

Report

Report to:	Education Resources Committee
Date of Meeting:	24 April 2018
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Education Resources)

Subject:	Education Resources – Workforce Monitoring – December 2017 to February 2018
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1 Purpose of Report

1.1 The purpose of the report is to:-

- ◆ provide employment information for December 2017 to February 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 December 2017 to February 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
- ◆ staffing watch as at 9 December 2017

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 December 2017 to February 2018.

4 Monitoring Statistics

4.1 Attendance Statistics (Appendix 1)

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

The Resource absence figure for February 2018 was 4.0%, which represents an increase of 0.1% when compared to the previous month and is 1.0% lower than the Council-wide figure. Compared to February 2017, the resource absence figure has decreased by 0.4%.

Based on the absence figures at February 2018 and annual trends, the projected annual average absence for the Resource for 2017/2018 is 3.3%, compared to a Council-wide average figure of 4.2%.

For the financial year 2017/2018, the projected average days lost per employee equates to 7.6 days, compared with the overall figure for the Council of 10.0 days per employee.

4.2 Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 374 referrals were made this period, a decrease of 2 when compared with the same period last year.

4.3 Accident/Incident Statistics

There were 148 accidents/incidents recorded within the Resource this period, a decrease of 32 when compared to the same period last year.

On further analysis of this data, 128 reports relate to physical incidents (86% 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, 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.

The Education Operating Procedure is issued annually at the start of each session.

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

There were 6 disciplinary hearings held within the Resource this period, which represents an increase of 3 when compared with the same period last year. One grievance hearing was held within the Resource this period which is an increase of 1 when compared with the same period last year. No dignity at work hearings were held within the Resource this period, which represents no change when compared with the same period last year.

4.5 Analysis of Leavers (Appendix 2)

There were 68 leavers in the Resource this period. This figure has increased by 38 when compared with the same period last year. Exit interviews were held with 14 employees.

5 Staffing Watch (Appendix 3)

5.1 There has been an increase of 39 in the number of employees in post from 9 September 2017 to 9 December 2017.

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.

Tony McDaid

Executive Director (Education Resources)

Paul Manning

Executive Director (Finance and Corporate Resources)

13 March 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective and efficient
- ◆ Fair, open and accountable
- ◆ Ambitious, self - aware and improving
- ◆ Excellent employer
- ◆ Focused on people and their needs
- ◆ Working with and respecting others

Previous References

- ◆ Education Resources Committee – 6 February 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 - 2015/2016, 2016/2017 & 2017/2018
Education Resources

APT&C				Teachers				Resource Total				Council Wide							
	2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018				
April	4.2	3.4	4.0	April	2.6	2.9	2.1	April	3.2	3.1	2.9	April	3.8	4.3	3.9				
May	4.3	3.8	4.7	May	2.9	3.1	2.7	May	3.5	3.4	3.5	May	3.9	4.4	4.2				
June	3.6	3.8	3.6	June	2.2	2.4	2.2	June	2.8	3.0	2.8	June	3.5	4.1	3.9				
July	2.6	2.9	2.1	July	1.2	1.2	0.8	July	1.8	1.9	1.3	July	2.9	3.3	3.0				
August	3.1	3.0	2.7	August	1.5	1.4	1.0	August	2.2	2.0	1.7	August	3.3	3.6	3.2				
September	4.6	3.7	4.3	September	2.6	2.4	2.2	September	3.4	2.9	3.0	September	3.8	4.1	4.0				
October	4.5	4.2	4.6	October	2.8	2.9	2.4	October	3.5	3.4	3.3	October	4.1	4.4	4.1				
November	5.4	5.4	5.0	November	3.8	3.1	3.5	November	4.5	4.0	4.1	November	4.7	4.9	4.8				
December	5.0	5.4	5.3	December	4.2	3.2	3.8	December	4.5	4.1	4.4	December	4.7	4.9	5.1				
January	4.6	4.7	5.2	January	4.0	2.8	3.0	January	4.3	3.6	3.9	January	4.6	4.5	5.0				
February	4.7	5.5	5.5	February	4.2	3.7	3.0	February	4.4	4.4	4.0	February	5.0	5.0	5.0				
March	4.9	5.6		March	4.3	3.4		March	4.5	4.3		March	5.2	4.7					
Annual Average	4.3	4.3	4.4	Annual Average	3.0	2.7	2.5	Annual Average	3.6	3.3	3.3	Annual Average	4.1	4.4	4.2				
Average Apr-Feb	4.2	4.2	4.3	Average Apr-Feb	2.9	2.6	2.4	Average Apr-Feb	3.5	3.3	3.2	Average Apr-Feb	4.0	4.3	4.2				
No of Employees at 28 February 2018				2589	No of Employees at 28 February 2018				3717	No of Employees at 28 February 2018				6306	No of Employees at 28 February 2018				14926

For the financial year 2017/18, the projected average days lost per employee equates to 7.6 days.

EDUCATION RESOURCES

	Dec-Feb 2016-2017	Dec-Feb 2017-2018
MEDICAL EXAMINATIONS		
Number of Employees Attending	107	89
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	44	35
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	120	139
REFERRALS TO EMPLOYEE SUPPORT OFFICER	86	91
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	19	20
TOTAL	376	374

CAUSE OF ACCIDENTS/INCIDENTS	Dec-Feb 2016-2017	Dec-Feb 2017-2018
Specified Injuries*	1	1
Over 7 day absences	2	2
Minor	4	4
Near Miss	0	1
Violent Incident: Physical****	154	128
Violent Incident: Verbal*****	19	12
Total Accidents/Incidents	180	148

*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	Dec-Feb 2016-2017	Dec-Feb 2017-2018
Total Number of Hearings	3	6

Time Taken to Convene Hearing Dec 2017 - Feb 2018

0-3 Weeks	4-6 Weeks	Over 6 Weeks
4	1	1

RECORD OF GRIEVANCE HEARINGS	Dec-Feb 2016-2017	Dec-Feb 2017-2018
Number of Grievances	0	1
Still in Progress	0	1

RECORD OF DIGNITY AT WORK	Dec-Feb 2016-2017	Dec-Feb 2017-2018
Number of Incidents	0	0

ANALYSIS OF REASONS FOR LEAVING	Dec-Feb 2016-2017	Dec-Feb 2017-2018
Career Advancement	0	5
Poor Relationship with Manager/Colleagues	0	2
Personal Reasons	1	0
Travelling Difficulties	0	2
Dissatisfaction With Terms and Conditions	0	1
Other	2	4
Number of Exit Interviews conducted	3	14

Total Number of Leavers Eligible for Exit Interview	30	68
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Percentage of interviews conducted	10%	21%
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**JOINT STAFFING WATCH RETURN
EDUCATION RESOURCES**

1. As at 9 December 2017

		MALE		FEMALE		TOTAL				
		F/T	P/T	F/T	P/T					
	Teachers	681	59	2230	650	3620				
	Other	126	80	369	1870	2445				
	Total Employees	807	139	2599	2520	6065				
	*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	0	0	0	0	0	0	4.6	3324	3328.6
Other	1	1058.46	458.97	86.09	21	14.00	4	58.44	9.6	1711.56

1. As at 9 September 2017

		MALE		FEMALE		TOTAL				
		F/T	P/T	F/T	P/T					
	Teachers	680	58	2235	649	3622				
	Other	127	71	358	1848	2404				
	Total Employees	807	129	2593	2497	6026				
	*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	0	0	0	0	0	0	4.6	3328.2	3332.8
Other	1	1037.51	448.5	86.07	19	14.00	4	56.94	10.6	1677.62