

Report

Report to:	Education Resources Committee
Date of Meeting:	27 November 2018
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Education Resources)

Subject:	Education Resources – Workforce Monitoring – August and September 2018
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for August and September 2018 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 August and September 2018 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.

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 August and September 2018.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of September 2018 for Education Resources.

The Resource absence figure for September 2018 was 3.0%, which represents an increase of 1.2% when compared to the previous month and is 1.4% lower than the Council-wide figure. Compared to September 2017, the Resource absence figure remains unchanged.

Based on the absence figures at September 2018 and annual trends, the projected annual average absence for the Resource for 2018/19 is 3.2%, compared to a Council-wide average figure of 4.4%.

For the financial year 2018/2019, the projected average days lost per employee equates to 6.1 days, compared with the overall figure for the Council of 9.4 days per employee.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 241 referrals were made this period, an increase of 55 when compared with the same period last year.

4.3. Accident/Incident Statistics (Appendix 2)

There were 104 accidents/incidents recorded within the Resource this period, an increase of 20 when compared to the same period last year.

On further analysis of this data, 94 reports relate to physical incidents (90% of the total number reported). The staff and Resource continue to use the "Promoting Positive Behaviour and Relationships" Information Pack. The mandatory Learn Online module that was developed is available and all staff will complete this.

HQ Education officers continue to monitor the monthly activity and contact is made with every school from which a physical incident report is received. Where patterns or concerns emerge, more in depth support can be offered including multi agency meetings, behaviour outreach support, psychological services, adapted curriculum and activities, and training or guidance for school staff on keeping themselves safe in challenging circumstances. Work is also ongoing within Education Resources to monitor violence at work reports within establishments, target recurring incidents and work together to reduce occurrences. Work is being developed on reviewing, recording and reporting incidents appropriately to ensure that staff are supported when incidents occur and that strategies are identified with a view to reducing the number of incidents. Consultation on these changes is taking place currently.

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

There were 2 disciplinary hearings held within the Resource this period, which represents a decrease of 1 when compared with the same period last year. No grievance hearings were held within the Resource this period which is a decrease of 1 when compared with the same period last year. One dignity at work hearing was held within the Resource this period, which is an increase of 1 when compared with the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There were 92 leavers in the Resource this period. This figure has increased by 9 when compared with the same period last year. Exit interviews were held with 22 employees.

5. Employee Implications

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

6. Financial Implications

- 6.1. All financial implications are accommodated within existing budgets.

7. Other Implications

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

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. 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.
- 8.2. 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 October 2018

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 September 2018

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 - 2016/2017, 2017/2018 & 2018/2019
Education Resources

APT&C				Teachers				Resource Total				Council Wide			
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019
April	3.4	4.0	4.1	April	2.9	2.1	1.9	April	3.1	2.9	2.8	April	4.3	3.9	4.1
May	3.8	4.7	4.5	May	3.1	2.7	2.1	May	3.4	3.5	3.1	May	4.4	4.2	4.2
June	3.8	3.6	4.4	June	2.4	2.2	2.3	June	3.0	2.8	3.2	June	4.1	3.9	4.3
July	2.9	2.1	2.4	July	1.2	0.8	1.0	July	1.9	1.3	1.6	July	3.3	3.0	3.4
August	3.0	2.7	2.7	August	1.4	1.0	1.2	August	2.0	1.7	1.8	August	3.6	3.2	3.6
September	3.7	4.3	4.1	September	2.4	2.2	2.2	September	2.9	3.0	3.0	September	4.1	4.0	4.4
October	4.2	4.6		October	2.9	2.4		October	3.4	3.3		October	4.4	4.1	
November	5.4	5.0		November	3.1	3.5		November	4.0	4.1		November	4.9	4.8	
December	5.4	5.3		December	3.2	3.8		December	4.1	4.4		December	4.9	5.1	
January	4.7	5.2		January	2.8	3.0		January	3.6	3.9		January	4.5	5.0	
February	5.5	5.5		February	3.7	3.0		February	4.4	4.0		February	5.0	5.0	
March	5.6	4.7		March	3.4	2.9		March	4.3	3.7		March	4.7	4.7	
Annual Average	4.3	4.3	4.4	Annual Average	2.7	2.5	2.4	Annual Average	3.3	3.2	3.2	Annual Average	4.4	4.2	4.4
Average Apr-Sep	3.4	3.6	3.7	Average Apr-Sep	2.2	1.8	1.8	Average Apr-Sep	2.7	2.5	2.6	Average Apr-Sep	4.0	3.7	4.0

No of Employees at 30 September 2018	2670	No of Employees at 30 September 2018	3807	No of Employees at 30 September 2018	6477	No of Employees at 30 September 2018	15106
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For the financial year 2018/19, the projected average days lost per employee equates to 6.1 days.

EDUCATION RESOURCES

	Aug-Sep 2017	Aug-Sep 2018
MEDICAL EXAMINATIONS		
Number of Employees Attending	25	45
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	21	8
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	86	111
REFERRALS TO EMPLOYEE SUPPORT OFFICER	44	53
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	10	24
TOTAL	186	241

CAUSE OF ACCIDENTS/INCIDENTS	Aug-Sep 2017	Aug-Sep 2018
Specified Injuries*	1	0
Minor	4	2
Violent Incident: Physical****	74	94
Violent Incident: Verbal*****	5	8
Total Accidents/Incidents	84	104

*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	Aug-Sep 2017	Aug-Sep 2018
Total Number of Hearings	3	2

Time Taken to Convene Hearing Aug - Sep 2018

0-3 Weeks
2

4-6 Weeks
0

Over 6 Weeks
3

RECORD OF GRIEVANCE HEARINGS	Aug-Sep 2017	Aug-Sep 2018
Number of Grievances	1	0
Number Resolved at Stage 1	1	0

RECORD OF DIGNITY AT WORK	Aug-Sep 2017	Aug-Sep 2018
Number of Incidents	0	1
Still in Process	0	1

ANALYSIS OF REASONS FOR LEAVING	Aug-Sep 2017	Aug-Sep 2018
Career Advancement	0	7
Moving Outwith Area	0	2
Further Education	0	5
Childcare/caring responsibilities	0	1
Dissatisfaction With Terms and Conditions	2	0
Other	3	7
Number of Exit Interviews conducted	5	22

Total Number of Leavers Eligible for Exit Interview	83	92
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Percentage of interviews conducted	6%	24%
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