



Council Offices, Almada Street
Hamilton, ML3 0AA

Monday, 05 November 2018

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, 05 June 2018

Time: 11:00

Venue: Committee Room 5, Council Offices, Almada Street, Hamilton, ML3 0AA

The business to be considered at the meeting is listed overleaf.

Members are reminded to bring their fully charged tablets to the meeting

Yours sincerely

Lindsay Freeland
Chief Executive

Members

Isobel Dorman (Chair), Graeme Campbell, Lynsey Hamilton, Graeme Horne, Joe Lowe, Monique McAdams, Jim McGuigan, Davie McLachlan, Richard Nelson, Collette Stevenson

Substitutes

Alex Allison, Jackie Burns, Janine Calikes, Maureen Chalmers, Gerry Convery, Poppy Corbett, Maureen Devlin

BUSINESS

1 Declaration of Interests

- 2 **Minutes of Previous Meeting** 3 - 6
Minutes of the meeting of the Employee Issues Forum held on 20 March 2018 submitted for approval as a correct record. (Copy attached)

Item(s) for Consideration

- 3 **Council-wide Workforce Monitoring - March and April 2018** 7 - 26
Report dated 15 May 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 4 **Finance and Corporate Resources - Workforce Monitoring - March and April 2018** 27 - 32
Report dated 15 May 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 5 **Social Impact Pledge** 33 - 38
Report dated 16 May 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Urgent Business

- 6 **Urgent Business**
Any other items of business which the Chair decides are urgent.

For further information, please contact:-

Clerk Name: Gordon Bow

Clerk Telephone: 01698 454719

Clerk Email: gordon.bow@southlanarkshire.gov.uk

EMPLOYEE ISSUES FORUM

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 20 March 2018

Chair:

Councillor Isobel Dorman

Councillors Present:

Alex Allison (*substitute for Councillor Nelson*), Graeme Campbell, Gerry Convery (*substitute for Councillor McLachlan*), Lynsey Hamilton

Councillors' Apologies:

Graeme Horne, Joe Lowe, Monique McAdams, Jim McGuigan, Davie McLachlan, Richard Nelson, Collette Stevenson

Attending:

Finance and Corporate Resources

L Brooks, Personnel Adviser; E McPake, HR Business Partner; K McVeigh, Head of Personnel Services; J Muirhead, Administration Adviser

Education Resources

S Nicolson, Head of Education (Hamilton Area)

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 31 October 2017 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 - November 2017 to January 2018

A report dated 26 February 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period November 2017 to January 2018:-

- ♦ attendance statistics
- ♦ occupational health statistics
- ♦ accident/incident statistics
- ♦ disciplinary hearings, grievances and Dignity at Work cases
- ♦ analysis of leavers, exit interviews and labour turnover
- ♦ recruitment monitoring
- ♦ Staffing Watch as at 9 December 2017

Officers responded to members' questions in relation to the level of staff turnover, difficulty in recruiting in certain areas and the limited number of exit/leaver interviews completed.

The Forum decided: that the report be noted.

[Reference: Minutes of 31 October 2017 (Paragraph 3)]

4 Education Resources - Workforce Monitoring - November 2017 to January 2018

A joint report dated 25 July 2016 by the Executive Directors (Finance and Corporate Resources) and (Education Resources) was submitted on the following employee information for Education Resources for the period November 2017 to January 2018:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ labour turnover, analysis of leavers and exit interviews
- ◆ Staffing Watch as at 9 December 2017

Officers responded to members' questions on various aspects of the report.

The Forum decided: that the report be noted.

[Reference: Minutes of 16 August 2016 (Paragraph 3)]

5 Foundation Apprenticeships

The Head of Education (Hamilton Area) gave a presentation on how foundation apprenticeships had been introduced to allow school pupils to develop their employability and skills profile while still at school. This gave young people who did not follow a traditional academic route, the opportunity to acquire formal qualifications.

Foundation apprenticeships had been well received but had provided a range of challenges for employees in relation to communication, transport and timetabling as all placements had to be dealt with individually. Furthermore, it was hoped to address some of the recruitment challenges facing the Council over the next few years by focusing on Early Years' Childcare in the first instance and encouraging foundation apprenticeships in this area where there would be opportunities for future employment.

The Head of Education (Hamilton Area) responded to members' questions and was thanked for his informative presentation.

The Forum decided: that the presentation be noted.

6 Employee Development - Coaching

A report dated 16 February 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the benefits of coaching as a Learning and Development intervention for employees and the intention to raise awareness of the provision within the Council.

For a number of years, the Council had offered a small number of employees one to one coaching. This was organised by the Council's accredited internal coach within the Corporate Learning and Development team. The Council was also part of the Scottish Coaching Collaborative (SCC) which delivered coaching and training across the public sector. This allowed senior employees within all councils to receive coaching from an external coach at no cost.

The benefits of coaching included allowing the employee valuable time and space to discuss leadership, management and organisational issues as well as other issues identified by the employee.

Coaching helped to support Council employees with the various challenges they faced such as:-

- ◆ constant change and demand on resources
- ◆ individual improvement
- ◆ investment in the workforce of the future
- ◆ support and advice to individuals on personal and professional development

Methods used in the Coaching Capability Framework included:-

- ◆ skills coaching
- ◆ performance coaching
- ◆ transition coaching
- ◆ transformational coaching

The Forum decided: that the report be noted.

