21%	3%	14%	
Total No of Veteran applicants	22	14	0	64%	0%	0%	

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 10 DECEMBER 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	3063	1235	233	203	1392	2160.40	1.00	1471.04	386.49	233.64	44.23	17.00	2.00	5.00	0.00
Education - Others	3266	145	90	670	2361	2393.62	1.00	1168.50	941.97	149.13	47.00	11.00	3.96	63.26	7.80
Education - Teachers	3859	676	76	2259	848	3499.40	0.00	0.00	0.00	0.00	0.00	1.00	0.00	6.60	3491.80
Finance & Corporate Resources	900	213	24	431	232	815.53	2.00	136.99	367.61	219.47	59.16	24.30	6.00	0.00	0.00
Housing & Technical	1295	819	26	326	124	1237.17	1.00	206.94	633.91	352.72	29.60	11.00	2.00	0.00	0.00
Social Work Resources	2665	198	183	963	1321	1335.91	1.00	111.64	617.78	536.93	35.80	30.76	2.00	0.00	0.00
						7942.63	(excluding Teachers)								
Total All Staff	15048	3286	632	4852	6278	11442.03	6.00	3095.11	2947.76	1491.89	215.79	95.06	15.96	74.86	3499.60

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 10 SEPTEMBER 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	3137	1287	236	206	1408	2230.86	1.00	1525.42	397.39	233.22	45.23	17.00	2.00	9.60	0.00
Education - Others	3212	143	88	656	2325	2352.27	1.00	1159.20	914.47	143.94	46.60	11.60	4.00	63.66	7.80
Education - Teachers	3876	688	70	2275	843	3515.30	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	3514.30
Finance & Corporate Resources	897	207	24	415	251	805.43	2.00	128.41	363.75	223.48	57.49	24.30	6.00	0.00	0.00
Housing & Technical	1291	823	26	320	122	1233.52	1.00	216.87	615.18	358.87	28.60	11.00	2.00	0.00	0.00
Social Work Resources	2652	223	166	1003	1260	2321.75	1.00	1131.10	572.73	548.36	36.80	29.76	2.00	0.00	0.00
						8943.83	(excluding Teachers)								
Total All Staff	15065	3371	610	4875	6209	12459.13	6.00	4161.00	2863.52	1507.87	214.72	94.66	16.00	73.26	3522.10

Report

4

Report to:	Employee Issues Forum
Date of Meeting:	7 March 2023
Report by:	Executive Director (Finance and Corporate Resources) and Executive Director (Community and Enterprise Resources)

Subject:	Community and Enterprise Resources – Workforce Monitoring – October to December 2022
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for October to December 2022 relating to Community and Enterprise Resources

2. Recommendation(s)

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

(1) that the following employment information for October to December 2022 relating to Community and Enterprise Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ staffing watch as at 10 December 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 Community and Enterprise Resources, provides information on the position for October to December 2022.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of December 2022 for Community and Enterprise Resources.

The Resource absence figure for December 2022 was 8.0%, this figure has increased by 0.3% when compared to last month and is 1.0% higher than the Council-wide figure. Compared to December 2021, the Resource absence figure has increased by 0.6%.

Based on the absence figures at December 2022 and annual trends, the projected annual average absence for the Resource for 2022/2023 is 7.4%, compared to a Council-wide average figure of 6.0%.

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 works 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 5.81% with 0.30% 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, overall 337 referrals were made this period. This represents an increase of 8 when compared with the same period last year.

4.3. Accident/Incident Statistics

There were 49 accidents/incidents recorded within the Resource this period, an increase of 17 when compared to the same period last year.

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

During the period, 32 disciplinary hearings were held within the Resource, an increase of 24 when compared to the same period last year. Three appeals were heard by the Appeals Panel and 1 appeals was withdrawn. Three grievance hearings were raised within the Resource, this figure has increased by 1 when compared to the same period last year. No Dignity at Work complaints were raised within the Resource, this figure has decreased by 1 when compared to the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There were a total of 46 leavers in the Resource this period eligible for an exit interview. This figure has increased by 7 when compared with the same period last year. Nine exit interviews were conducted in this period, a decrease of 4 when compared to 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 the following options:-

- ◆ plan to hold for savings
- ◆ fill on a fixed term basis pending savings
- ◆ transfer budget to another post
- ◆ end of fixed term post

4.7. Appendix 2a provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period October to December 2022, 145 (95.48 FTE) employees in total left employment, managers indicated that 120 posts (71.07 FTE) were being replaced and 25 posts (24.41 FTE) were due to the end of a fixed term contract.

