

Report

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Report to:	Education Resources Committee
Date of Meeting:	31 August 2010
Report by:	Executive Director (Corporate Resources) and Executive Director (Education Resources)

Subject:	Education Resources - Workforce Monitoring – April to June 2010
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for April to June 2010 relating to Education Resources

2. Recommendation(s)

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

(1) that the following employment information for April to June 2010 relating to Education Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accidents/incident statistics
- ◆ discipline, grievance and dignity at work
- ◆ analysis of leavers

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 April to June 2010.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

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

The Resource absence figure for June 2010 was 2.9%, a decrease of 1% from May 2010 and is 0.4% lower than the Council Wide figure. Compared to June 2009, the Resource absence figure has decreased by 0.9%.

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

For the Resource this equates to 8.4 days being lost per employee for the year due to absence compared with the figure for the Council of 8.8 days per employee.

4.2 Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 196 referrals were made this period, a decrease of 36 when compared to the same period last year.

4.3 Accident/Incident Statistics

There were 29 accidents/incidents recorded within the Resource this period, a decrease of 20 when compared with the same period last year. 21 of these incidents reported in this period were classified as violent incidents and of these incidents, 10 were due to behavioural incidents. Of the remaining 11 incidents, 6 were physical and 5 were verbal.

4.4 Discipline/Grievance and Dignity at Work

There were 6 disciplinary hearings held within the Resource this period, an increase of 5 when compared with the same period last year. There were no grievance hearings or dignity at work cases held within the Resource this period.

4.5 Analysis of Leavers

There were 14 leavers in the Resource this period, a decrease of 3 when compared with the same period last year. Exit interviews were held with 8 of those 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.

Robert McIlwain
Executive Director (Corporate Resources)

Larry Forde
Executive Director (Education Resources)

3 August 2010

Link(s) to Connect Priorities

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

Previous References

- ◆ 1 June 2010

List of Background Papers

- ◆ monitoring information provided by Education Resources

Contact for Further Information

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

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

APT&C				Teachers				Resource Total				Council Wide				
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011	
April	4.3	4.4	4.1	April	3.4	3.2	3.1	April	3.7	3.7	3.5	April	4.3	3.6	3.7	
May	4.4	4.9	4.3	May	2.8	3.7	3.6	May	3.4	4.2	3.9	May	4.0	4.0	3.9	
June	4.0	4.6	3.4	June	2.8	3.2	2.6	June	3.3	3.8	2.9	June	3.8	3.7	3.3	
July	2.6	2.6		July	1.5	1.2		July	1.9	1.7		July	2.9	2.8		
August	2.8	3.0		August	1.6	1.6		August	2.1	2.2		August	3.0	3.2		
September	4.0	4.7		September	2.8	2.8		September	3.3	3.6		September	3.8	4.0		
October	3.8	4.3		October	2.8	3.4		October	3.2	3.7		October	3.8	4.0		
November	5.9	4.9		November	4.0	4.7		November	4.7	4.8		November	4.6	4.8		
December	6.1	4.1		December	4.5	3.6		December	5.1	3.8		December	4.8	4.2		
January	5.8	4.3		January	4.1	4.2		January	4.8	4.2		January	4.4	4.3		
February	5.2	4.6		February	4.9	4.6		February	5.0	4.6		February	4.5	4.6		
March	5.5	4.6		March	4.7	4.5		March	5.0	4.5		March	4.4	4.5		
Annual Average	4.5	4.3	4.1	Annual Average	3.3	3.4	3.3	Annual Average	3.8	3.7	3.6	Annual Average	4.0	4.0	3.9	
Average Apr-Jun	4.2	4.6	3.9	Average Apr-Jun	3.0	3.4	3.1	Average Apr-Jun	3.5	3.9	3.4	Average Apr-Jun	4.0	3.8	3.6	
No of Employees at 30 June 2010				2500	No of Employees at 30 June 2010			3544	No of Employees at 30 June 2010			6044	No of Employees at 30 June 2010			16002

For Education Resources the absence rate for unpaid special leave was 0.6%
Average number of days lost per employee annually is 8.4 days.

EDUCATION RESOURCES

	Apr-Jun 2009	Apr-Jun 2010
MEDICAL EXAMINATIONS		
Number of Employees Attending	38	31
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	52	38
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	118	103
REFERRALS TO EMPLOYEE SUPPORT OFFICER		
	24	24
TOTAL	232	196

CAUSE OF ACCIDENTS/INCIDENTS	Apr-Jun 2009	Apr-Jun 2010
Major Injuries*	1	0
Over 3 day absences**	0	1
Minor	48	28
Total Accidents/Incidents	49	29
Near Miss	6	0
Violent Incident: Physical****	24	14
Violent Incident: Verbal*****	13	7

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

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

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

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

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

RECORD OF DISCIPLINARY/GRIEVANCE & DIGNITY AT WORK HEARINGS	Apr-Jun 2009	Apr-Jun 2010
Total Number of Hearings	1	6

ANALYSIS OF REASONS FOR LEAVING	Apr-Jun 2009	Apr-Jun 2010
Career Advancement	7	3
Moving Outwith Area	2	0
Travelling Difficulties	0	3
Further Education	0	1
Childcare/caring responsibilities	1	0
Other	2	1
Number of Exit Interviews conducted	12	8

Total Number of Leavers Eligible for Exit Interview	17	14
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Percentage of interviews conducted	71%	57%
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