7 Urgent Business

There were no items of urgent business.

Report

3

Report to: **Employee Issues Forum**
 Date of Meeting: **5 June 2018**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Council-wide Workforce Monitoring – March and April 2018**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period March and April 2018

2. Recommendation(s)

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

(1) that the following employment information for the period March and April 2018 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 March 2018

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 the Council provides information on the position for the period March and April 2018.

4. Attendance Statistics

4.1 Information on absence statistics for the Council and each Resource, as analysed for April 2018, is provided in Appendices 1 – 8. Points to note are:-

The Council's absence rate for April 2018, shown in Appendix 1, is 4.1%, which represents a decrease of 0.6% when compared with last month, and an increase of 0.2% when compared to April 2017.

When compared to April 2017, the APT&C absence rate has increased by 0.1%, the teachers' figure has decreased by 0.2% and the manual workers' figure has increased by 0.5%.

Based on annual trends and the absence rate to April 2018, the projected average absence rate for the Council for the financial year 2018/2019 is 4.1%.

For the financial year 2018/2019 the projected average days lost per employee equates to 9.4 days.

In comparison to April 2017 (Appendix 8):-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 211 days.
- ◆ Total days lost due to psychological conditions have increased by 810 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have increased by 169 days.
- ◆ Total days lost due to respiratory conditions have increased by 70 days.

5. Occupational Health

5.1 Information on Occupational Health for the period March and April 2018 is provided in Appendix 9.

- ◆ during the period there were 294 employees referred for a medical examination, a decrease of 37 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 352 employees attended physiotherapy treatment, showing an increase of 6 when compared to the same period last year. Of the 352 employees referred, 76% remained at work whilst undertaking treatment.
- ◆ during this period there were 198 employees referred to the Employee Support Officer showing an increase of 51 when compared with the same period last year. Of those referrals made this period, 88% related to personal reasons.
- ◆ Eighty-one employees were referred to 'TimeforTalking' counselling service this period, showing a decrease of 29 when compared with the same period last year. Of the 81 referrals made this period, 76 were from management and 5 were from employees. Personal reasons accounted for 68% of the referrals made, 25% were for work related reasons and 7% were for other reasons.
- ◆ Thirty-nine employees were referred for Cognitive Behavioural Therapy this period, a decrease of 4 when compared to the same period last year.

6. Accidents/Incidents

6.1 The accident/incident report for March to April 2018 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 179, this figure has increased by 5 from the same period last year.
- ◆ there were 4 specified injury accidents/incidents recorded, this figure has increased by 4 from the same period last year.
- ◆ there were 169 minor accidents/incidents, this figure has increased by 3 from the same period last year.
- ◆ there was 1 accident resulting in an absence lasting over 3 days during the period, this figure has increased by 1 from the same period last year.
- ◆ there were 5 accidents resulting in absences lasting over 7 days during the period, this figure has decreased by 3 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 March to April 2018 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 39 disciplinary hearings were held across Resources within the Council, an increase of 3 when compared to the same period last year
- ◆ action was taken in 34 of these cases. One appeal was raised against the outcomes
- ◆ our target is to convene disciplinary hearings within 6 weeks, 85% of hearings met this target
- ◆ during the period, no appeals were heard by the Appeals Panel
- ◆ at the end of April 2018, 2 Appeals Panel was pending
- ◆ during the period, no grievance cases were raised
- ◆ during the period, 1 dignity at work case was raised, with 1 still in progress
- ◆ during the period, 1 referral for mediation was submitted

8 Analysis of Leavers and Exit Interviews

8.1 Information on the number of leavers and exit interviews for the period March and April 2018 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 March 2018, the Council's turnover figure for March and April 2018 is as follows:

81 leavers eligible for exit interviews/14264 employees in post = Labour Turnover of 0.6%.

Based on the figure at April 2018, the projected annual labour turnover figure for the financial year 2018/2019 for the Council is 2.3%.

8.2 Analysis of Leavers and Exit Interviews

- ◆ there were a total of 81 employees leaving the Council that were eligible for an exit interview, an increase of 1 when compared with the same period last year
- ◆ exit interviews were held with 28% of leavers, compared with 11% from the same period last year.

9 Recruitment Monitoring

9.1 Information on Recruitment Monitoring for March and April 2018 is contained within Appendix 14.

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

- ◆ overall, 1218 applications and 1218 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (55), 35 were shortlisted for interview and 8 were appointed
- ◆ of those applicants of a black/ethnic minority background (16), 11 were shortlisted for interview and 2 were appointed.

10 Staffing Watch

- 10.1 There has been an increase of 30 in the number of employees in post from 9 December 2017 to 10 March 2018.