5. Staffing Watch

5.1. There has been a decrease of 74 in the number of employees in post from 10 September 2022 to 10 December 2022.

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)

David Booth

Executive Director (Community and Enterprise Resources)

2 February 2023

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 – 8 November 2022

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

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E-mail: Elaine.Maxwell@southlanarkshire.gov.uk

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	3.9	July	3.6	5.3	5.9	July	3.4	4.9	5.6	July	2.3	4.0	4.6	
August	1.7	2.9	3.4	August	4.9	6.4	6.6	August	4.4	5.9	6.1	August	3.1	4.7	4.4	
September	1.6	3.4	3.1	September	5.8	8.2	7.9	September	5.1	7.5	7.1	September	4.2	6.4	5.4	
October	3.1	3.8	5.1	October	6.3	7.9	7.5	October	5.8	7.3	7.1	October	4.8	6.3	5.8	
November	3.6	3.5	4.2	November	7.1	8.0	8.3	November	6.6	7.3	7.7	November	5.8	6.9	6.5	
December	3.1	4.2	3.7	December	6.4	8.0	8.8	December	5.9	7.4	8.0	December	5.6	6.9	7.0	
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	4.1	Annual Average	5.6	7.7	8.0	Annual Average	5.1	7.1	7.4	Annual Average	4.2	5.9	6.0	
Average Apr-Dec	2.4	3.2	3.9	Average Apr-Dec	5.3	6.9	7.4	Average Apr-Dec	4.9	6.4	6.8	Average Apr-Dec	4.0	5.5	5.6	
No of Employees at 31 Dec 2022			524	No of Employees at 31 Dec 2022			2884	No of Employees at 31 Dec 2022			3408	No of Employees at 31 Dec 2022			16104	

APPENDIX 2		
COMMUNITY AND ENTERPRISE RESOURCES		
	Oct-Dec 2021	Oct-Dec 2022
MEDICAL EXAMINATIONS		
Number of Employees Attending	115	104
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	13	19
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	91	106
REFERRALS TO EMPLOYEE SUPPORT OFFICER	110	108
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	0	0
TOTAL	329	337
CAUSE OF ACCIDENTS/INCIDENTS	Oct-Dec 2021	Oct-Dec 2022
Over 7 day absences	4	10
Over 3 day absences**	0	2
Minor	14	21
Near Miss	4	4
Violent Incident: Physical****	3	5
Violent Incident: Verbal*****	7	7
Total Accidents/Incidents	32	49
<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>		
RECORD OF DISCIPLINARY HEARINGS	Oct-Dec 2021	Oct-Dec 2022
Total Number of Hearings	8	32
Total Number of Appeals	1	4
Time Taken to Convene Hearing Oct - Dec 2022		
0-3 Weeks 16	4-6 Weeks 8	Over 6 Weeks 8
RECORD OF GRIEVANCE HEARINGS	Oct-Dec 2021	Oct-Dec 2022
Number of Grievances	2	3
Number Resolved at Stage 2	2	3
RECORD OF DIGNITY AT WORK	Oct-Dec 2021	Oct-Dec 2022
Number of Incidents	1	0
Number Resolved at Formal Stage	1	0
ANALYSIS OF REASONS FOR LEAVING	Oct-Dec 2021	Oct-Dec 2022
Career Advancement	1	3
Poor Relationship with Manager/Colleagues	1	1
Personal Reasons	5	1
Travelling Difficulties	1	1
Further Education	0	1
Childcare/caring responsibilities	2	1
Dissatisfaction With Terms and Conditions	1	1
Other	2	0
Number of Exit Interviews conducted	13	9
Total Number of Leavers Eligible for Exit Interview	39	46
Percentage of interviews conducted	33%	20%

Appendix 2a				
	Oct - Dec 2022		Cumulative total (Apr 22 - Mar 23)	
	FTE*	H/C**	FTE	H/C
Number of Leavers	95.48	145	264.14	467
Replace Employee	71.07	120	231.67	430
Filling on a Temp Basis	0.00	0	0.00	0
Plan to transfer budget to another post	0.00	0	0.00	0
End of fixed term post	24.41	25	32.46	37
Leave vacant pending savings or service review	0.00	0	0.00	0
Plan to remove for savings	0.00	0	0.00	0
* Full time equivalent				
** Head count/number of employees				

JOINT STAFFING WATCH RETURN									
COMMUNITY AND ENTERPRISE RESOURCES									
As at 10 December 2022									
Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
1235	233	203	1392	3063					
*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	1471.04	386.49	233.64	44.23	17.00	2.00	5.00	0.00	2160.4
As at 10 September 2022									
Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
1287	236	206	1408	3137					
*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	1525.42	397.39	233.22	45.23	17.00	2.00	9.60	0.00	2230.86

