

Report

Report to:	Employee Issues Forum
Date of Meeting:	29 September 2020
Report by:	Executive Director (Education Resources)

Subject:	Education Resources – Workforce Monitoring – April to June 2020
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for April to June 2020 relating to Education 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 April to June 2020 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
- ◆ staffing watch as at 13 June 2020

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 Education Resources provides information on the position for April to June 2020.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of June 2020 for Education Resources.

The Resource absence figure for June 2020 was 1.3%, which represents a decrease of 0.5% when compared to last month and is 1.4% lower than the Council-wide figure. Compared to June 2019, the Resource absence figure has decreased by 1.9%.

Based on the absence figures at June 2020 and annual trends, the projected annual average absence for the Resource for 2020/2021 is 3.4%, compared to a Council-wide average figure of 4.6%.

For the financial year 2020/2021, the projected average days lost per employee equates to 5.1 days, compared with the overall figure for the Council of 8.1 days per employee.

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 work in close partnership with line managers and Resource Management Teams on a case management basis to ensure that appropriate actions are taken.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 73 referrals were made this period, a decrease of 323 when compared with the same period last year.

4.3. Accident/Incident Statistics (Appendix 2)

There were 39 accidents/incidents recorded within the Resource this period, a decrease of 168 when compared to the same period last year.

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

One disciplinary hearing was held within the Resource this period, which is a decrease of 7 when compared with the same period last year. No grievance hearings were held within the Resource this period, which is a decrease of 2 when compared with the same period last year. No Dignity at Work complaints were raised within the Resource this period, which is a decrease of 3 when compared with the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There were 8 leavers in the Resource this period who were eligible for an exit interview. This figure has decreased by 21 when compared with the same period last year. Exit interviews were held with 75% of employees compared with 28% for the same period last year.

4.6. 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

4.7. Appendix 2a provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period April to June 2020, 28 (15.83 FTE) employees in total left employment and managers indicated that 27 (15.48 FTE) posts were being filled. The manager did not specify a reason for not filling the vacancy for the remaining 1 post (0.34 FTE).

5. Staffing Watch (Appendix 3)

5.1. There has been an increase of 27 in the number of employee in post from 14 March 2020 to 13 June 2020.

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 arising from the information presented in this report.

9. Other Implications

- 9.1. There are no implications for sustainability or 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)

1 September 2020

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 – 18 June 2019

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 - 2018/2019, 2019/2020 & 2020/2021
Education Resources

APT&C				Teachers				Resource Total				Council Wide				
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021	
April	4.1	3.5	3.9	April	1.9	2.9	2.9	April	2.8	3.2	3.3	April	4.1	4.0	4.4	
May	4.5	4.2	2.2	May	2.1	3.2	1.4	May	3.1	3.6	1.8	May	4.2	4.4	3.1	
June	4.4	3.8	1.8	June	2.3	2.7	0.9	June	3.2	3.2	1.3	June	4.3	4.4	2.7	
July	2.4	2.4		July	1.0	1.2		July	1.6	1.7		July	3.4	3.4		
August	2.7	2.8		August	1.2	1.3		August	1.8	2.0		August	3.6	3.7		
September	4.1	4.3		September	2.2	2.5		September	3.0	3.3		September	4.4	4.5		
October	4.7	4.5		October	2.2	2.6		October	3.2	3.5		October	4.4	4.6		
November	5.7	5.8		November	3.5	3.8		November	4.4	4.7		November	5.1	5.5		
December	5.4	5.5		December	3.1	3.8		December	4.1	4.6		December	4.8	5.7		
January	5.1	5.1		January	3.3	3.4		January	4.1	4.2		January	4.9	5.3		
February	5.3	5.7		February	4.0	3.8		February	4.5	4.6		February	5.2	5.6		
March	5.0	7.1		March	3.9	4.8		March	4.4	5.8		March	4.9	6.2		
Annual Average	4.5	4.6	4.3	Annual Average	2.6	3.0	2.7	Annual Average	3.4	3.7	3.4	Annual Average	4.4	4.8	4.6	
Average Apr-Jun	4.3	3.8	2.6	Average Apr-Jun	2.1	2.9	1.7	Average Apr-Jun	3.0	3.3	2.1	Average Apr-Jun	4.2	4.3	3.4	
No of Employees at 30 June 2020			3030	No of Employees at 30 June 2020			3871	No of Employees at 30 June 2020			6901	No of Employees at 30 June 2020			15735	