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 Other Implications

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

14 Equality Impact Assessment and Consultation Arrangements

- 14.1 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.
- 14.2 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)

15 May 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

- ◆ Employee Issues Forum – 20 March 2018

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:-

Janet McLuckie, Personnel Officer

Ext: 4239 (Tel: 01698 454239)

E-mail: Janet.McLuckie@southlanarkshire.gov.uk

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Council Wide

APT&C				Teachers				Manual Workers				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	4.0	4.1	4.2	April	2.9	2.1	1.9	April	6.1	5.2	5.7	April	4.3	3.9	4.1				
May	4.2	4.4		May	3.1	2.7		May	5.8	5.1		May	4.4	4.2					
June	4.1	4.1		June	2.4	2.2		June	5.6	4.9		June	4.1	3.9					
July	3.5	3.3		July	1.2	0.8		July	4.7	4.5		July	3.3	3.0					
August	3.7	3.7		August	1.4	1.0		August	5.2	4.5		August	3.6	3.2					
September	4.1	4.4		September	2.4	2.2		September	5.4	5.0		September	4.1	4.0					
October	4.5	4.3		October	2.9	2.4		October	5.6	5.4		October	4.4	4.1					
November	5.0	4.7		November	3.1	3.5		November	6.4	6.1		November	4.9	4.8					
December	5.1	4.9		December	3.2	3.8		December	6.3	6.7		December	4.9	5.1					
January	4.7	5.0		January	2.8	3.0		January	5.5	6.6		January	4.5	5.0					
February	5.1	5.2		February	3.7	3.0		February	5.8	6.5		February	5.0	5.0					
March	5.0	4.8		March	3.4	2.9		March	5.4	6.2		March	4.7	4.7					
Annual Average	4.4	4.4	4.2	Annual Average	2.7	2.5	1.9	Annual Average	5.7	5.6	5.7	Annual Average	4.4	4.2	4.1				
No of Employees at 30 April 2018				6901	No of Employees at 30 April 2018				4404	No of Employees at 30 April 2018				3721	No of Employees at 30 April 2018				15026

For the financial year 2018/19, the projected average days lost per employee equates to 9.4 days.

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Community and Enterprise Resources

APT&C				Manual Workers				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	4.0	3.9	3.2	April	5.8	5.2	5.4	April	5.3	4.8	5.0	April	4.3	3.9	4.1	
May	4.2	4.4		May	5.6	5.7		May	5.2	5.4		May	4.4	4.2		
June	3.4	4.2		June	5.5	5.1		June	4.9	4.9		June	4.1	3.9		
July	2.5	3.4		July	4.4	4.2		July	3.9	4.0		July	3.3	3.0		
August	2.9	3.6		August	5.0	4.5		August	4.4	4.3		August	3.6	3.2		
September	4.4	3.4		September	5.6	5.0		September	5.3	4.8		September	4.1	4.0		
October	4.8	3.8		October	5.8	5.6		October	5.5	5.3		October	4.4	4.1		
November	5.5	4.5		November	6.7	6.2		November	6.4	5.9		November	4.9	4.8		
December	5.3	3.6		December	6.2	6.4		December	6.0	5.9		December	4.9	5.1		
January	4.4	3.0		January	5.7	6.3		January	5.4	5.7		January	4.5	5.0		
February	4.5	3.0		February	6.4	6.8		February	5.9	6.1		February	5.0	5.0		
March	4.2	3.4		March	5.9	6.1		March	5.4	5.6		March	4.7	4.7		
Annual Average	4.2	3.7	3.2	Annual Average	5.7	5.6	5.4	Annual Average	5.3	5.2	5.0	Annual Average	4.4	4.2	4.1	
No of Employees at 30 April 2018			553	No of Employees at 30 April 2018			2765	No of Employees at 30 April 2018			3318	No of Employees at 30 April 2018			15026	

For the financial year 2018/19, the projected average days lost per employee equates to 12.3 days.

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		May	3.1	2.7		May	3.4	3.5		May	4.4	4.2	
June	3.8	3.6		June	2.4	2.2		June	3.0	2.8		June	4.1	3.9	
July	2.9	2.1		July	1.2	0.8		July	1.9	1.3		July	3.3	3.0	
August	3.0	2.7		August	1.4	1.0		August	2.0	1.7		August	3.6	3.2	
September	3.7	4.3		September	2.4	2.2		September	2.9	3.0		September	4.1	4.0	
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	4.1	Annual Average	2.7	2.5	1.9	Annual Average	3.3	3.2	2.8	Annual Average	4.4	4.2	4.1
No of Employees at 30 April 2018			2590	No of Employees at 30 April 2018			3721	No of Employees at 30 April 2018			6311	No of Employees at 30 April 2018			15026

For the financial year 2018/19, the projected average days lost per employee equates to 6.6 days.

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Finance and Corporate Resources

APT&C				Manual Workers				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	2.6	2.8	3.1	April			8.6	April	2.6	2.8	3.2	April	4.3	3.9	4.1
May	2.2	3.2		May		0.0		May	2.2	3.2		May	4.4	4.2	
June	2.2	3.3		June		0.0		June	2.2	3.3		June	4.1	3.9	
July	2.0	3.1		July		0.0		July	2.0	3.0		July	3.3	3.0	
August	2.2	3.5		August		0.0		August	2.2	3.4		August	3.6	3.2	
September	2.4	4.1		September		0.0		September	2.4	4.1		September	4.1	4.0	
October	2.6	4.4		October		0.0		October	2.6	4.3		October	4.4	4.1	
November	3.1	4.2		November		0.0		November	3.1	4.1		November	4.9	4.8	
December	2.6	3.5		December		0.0		December	2.6	3.4		December	4.9	5.1	
January	2.6	4.1		January		7.0		January	2.6	4.2		January	4.5	5.0	
February	3.8	4.2		February		2.5		February	3.8	4.2		February	5.0	5.0	
March	3.7	3.8		March		16.9		March	3.7	4.0		March	4.7	4.7	
Annual Average	2.7	3.7	3.1	Annual Average		2.4	8.6	Annual Average	2.7	3.7	3.2	Annual Average	4.4	4.2	4.1

