



Council Offices, Almada Street
Hamilton, ML3 0AA

Monday, 21 September 2020

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, 29 September 2020
Time: 11:00
Venue: Corporate Dining Room and Teams,

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

Yours sincerely

Cleland Sneddon
Chief Executive

Members

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

Substitutes

Alex Allison, Janine Calikes, Maureen Chalmers, Poppy Corbett, Maureen Devlin, Allan Falconer

BUSINESS

1 Declaration of Interests

- 2 **Minutes of Previous Meeting** 3 - 6
Minutes of the meeting of the Employee Issues Forum held on 18 February 2020 submitted for approval as a correct record. (Copy attached)

Item(s) for Noting

- | | | |
|----------|--|---------|
| 3 | Council-wide Workforce Monitoring - April to June 2020
Report dated 1 September 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached) | 7 - 30 |
| 4 | Education Resources - Workforce Monitoring - April to June 2020
Report dated 1 September 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached) | 31 - 38 |
| 5 | COVID19 - Update on Education Recovery
Report dated 3 September 2020 by the Executive Directors (Finance and Corporate Resources) and (Education Resources). (Copy attached) | 39 - 46 |

Urgent Business

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

For further information, please contact:-

Clerk Name: Hilary Tennant

Clerk Telephone: 01698 454185

Clerk Email: hilary.tennant@southlanarkshire.gov.uk

EMPLOYEE ISSUES FORUM

2

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 18 February 2020

Chair:

Councillor Isobel Dorman

Councillors Present:

Councillor Graeme Campbell, Councillor Gerry Convery, Councillor Lynsey Hamilton, Councillor Graeme Horne, Councillor Joe Lowe, Councillor Monique McAdams

Councillors' Apologies:

Councillor Jim McGuigan, Councillor Richard Nelson, Councillor Collette Stevenson

Attending:

Finance and Corporate Resources

A Bell, Personnel Officer; G Bow, Administration Manager; K McVeigh, Head of Personnel Services; M Milne, HR Business Partner

Social Work Resources

E Devlin, Community Living Manager; L Purdie, Head of Children and Justice Services

Also Attending:

D Marshall, UNISON

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 26 November 2019 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 – October to December 2019

A report dated 14 January 2020 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period October to December 2019:-

- ♦ attendance statistics
- ♦ occupational health statistics
- ♦ accident/incident statistics
- ♦ discipline, grievances and Dignity at Work cases
- ♦ analysis of leavers, exit interviews and labour turnover
- ♦ recruitment monitoring
- ♦ Staffing Watch as at 14 September 2019

The Forum decided: that the report be noted.

[Reference: Minutes of 26 November 2019 (Paragraph 3)]

4 Equally Safe at Work Pilot

A report dated 20 January 2020 by the Executive Director (Finance and Corporate Resources) was submitted on the Equally Safe at Work pilot.

Equally Safe at Work was an employer accreditation programme piloted by Close the Gap in Scottish local authorities.

Equally Safe recognised that Violence Against Women (VAW) was a cause and consequence of gender inequality. Addressing inequality in the workplace was, therefore, a fundamental step in preventing violence against women.

Research conducted by Close the Gap established that there were no employer accreditation programmes focused on gender equality at work and violence against women at work in Scotland or the United Kingdom.

The main aims and outcomes of the programme were that:-

- ◆ workplaces better understood gender equality and violence against women
- ◆ workplaces better understood their role in preventing VAW and advancing gender equality
- ◆ employers had improved employment policies and practice that were gender sensitive
- ◆ tolerance of VAW was reduced in the workplace

The pilot commenced in January 2019 and lasted for a period of 1 year, with a focus on areas core to addressing women's inequality in the labour market, preventing violence against women in the workplace, and supporting those women at work.