For the financial year 2020/21, the projected average days lost per employee equates to 5.1 days.

EDUCATION RESOURCES

	Apr-Jun 2019	Apr-Jun 2020
MEDICAL EXAMINATIONS		
Number of Employees Attending	71	30
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	21	5
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	179	19
REFERRALS TO EMPLOYEE SUPPORT OFFICER	120	18
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	5	1
TOTAL	396	73

CAUSE OF ACCIDENTS/INCIDENTS	Apr-Jun 2019	Apr-Jun 2020
Specified Injuries*	1	0
Over 7 day absences	1	2
Minor	3	0
Near Miss	2	0
Violent Incident: Physical****	185	37
Violent Incident: Verbal*****	15	0
Total Accidents/Incidents	207	39

*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 7 day 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	Apr-Jun 2019	Apr-Jun 2020
Total Number of Hearings	8	1

Time Taken to Convene Hearing Apr - Jun 2020

0-3 Weeks
1

4-6 Weeks
0

Over 6 Weeks
0

RECORD OF GRIEVANCE HEARINGS	Apr-Jun 2019	Apr-Jun 2020
Number of Grievances	2	0
Number Resolved at Stage 2	2	0

RECORD OF DIGNITY AT WORK	Apr-Jun 2019	Apr-Jun 2020
Number of Incidents	3	0
Number Resolved at Formal Stage	3	0

ANALYSIS OF REASONS FOR LEAVING	Apr-Jun 2019	Apr-Jun 2020
Career Advancement	1	3
Travelling Difficulties	1	0
Further Education	1	0
Dissatisfaction With Terms and Conditions	1	0
Other	4	3
Number of Exit Interviews conducted	8	6

Total Number of Leavers Eligible for Exit Interview	29	8
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Percentage of interviews conducted	28%	75%
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Appendix 2a

	April - June 2020		Cumulative total	
	FTE*	H/C**	FTE	H/C
Terminations/Leavers	15.83	28	15.83	28
Being replaced	15.48	27	15.48	27
Held pending savings	0.00	0	0.00	0
Filled on fixed term basis	0.00	0	0.00	0
Budget transfer to other post	0.00	0	0.00	0
End of fixed term contract	0.00	0	0.00	0
No reason specified	0.34	1	0.34	1

* Full time equivalent

** Head count/number of employees

**JOINT STAFFING WATCH RETURN
EDUCATION RESOURCES**

1. As at 13 June 2020

	MALE		FEMALE		TOTAL
	F/T	P/T	F/T	P/T	
Teachers	694	61	2272	734	3761
Other	140	83	510	2157	2890
Total Employees	834	144	2782	2891	6651

*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
Teachers	0.00	0.34	0.00	0.00	0.00	1.00	0.00	4.00	3444.90	3450.24
Other	1.00	1039.95	778.48	134.03	47.64	13.00	4.00	58.23	7.40	2083.73

1. As at 14 March 2020

	MALE		FEMALE		TOTAL
	F/T	P/T	F/T	P/T	
Teachers	694	61	2259	728	3742
Other	140	82	503	2157	2882
Total Employees	834	143	2762	2885	6624

*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
Teachers	0.00	0.69	0.00	0.00	0.00	1.00	0.00	4.00	3427.60	3433.29
Other	1.00	1373.40	450.76	139.88	31.80	13.00	4.00	56.93	6.40	2077.17