No of Employees at 30 April 2018	1021	No of Employees at 30 April 2018	12	No of Employees at 30 April 2018	1033	No of Employees at 30 April 2018	15026
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For the financial year 2018/19, the projected average days lost per employee equates to 7.1 days.
 Figures for manual workers only applicable from May 2017/2018

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Housing & Technical Resources

APT&C				Manual Workers				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	4.6	4.3	3.9	April	6.3	4.5	6.5	April	5.1	4.4	4.9	April	4.3	3.9	4.1
May	4.3	4.2		May	5.0	3.9		May	4.5	4.1		May	4.4	4.2	
June	4.3	3.9		June	5.5	4.4		June	4.7	4.1		June	4.1	3.9	
July	4.1	4.3		July	4.5	4.9		July	4.2	4.5		July	3.3	3.0	
August	4.9	4.7		August	5.7	4.0		August	5.1	4.4		August	3.6	3.2	
September	5.1	4.3		September	4.6	4.5		September	5.0	4.4		September	4.1	4.0	
October	5.5	3.8		October	5.0	4.4		October	5.3	4.0		October	4.4	4.1	
November	4.9	4.9		November	6.7	6.4		November	5.5	5.5		November	4.9	4.8	
December	5.0	5.0		December	6.7	9.0		December	5.6	6.6		December	4.9	5.1	
January	5.0	5.4		January	4.3	7.3		January	4.8	6.2		January	4.5	5.0	
February	4.9	5.2		February	4.7	6.1		February	4.8	5.6		February	5.0	5.0	
March	4.7	5.1		March	4.6	6.0		March	4.6	5.4		March	4.7	4.7	
Annual Average	4.8	4.6	3.9	Annual Average	5.3	5.5	6.5	Annual Average	4.9	4.9	4.9	Annual Average	4.4	4.2	4.1
No of Employees at 30 April 2018			899	No of Employees at 30 April 2018			555	No of Employees at 30 April 2018			1454	No of Employees at 30 April 2018			15026

For the financial year 2018/19, the projected average days lost per employee equates to 11.7 days.

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Social Work Resources

APT&C				Manual Workers				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	4.8	5.0	5.3	April	6.6	5.6	6.2	April	5.4	5.2	5.6	April	4.3	3.9	4.1	
May	5.3	4.9		May	6.9	4.1		May	5.8	4.6		May	4.4	4.2		
June	5.2	5.3		June	6.2	4.6		June	5.5	5.1		June	4.1	3.9		
July	5.0	4.8		July	5.7	4.9		July	5.3	4.8		July	3.3	3.0		
August	4.8	4.9		August	5.4	4.7		August	5.0	4.8		August	3.6	3.2		
September	4.3	5.0		September	5.3	5.2		September	4.7	5.1		September	4.1	4.0		
October	4.7	4.2		October	5.6	5.8		October	5.0	4.8		October	4.4	4.1		
November	5.1	4.4		November	5.4	5.9		November	5.2	4.9		November	4.9	4.8		
December	5.6	5.6		December	6.1	6.1		December	5.8	5.7		December	4.9	5.1		
January	5.5	5.5		January	5.5	7.3		January	5.5	6.1		January	4.5	5.0		
February	5.8	6.1		February	4.8	5.8		February	5.4	6.0		February	5.0	5.0		
March	5.6	5.7		March	4.8	6.5		March	5.3	5.9		March	4.7	4.7		
Annual Average	5.1	5.1	5.3	Annual Average	5.7	5.5	6.2	Annual Average	5.3	5.3	5.6	Annual Average	4.4	4.2	4.1	
No of Employees at 30 April 2018			1838	No of Employees at 30 April 2018			1072	No of Employees at 30 April 2018			2910	No of Employees at 30 April 2018			15026	

For the financial year 2018/19, the projected average days lost per employee equates to 11.9 days.

ABSENCE BY LONG AND SHORT TERM

From: 1 February 2018 - 30 April 2018

Resource	No of employees	February 2018			March 2018			April 2018		
		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	3318	2.5	3.6	6.1	2.0	3.6	5.6	1.8	3.2	5.0
Education	6311	1.7	2.3	4.0	1.4	2.3	3.7	0.6	2.2	2.8
Finance and Corporate	1033	1.6	2.6	4.2	1.6	2.4	4.0	1.3	1.9	3.2
Housing & Technical	1454	2.2	3.4	5.6	2.3	3.1	5.4	1.7	3.2	4.9
Social Work	2910	2.2	3.8	6.0	1.9	4.0	5.9	1.8	3.8	5.6
Council Overall for February 2018 - April 2018	15026	2.0	3.0	5.0	1.7	3.0	4.7	1.3	2.8	4.1

ATTENDANCE MONITORING
Absence Classification

From : 1 April - 30 April 2018

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	1190	35	632	18	76	12	397	28	717	25	3012	26
Psychological	825	24	1150	33	120	20	416	29	949	33	3460	29
Stomach, Bowel, Blood, Metabolic Disorders	337	10	354	10	111	18	166	12	293	10	1261	11
Respiratory	131	4	272	8	76	12	99	7	240	8	818	7
Other Classification	918	27	1041	30	230	38	344	24	691	24	3224	27
Total Days Lost By Resource	3401	100	3449	100	613	100	1422	100	2890	100	11775	100
Total Work Days Available	67717		122499		19388		28767		51861			