South Lanarkshire Council had been 1 of 7 councils selected to take part in the pilot. The other councils involved were:-

- | | |
|-------------------------|-----------------------------|
| ◆ Aberdeen City Council | ◆ North Lanarkshire Council |
| ◆ Highland Council | ◆ Perth and Kinross Council |
| ◆ Midlothian Council | ◆ Shetland Council |

The Equally Safe at Work pilot had provided an opportunity to review policies, the domestic abuse training and to consider how information was communicated. The pilot also resulted in closer partnership working with the Lanarkshire Gender Based Violence (GBV) Partnership, in relationship to distributing information about GBV and also when reviewing the content of the online training.

The outcome of the review had highlighted the need to update the content of the policies and the training information to ensure that it was inclusive, gender sensitive and reflected the current legislation. There was also a need to consider different methods of cascading information to employees. Specific action undertaken was detailed in Appendix 1 to the report.

The Forum decided: that the report be noted.

5 Presentation – Modern Apprentices and Switch 2

E Devlin, Community Living Manager and L Purdie, Head of Children and Justice Services gave a joint presentation on Social Work Resources' Modern Apprentices and Switch 2 and the support provided to employees, including:-

- ◆ social care
- ◆ why choose social care?
- ◆ starting your career

- ♦ South Lanarkshire Council's Social Care Modern Apprenticeship Programme
- ♦ testimonials

Having responded to members' questions, the officers were thanked for their informative presentation.

The Forum decided: that the presentation be noted.

6 Urgent Business

There were no items of urgent business.

Report

3

Report to: **Employee Issues Forum**
 Date of Meeting: **29 September 2020**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Council-wide Workforce Monitoring – April to June 2020**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period April to June 2020

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 April to June 2020 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 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 the Council provides information on the position for the period April to June 2020.

4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for June 2020, is provided in Appendices 1 to 8. Points to note are:-

The Council's absence rate for June 2020, shown in Appendix 1, is 2.7%, which represents a decrease of 0.4% when compared with last month and the figure has decreased by 1.7% when compared to June 2019.

When compared to June 2019, the APT&C absence rate has decreased by 1.9%, the teachers' figure has decreased by 1.8% and the manual workers' figure has decreased by 1.2%.

Based on annual trends and the absence rate to June 2020, the projected average absence rate for the Council for the financial year 2020/2021 is 4.6%.

For the financial year 2020/2021, the projected average days lost per employee equates to 8.1 days.

In comparison to June 2019 (Appendix 8):-

- ◆ Psychological and musculoskeletal conditions are the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 946 days.
- ◆ Total days lost due to psychological conditions have decreased by 833 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 1,273 days.
- ◆ Total days lost due to respiratory conditions have increased by 406 days.

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.

The attendance information contained in this report includes absences as a result of Covid-19, and employees are being supported through this difficult time to maintain attendance levels where they can.

5. Occupational Health

5.1. Information on Occupational Health for the period April to June 2020 is provided in Appendix 9.

- ◆ during the period there were 210 employees referred for a medical examination, a decrease of 144 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 95 employees attended physiotherapy treatment, showing a decrease of 463 when compared to the same period last year. Of the 95 employees referred, 49% remained at work whilst undertaking treatment.
- ◆ during this period 146 employees were referred to the Employee Support Officer, showing a decrease of 159 when compared with the same period last year. Of the referrals made this period, 87% related to personal reasons.
- ◆ 65 employees were referred to the PAM Assist counselling service this period, showing a decrease of 119 when compared with the same period last year. All of the referrals made this period were from management and none were made directly by employees. Personal reasons accounted for 85% of the referrals made, 2% were for work related reasons and 13% were for other reasons.
- ◆ 14 employees were referred for Cognitive Behavioural Therapy this period, a decrease of 25 when compared to the same period last year.

6. Accidents/Incidents

6.1. The accident/incident report for April to June 2020 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 79, this figure has decreased by 234 from the same period last year.
- ◆ there were no specified injuries recorded, this figure has decreased by 1 from the same period last year.

- ◆ there were 72 minor accidents/incidents, this figure has decreased by 210 from the same period last year.
- ◆ 2 accidents resulted in an absence lasting over 3 days during the period, this figure has decreased by 2 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 21 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 April to June 2020 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 4 disciplinary hearings were held across Resources within the Council, a decrease of 40 when compared to the same period last year.
- ◆ action was taken in 4 of these cases. No appeals were raised against the outcomes.
- ◆ our target is to convene disciplinary hearings within 6 weeks, 25% of hearings met this target.
- ◆ during the period, no appeals were heard by the Appeals Panel.
- ◆ at the end of June 2020, 2 Appeals Panels were pending.
- ◆ during the period, no grievance cases were raised.
- ◆ during the period, 4 Dignity at Work cases were raised.
- ◆ during the period, no referrals for mediations were submitted.

8. Analysis of Leavers and Exit Interviews

8.1. Information on the number of leavers and exit interviews for the period April to June 2020 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 13 June 2020, the Council's turnover figure for April to June 2020 is as follows:-

39 leavers eligible for exit interviews/14,827 employees in post = Labour Turnover of 0.3%.

Based on the figure at June 2020, the projected annual labour turnover figure for the financial year 2020/2021 for the Council is 1.1%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ there were a total of 39 employees leaving the Council that were eligible for an exit interview, a decrease of 79 when compared with the same period last year.
- ◆ exit interviews were held with 31% of leavers, compared with 19% from the same period last year.

8.3. 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

8.4. Appendix 13a provides information relating to vacant posts and whether these are being replaced or held for savings. From April to June 2020, 133 (86.27 FTE) employees left employment and managers indicated that 129 (84.27 FTE) would be replaced. Of the remaining posts, 3 (1.65 FTE) were due to the end of fixed term contracts and for the remaining 1 post (0.34 FTE), the manager did not specify a reason.

9. Recruitment Monitoring

9.1. Information on Recruitment Monitoring for April to June 2020 is contained within Appendix 14.

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

- ◆ overall, 2,986 applications and 2,960 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (143), 75 were shortlisted for interview and 15 were appointed
- ◆ of those applicants of a black/ethnic minority background (86), 25 were shortlisted for interview and 7 were appointed.

10. Staffing Watch

10.1. There has been an increase of 47 in the number of employees in post from 14 March 2020 to 13 June 2020. Details of staffing watch are contained in appendix 15.

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. Climate Change, Sustainability and Environmental Implications

13.1. There are no climate change, sustainability or environmental implications arising from the information presented in this report.

14. Other Implications

14.1. There are no implications for risk in terms of the information contained within this report.

15. Equality Impact Assessment and Consultation Arrangements

15.1. 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.

15.2. 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 February 2020

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 - 2018/2019, 2019/2020 & 2020/2021
Council Wide

APT&C				Teachers				Manual Workers				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	4.2	4.0	4.2	April	1.9	2.9	2.9	April	5.7	5.2	6.0	April	4.1	4.0	4.4				
May	4.2	4.4	2.9	May	2.1	3.2	1.4	May	6.1	5.6	4.9	May	4.2	4.4	3.1				
June	4.2	4.4	2.5	June	2.3	2.7	0.9	June	6.0	5.7	4.5	June	4.3	4.4	2.7				
July	3.5	3.5		July	1.0	1.2		July	5.1	5.1		July	3.4	3.4					
August	3.7	3.9		August	1.2	1.3		August	5.4	5.5		August	3.6	3.7					
September	4.4	4.5		September	2.2	2.5		September	6.2	6.1		September	4.4	4.5					
October	4.7	4.7		October	2.2	2.6		October	5.8	6.1		October	4.4	4.6					
November	5.3	5.7		November	3.5	3.8		November	6.0	6.6		November	5.1	5.5					
December	4.9	5.7		December	3.1	3.8		December	6.3	7.2		December	4.8	5.7					
January	4.7	5.2		January	3.3	3.4		January	6.6	7.1		January	4.9	5.3					
February	4.9	5.6		February	4.0	3.8		February	6.7	7.3		February	5.2	5.6					
March	4.7	6.2		March	3.9	4.8		March	6.1	7.3		March	4.9	6.2					
Annual Average	4.5	4.8	4.6	Annual Average	2.6	3.0	2.7	Annual Average	6.0	6.2	6.1	Annual Average	4.4	4.8	4.6				
Average Apr-Jun	4.2	4.3	3.2	Average Apr-Jun	2.1	2.9	1.7	Average Apr-Jun	5.9	5.5	5.1	Average Apr-Jun	4.2	4.3	3.4				
No of Employees at 30 June 2020				7246	No of Employees at 30 June 2020				3871	No of Employees at 30 June 2020				4618	No of Employees at 30 June 2020				15735