From : 1 April - 30 April 2017

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	1262	40	809	25	74	13	379	31	699	26	3223	29
Psychological	479	15	1021	31	175	31	271	22	704	26	2650	24
Stomach, Bowel, Blood, Metabolic Disorders	316	10	287	9	70	12	159	13	260	10	1092	10
Respiratory	241	8	142	4	48	8	105	9	212	8	748	7
Other Classification	893	28	1029	31	200	35	304	25	828	31	3254	30
Total Days Lost By Resource	3191	100	3288	100	567	100	1218	100	2703	100	10967	100
Total Work Days Available	66316		114274		20059		27678		51784			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 March 2018 - 30 April 2018 comparison with 1 March 2017 - 30 April 2017

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Mar-Apr 2018)	87	23	37	19	42	86	294
TOTAL (Mar-Apr 2017)	92	34	57	17	45	86	331

No of Employees Referred For Physiotherapy		
RESOURCE	Mar-Apr 2017	Mar-Apr 2018
Community and Enterprise	78	100
Education (Teachers)	40	49
Education (Others)	61	55
Finance and Corporate	13	25
Housing and Technical	50	38
Social Work	104	85
TOTAL	346	352

No of Employees Referred To Employee Support Officer		
RESOURCE	Mar-Apr 2017	Mar-Apr 2018
Community and Enterprise	40	47
Education	48	61
Finance and Corporate	7	12
Housing and Technical	16	24
Social Work	36	54
TOTAL	147	198

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Mar-Apr 2017	Mar-Apr 2018
Community and Enterprise	10	3
Education	17	19
Finance and Corporate	6	4
Housing and Technical	1	5
Social Work	9	8
TOTAL	43	39

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 (Mar-Apr 2018)	18	2	0	0	53	2	0	0	5	1	76	5
TOTAL (Mar-Apr 2017)	28	1	0	0	61	6	5	0	9	0	103	7
										Total Referrals (Mar-Apr 2018)		81
										Total Referrals (Mar-Apr 2017)		110

M = MANAGEMENT REFERRAL S = SELF REFERRAL

*Resources nil responses are not included in figures

ANALYSIS OF ACCIDENTS/INCIDENTS
Comparison
CAUSE OF ACCIDENTS/INCIDENTS TO EMPLOYEES

FROM: 1 March 2018 - 30 April 2018 comparison with 1 March 2017 - 30 April 2017

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
Specified Injury	2	0	0	0	1	0	1	0	0	0	4	0
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	2	0	0	0	1	0	1	0	0	0	4	0
Over 7-day	4	6	0	0	0	0	1	0	0	1	5	7
Violent Incident: Physical	0	1	0	0	0	0	0	0	0	0	0	1
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 7-day**	4	7	0	0	0	0	1	0	0	1	5	8
Over 3-day	1	0	0	0	0	0	0	0	0	0	1	0
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**	1	0	0	0	0	0	0	0	0	0	1	0
Minor	9	11	0	3	1	0	3	5	8	4	21	23
Near Miss	2	4	0	0	0	0	1	2	0	1	3	7
Violent Incident: Physical	0	1	103	97	0	0	1	1	12	11	116	110
Violent Incident: Verbal	5	2	8	8	1	1	1	1	14	14	29	26
Total Minor***	16	18	111	108	2	1	6	9	34	30	169	166
Total Accidents/Incidents	23	25	111	108	3	1	8	9	34	31	179	174

*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 major 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 March 2018 - 30 April 2018 comparison with 1 March 2017 - 30 April 2017

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	1	24	N/A	25	0	4	N/A	4	1	20	N/A	21	12	9	4	84%
HOUSING & TECHNICAL	0	1	N/A	1	0	0	N/A	0	0	1	N/A	1	0	0	1	0%
SOCIAL WORK	5	8	N/A	13	0	1	N/A	1	5	7	N/A	12	8	4	1	92%
TOTAL (Mar-Apr 2018)	6	33	0	39	0	5	0	5	6	28	0	34	20	13	6	85%
TOTAL (Mar-Apr 2017)	9	25	2	36	1	4	0	5	8	21	2	31	28	5	3	92%

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	
COMMUNITY AND ENTERPRISE	1	0	N/A	1	0	0	N/A	0	0	0	N/A	0	1	0	N/A	1	0
TOTAL (Mar-Apr 2018)	1	0	0	1	0	0	0	0	0	0	0	0	1	0	0	1	0
TOTAL (Mar-Apr 2017)	1	0	0	1	0	0	0	0	0	0	0	0	1	0	0	1	0

*Resources nil responses are not included in figures

N.B. Non-White employees refers to those employees who have indicated that they are:- Any other mixed background, Indian, Pakistani, Bangladeshi, Chinese, Any other Asian background, Caribbean, African and any other black background.

APPEAL'S PANEL

FROM: 1 March 2018 - 30 April 2018

APPEAL'S PANEL	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
	0	0	0	0	0	2

RECORD OF GRIEVANCES**FROM: 1 March 2018 - 30 April 2018 comparison with 1 March 2017 - 30 April 2017**

GRIEVANCES	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Progress
TOTAL (Mar-Apr 2018)	0	0	0	0	0
TOTAL (Mar-Apr 2017)	4	1	0	3	0

DIGNITY AT WORK**FROM: 1 March 2018 - 30 April 2018 comparison with 1 March 2017 - 30 April 2017**

DIGNITY AT WORK	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Progress
TOTAL (Mar-Apr 2018)	1	0	0	0	0	1
TOTAL (Mar-Apr 2017)	3	0	3	0	0	0

*Resources nil responses are not included in figures

REFERRALS FOR WORKPLACE MEDIATION**As at April 2018**

WORKPLACE MEDIATION	Mar-18	Apr-18
No of Referrals	0	1
*No of Successful Cases	1	1
*No of Unsuccessful Cases	0	0
No of cases unsuitable for mediation	0	1

WORKPLACE MEDIATION	Mar-17	Apr-17
No of Referrals	1	0
*No of Successful Cases	0	0
*No of Unsuccessful Cases	0	0
No of cases unsuitable for mediation	1	0

*successful/unsuccessful case outcomes may be shown outwith the month they were referred.

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS (March-April 2018)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
CHILD CARING / CARING RESPONSIBILITIES	0	3	0	1	3	7	30
CAREER ADVANCEMENT	0	0	4	2	3	9	39
PERSONAL REASONS	0	2	0	0	2	4	17
DISSATISFACTION WITH TERMS AND CONDITIONS	0	2	0	0	0	2	9
POOR RELATIONSHIPS WITH MANAGERS /	0	1	0	0	0	1	4
NUMBER OF EXIT INTERVIEWS CONDUCTED	0	8	4	3	8	23	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	15	24	12	7	23	81	
% OF LEAVERS INTERVIEWED	0	33	33	43	35	28	

EXIT INTERVIEWS (March - April 2017)

NUMBER OF EXIT INTERVIEWS CONDUCTED	1	2	1	1	4	9	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	36	14	2	9	19	80	
% OF LEAVERS INTERVIEWED	3	14	50	11	21	11	

* Note these totals include temporary employees

RECRUITMENT MONITORING

Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 March 2018 - 30 April 2018

Total Number of applications received:	1218
Total Number of Equal Opportunities Monitoring forms received:	1218
Total Number of posts recruited for:	90
Total Number of appointments:	196

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1218	503	196
Total No of Male Applicants	175	65	23
Total No of Female Applicants	1008	404	140
Total No of Disabled Applicants	55	35	8
Total No of applicants aged under 50	1062	414	144
Total No of applicants aged over 50	121	72	28
Total No of White applicants	1165	458	162
Total No of Black/Ethnic minority applicants*	16	11	2

FROM : 1 March 2017 - 30 April 2017

Total Number of applications received:	1441
Total Number of Equal Opportunities Monitoring forms received:	1400
Total Number of posts recruited for:	114
Total Number of appointments:	203

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1400	656	191
Total No of Male Applicants	329	126	33
Total No of Female Applicants	1068	350	137
Total No of Disabled Applicants	56	19	6
Total No of applicants aged under 50	1221	405	147
Total No of applicants aged over 50	169	70	22
Total No of White applicants	1360	466	168
Total No of Black/Ethnic minority applicants*	30	6	0

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 10 March 2018

Analysis by Resource

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community & Enterprise Resources	3093	1335	211	214	1333
Education - Others	2466	128	75	375	1888
Education - Teachers	3604	675	63	2210	656
Finance & Corporate Resources	962	216	16	411	319
Housing & Technical	1354	884	14	311	145
Social Work Resources	2800	222	189	901	1488
Total All Staff	14279	3460	568	4422	5829

Full-Time Equivalent									
Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2263.69	1.00	1518.89	417.67	245.89	49.44	18.80	4.00	8.00	0.00
1735.52	1.00	1071.62	469.08	87.58	20.00	15.00	4.00	58.04	9.20
3309.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.60	3304.70
853.22	2.00	154.48	361.84	236.99	65.21	25.70	6.00	1.00	0.00
1300.77	1.00	191.41	695.52	361.84	37.00	12.00	2.00	0.00	0.00
2406.23	1.00	1344.61	470.83	542.79	19.00	26.00	2.00	0.00	0.00
8559.43	(excluding Teachers)								
11868.73	6.00	4281.01	2414.94	1475.09	190.65	97.50	18.00	71.64	3313.90

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 9 December 2017

Analysis by Resource

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community & Enterprise Resources	3052	1289	218	219	1326
Education - Others	2445	126	80	369	1870
Education - Teachers	3620	681	59	2230	650
Finance & Corporate Resources	988	219	17	432	320
Housing & Technical	1360	892	8	315	145
Social Work Resources	2784	221	187	904	1472
Total All Staff	14249	3428	569	4469	5783

Full-Time Equivalent									
Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2226.23	1.00	1468.92	428.35	245.55	50.61	19.80	4.00	8.00	0.00
1711.56	1.00	1058.46	458.97	86.09	21.00	14.00	4.00	58.44	9.60
3328.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.60	3324.00
876.45	2.00	160.57	380.27	235.09	64.41	27.11	6.00	1.00	0.00
1305.47	1.00	190.52	697.65	364.30	38.00	12.00	2.00	0.00	0.00
2393.99	1.00	1331.78	480.04	534.17	19.00	26.00	2.00	0.00	0.00
8513.70	(excluding Teachers)								
11842.30	6.00	4210.25	2445.28	1465.20	193.02	98.91	18.00	72.04	3333.60

Report

4

Report to: **Employee Issues Forum**
 Date of Meeting: **5 June 2018**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Finance and Corporate Resources – Workforce Monitoring – March and April 2018**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for the period March and April 2018 relating to Finance and Corporate 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 the period March and April 2018 relating to Finance and Corporate 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 March 2018

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 Finance and Corporate Resources provides information on the position for March and April 2018.