For the financial year 2020/21, the projected average days lost per employee equates to 8.1 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Community and Enterprise Resources

APT&C				Manual Workers				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	3.2	4.0	3.1	April	5.4	4.4	5.3	April	5.0	4.3	5.0	April	4.1	4.0	4.4	
May	2.8	3.6	2.4	May	6.0	5.1	4.3	May	5.5	4.9	4.0	May	4.2	4.4	3.1	
June	3.8	3.9	1.6	June	5.8	5.5	4.0	June	5.5	5.3	3.6	June	4.3	4.4	2.7	
July	4.3	3.9		July	4.5	4.3		July	4.4	4.3		July	3.4	3.4		
August	4.8	4.0		August	5.3	5.1		August	5.2	4.9		August	3.6	3.7		
September	6.0	2.9		September	6.2	5.9		September	6.2	5.4		September	4.4	4.5		
October	3.8	3.4		October	5.8	5.9		October	5.5	5.5		October	4.4	4.6		
November	4.8	4.8		November	6.2	6.6		November	6.0	6.4		November	5.1	5.5		
December	4.1	5.4		December	6.0	7.0		December	5.7	6.8		December	4.8	5.7		
January	3.4	4.1		January	6.1	6.6		January	5.6	6.2		January	4.9	5.3		
February	4.1	3.8		February	6.3	7.1		February	5.9	6.6		February	5.2	5.6		
March	4.8	4.5		March	5.6	7.1		March	5.5	6.7		March	4.9	6.2		
Annual Average	4.2	4.0	3.6	Annual Average	5.8	5.9	5.9	Annual Average	5.5	5.6	5.6	Annual Average	4.4	4.8	4.6	
Average Apr-Jun	3.3	3.8	2.4	Average Apr-Jun	5.7	5.0	4.5	Average Apr-Jun	5.3	4.8	4.2	Average Apr-Jun	4.2	4.3	3.4	
No of Employees at 30 June 2020			549	No of Employees at 30 June 2020			2889	No of Employees at 30 June 2020			3438	No of Employees at 30 June 2020			15735	

For the financial year 2020/21, the projected average days lost per employee equates to 10.6 days.

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.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Finance and Corporate Resources

APT&C				Manual Workers				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	3.1	3.5	3.5	April	8.6	7.1	8.5	April	3.2	3.6	3.6	April	4.1	4.0	4.4	
May	3.3	3.2	2.3	May	0.4	0.0	16.0	May	3.2	3.2	2.4	May	4.2	4.4	3.1	
June	2.5	3.3	1.9	June	0.0	0.5	7.4	June	2.5	3.2	1.9	June	4.3	4.4	2.7	
July	2.9	3.3		July	0.0	2.4		July	2.9	3.2		July	3.4	3.4		
August	2.8	3.6		August	0.4	5.9		August	2.8	3.6		August	3.6	3.7		
September	3.1	3.3		September	0.0	3.5		September	3.0	3.3		September	4.4	4.5		
October	3.6	3.7		October	0.0	3.6		October	3.6	3.7		October	4.4	4.6		
November	4.6	3.9		November	0.0	2.6		November	4.6	3.8		November	5.1	5.5		
December	3.8	4.6		December	0.0	1.3		December	3.8	4.5		December	4.8	5.7		
January	3.6	3.9		January	0.0	0.0		January	3.5	3.9		January	4.9	5.3		
February	3.7	4.1		February	2.3	7.6		February	3.6	4.1		February	5.2	5.6		
March	3.2	4.5		March	9.8	4.6		March	3.3	4.5		March	4.9	6.2		
Annual Average	3.4	3.7	3.6	Annual Average	1.8	3.3	5.3	Annual Average	3.3	3.7	3.5	Annual Average	4.4	4.8	4.6	
Average Apr-Jun	3.0	3.3	2.6	Average Apr-Jun	3.0	2.5	10.6	Average Apr-Jun	3.0	3.3	2.6	Average Apr-Jun	4.2	4.3	3.4	
No of Employees at 30 June 2020			967	No of Employees at 30 June 2020			10	No of Employees at 30 June 2020			977	No of Employees at 30 June 2020			15735	