4 Monitoring Statistics

4.1 Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of April 2018 for Finance and Corporate Resources.

The Resource absence figure for April 2018 was 3.2%, which represents a decrease of 0.8% when compared to the previous month and is 0.9% lower than the Council-wide figure. Compared to April 2017, the Resource absence figure has increased by 0.4%.

Based on the absence figures at April 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 4.1%.

For the financial year 2018/19, the projected average days lost per employee within the Resource equates to 7.1 days, compared with the projected average 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 63 referrals were made this period, an increase of 17 when compared with the same period last year.

4.3 Accident/Incident Statistics

There were 3 accidents/incidents recorded within the Resource this period, an increase of 2 when compared to the same period last year.

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

There were no disciplinary hearings held within the Resource this period, a decrease of 1 when compared with the same period last year. There were no grievance and dignity at work hearings, this figure remains unchanged when compared to the same period last year.

4.5 Analysis of Leavers (Appendix 2)

There were 12 leavers in the Resource this period, an increase of 10 when compared with the same period last year. Exit interviews were held with 4 of these employees.

5 Staffing Watch (Appendix 3)

5.1 There has been a decrease of 26 in the number of employee in post from 9 December 2017 to 10 March 2018.

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.

Paul Manning

Executive Director (Finance and Corporate Resources)

15 May 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

- ◆ Employee Issues Forum – 20 March 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:-

Janet McLuckie, Personnel Officer

Ext: 4239 (Tel: 01698 454239)

E-mail: Janet.McLuckie@southlanarkshire.gov.uk

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Finance and Corporate Resources

APT&C				Manual Workers				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	2.6	2.8	3.1	April			8.6	April	2.6	2.8	3.2	April	4.3	3.9	4.1				
May	2.2	3.2		May		0.0		May	2.2	3.2		May	4.4	4.2					
June	2.2	3.3		June		0.0		June	2.2	3.3		June	4.1	3.9					
July	2.0	3.1		July		0.0		July	2.0	3.0		July	3.3	3.0					
August	2.2	3.5		August		0.0		August	2.2	3.4		August	3.6	3.2					
September	2.4	4.1		September		0.0		September	2.4	4.1		September	4.1	4.0					
October	2.6	4.4		October		0.0		October	2.6	4.3		October	4.4	4.1					
November	3.1	4.2		November		0.0		November	3.1	4.1		November	4.9	4.8					
December	2.6	3.5		December		0.0		December	2.6	3.4		December	4.9	5.1					
January	2.6	4.1		January		7.0		January	2.6	4.2		January	4.5	5.0					
February	3.8	4.2		February	2.5		February	3.8	4.2		February	5.0	5.0						
March	3.7	3.8		March	16.9		March	3.7	4.0		March	4.7	4.7						
Annual Average	2.7	3.7	3.1	Annual Average		2.4	8.6	Annual Average	2.7	3.7	3.2	Annual Average	4.4	4.2	4.1				
No of Employees at 30 April 2018				1021	No of Employees at 30 April 2018				12	No of Employees at 30 April 2018				1033	No of Employees at 30 April 2018				15026

For the financial year 2018/19, the projected average days lost per employee equates to 7.1 days.
 Figures for manual workers only applicable from May 2017/2018

FINANCE AND CORPORATE RESOURCES

	Mar-Apr 2017	Mar-Apr 2018
MEDICAL EXAMINATIONS		
Number of Employees Attending	17	19
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	3	3
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	13	25
REFERRALS TO EMPLOYEE SUPPORT OFFICER	7	12
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	6	4
TOTAL	46	63

CAUSE OF ACCIDENTS/INCIDENTS	Mar-Apr 2017	Mar-Apr 2018
Specified Injuries*	0	1
Minor	0	1
Violent Incident: Verbal*****	1	1
Total Accidents/Incidents	1	3

*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	Mar-Apr 2017	Mar-Apr 2018
Total Number of Hearings	1	0
Total Number of Appeals	1	0

Time Taken to Convene Hearing Mar - Apr 2018

0-3 Weeks
0

4-6 Weeks
0

Over 6 Weeks
0

RECORD OF GRIEVANCE HEARINGS	Mar-Apr 2017	Mar-Apr 2018
Number of Grievances	0	0

RECORD OF DIGNITY AT WORK	Mar-Apr 2017	Mar-Apr 2018
Number of Incidents	0	0

ANALYSIS OF REASONS FOR LEAVING	Mar-Apr 2017	Mar-Apr 2018
Career Advancement	0	4
Other	1	0
Number of Exit Interviews conducted	1	4

Total Number of Leavers Eligible for Exit Interview	2	12
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Percentage of interviews conducted	50%	33%
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JOINT STAFFING WATCH RETURN
FINANCE AND CORPORATE RESOURCES

APPENDIX 3

1. As at 10 March 2018

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
216	16	411	319	962					
*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
2	154.48	361.84	236.99	65.21	25.7	6	1	0	853.22

1. As at 9 December 2017

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
219	17	432	320						
988									
*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
2	160.57	380.27	235.09	64.41	27.11	6	1	0	876.45

Report

Report to: **Employee Issues Forum**
 Date of Meeting: **5 June 2018**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Social Impact Pledge**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise forum members of the suggested actions around the Social Impact Pledge

2. Recommendation(s)

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

- (1) that the contents of the report be noted.

3. Background

3.1. The Scottish Government circulated to all authorities some work they had been progressing on the Social Impact Pledge. The Pledge enables organisations to demonstrate leadership by challenging their policies and practice to ensure they make a positive contribution to their communities.

4. Social Impact Pledge

- 4.1. To sign up to the Pledge organisations are asked to complete a Pledge Form (attached at Appendix 1), signing up to three commitments to improve their policies or operations to deliver benefits to their communities. These should be new, but they don't have to be big, and they should make a tangible impact on people and communities.
- 4.2. Following discussion at the Corporate Management Team suggestions came forward from Resources and the three commitments selected are summarised below:-
- ◆ we will provide support for social enterprises to develop and deliver their business plans in manner that benefits the community
 - ◆ we will offer care experienced young people the opportunity to explore future career options, including offering work experience tasters and appropriate learning opportunities. An Education link will be maintained with the council's Learning and Development and Employability Teams throughout secondary school to ensure a wide range of options are explored
 - ◆ we will run a small pilot for a new social group model for young people with an Autism Spectrum Condition that are at risk of social isolation

5. Next Steps

- 5.1. Following discussion, Executive Directors agreed that it would be appropriate for the Council to sign up to the Social Impact Pledge. It is a straightforward process to complete and submit the Pledge using the three commitments outlined above in completing the form.
- 5.2. Suggestions for future pledges will be welcomed.

6. Employee Implications

- 6.1. There are no additional employee implications arising from the commitments selected but employee support is essential in the delivery of the pledges.

7. Financial Implications

- 7.1. There are no additional financial implications arising from the commitments selected.

8. Other Implications

- 8.1. There are no other implications in terms of risk or sustainability associated with 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. Appropriate consultation will take place with employees and the Trade Unions in applying these commitments.

Paul Manning

Executive Director (Finance and Corporate Resources)

16 May 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ None

Previous References

- ◆ Finance and Corporate Resources 25 April 2018

List of Background Papers

- ◆ None

Contact for Further Information

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

Kay McVeigh, Head of Personnel Services

Ext: 4330 (Tel: 01698 454330)

E-mail: kay.mcveigh@southlanarkshire.gov.uk

Appendix 1

Social Impact Pledge Form

<p>_____ pledge to: Challenge ourselves to increase the positive impact we make on our local community and make better use of our assets – our buildings/grounds and our people. In the next six months we will do at least three things that we don't do at the moment to improve our social impact.</p> <p>Signed by CEO or Chair: _____</p>
--

<p>1st Commitment:</p> <p>Geographical location of impact: Contact details:</p>

<p>2nd Commitment:</p> <p>Geographical location of impact: Contact details:</p>

<p>3rd Commitment:</p> <p>Geographical location of impact: Contact details:</p>

If you have any other relevant information you would like to provide please use box overleaf.

Additional Information:

Company Logo:

Guidance Note for Completing Social Impact Pledge

The form is designed that the information can be pulled straight onto the website.

Box 1

Include here the name of the body/organisation along with the electronic signature of the Chief Executive or Chair. The signature will be added to the website and helps to add to the personal nature of the commitment.

Boxes 2-4

A brief outline of each commitment that you have decided to make together with the impact that this could make in the community. A new commitment can be something completely different to anything you are currently doing but it could also be a significant increase or change to an existing activity. Below are some questions you can use to tease out ideas. What if...



People

- we helped staff to become mentors to young people in the area?
- we encouraged charities to recruit volunteers from our staff – let them pitch to us?



Buildings & physical assets

- the ground around our buildings wasn't landscaped but used for community gardens?
- allowed small businesses to set up stalls in our grounds e.g. a venue for a farmer's market?
- the public could use our carpark(s) at weekends?
- community organisations could use our buildings to hold meetings?
- we provided free wi-fi facilities



Operations

- all of our recruits in the next year were MAPs?
- our Board and/or executive meetings were open to the public to observe?
- we worked with local schools and colleges to provide work experience placements?
- we developed links with local business?

Geographical Location

Please provide a geographical location for where the impact of the pledge will be. This could be the postcode for a school/college that you will be taking work placements from, the location of building that you have decided to open for public access or if it is a commitment to hold open board meeting you could provide the postcode of where the meeting will be held. The location information is important as it will allow us to build a map showing the location of where the impact will be felt. This will then allow communities to see what is happening in and around their community.

Contact Details

Add the name and contact details for the employee in charge of making sure that you meet the commitment that you have made. We will add these to the website to allow member of the community or other organisations to be able to contact you directly if they are looking for more information/ have questions or if they have suggestions of how the commitment could work better.

Additional Information

This section allows you to add further details about the pledges you have made or tell us about work that you have done in the past that has had a positive social impact. This will then be added to our inspiration page on the website so if you have photos or testimonials from community groups it would be great to include these also.

Organisation's Logo

Please attach a copy of your body's logo that we can add to your pledge on the website.

If you have any questions about the Pledge itself, the process of signing up or the website, please get in touch with:

Joanna Murray	joanna.murray@gov.scot	0131 244 1534
Ian Thomson	ian.Thomson@gov.scot	0131 244 1528