For the financial year 2020/21, the projected average days lost per employee equates to 6.1 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Housing & Technical Resources

APT&C				Manual Workers				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	3.9	3.9	4.1	April	6.5	6.7	3.5	April	4.9	5.0	3.8	April	4.1	4.0	4.4	
May	3.6	4.2	2.8	May	6.5	5.1	2.0	May	4.8	4.5	2.5	May	4.2	4.4	3.1	
June	4.0	4.8	3.2	June	6.2	5.0	2.0	June	4.9	4.9	2.7	June	4.3	4.4	2.7	
July	3.7	4.1		July	6.3	5.4		July	4.8	4.6		July	3.4	3.4		
August	4.1	4.0		August	5.5	5.7		August	4.6	4.7		August	3.6	3.7		
September	4.5	4.4		September	6.2	5.8		September	5.2	5.0		September	4.4	4.5		
October	4.3	4.3		October	5.9	6.6		October	4.9	5.2		October	4.4	4.6		
November	4.8	5.5		November	6.5	6.1		November	5.5	5.7		November	5.1	5.5		
December	4.4	5.2		December	6.5	6.3		December	5.3	5.6		December	4.8	5.7		
January	4.2	5.8		January	7.0	5.9		January	5.3	5.8		January	4.9	5.3		
February	4.2	5.8		February	6.6	5.7		February	5.2	5.8		February	5.2	5.6		
March	4.2	5.1		March	7.3	6.5		March	5.5	5.7		March	4.9	6.2		
Annual Average	4.2	4.8	4.5	Annual Average	6.4	5.9	5.1	Annual Average	5.1	5.2	4.8	Annual Average	4.4	4.8	4.6	
Average Apr-Jun	3.8	4.3	3.4	Average Apr-Jun	6.4	5.6	2.5	Average Apr-Jun	4.9	4.8	3.0	Average Apr-Jun	4.2	4.3	3.4	
No of Employees at 30 June 2020			873	No of Employees at 30 June 2020			566	No of Employees at 30 June 2020			1439	No of Employees at 30 June 2020			15735	

For the financial year 2020/21, the projected average days lost per employee equates to 7.3 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Social Work Resources

APT&C				Manual Workers				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	5.3	5.0	5.5	April	6.2	6.9	10.2	April	5.6	5.6	7.1	April	4.1	4.0	4.4
May	5.1	5.6	4.4	May	6.2	7.7	8.1	May	5.4	6.3	5.7	May	4.2	4.4	3.1
June	5.2	5.8	3.9	June	6.3	6.9	7.6	June	5.6	6.2	5.2	June	4.3	4.4	2.7
July	5.2	5.1		July	6.4	7.7		July	5.6	5.9		July	3.4	3.4	
August	5.0	5.9		August	5.9	6.7		August	5.3	6.2		August	3.6	3.7	
September	5.0	6.2		September	6.1	6.8		September	5.4	6.4		September	4.4	4.5	
October	5.7	6.1		October	5.6	6.5		October	5.6	6.2		October	4.4	4.6	
November	5.4	6.8		November	5.3	6.8		November	5.4	6.8		November	5.1	5.5	
December	5.1	6.9		December	6.9	8.7		December	5.7	7.5		December	4.8	5.7	
January	5.2	6.2		January	8.4	9.5		January	6.2	7.3		January	4.9	5.3	
February	5.5	6.8		February	8.5	8.8		February	6.5	7.5		February	5.2	5.6	
March	5.4	6.8		March	6.5	8.5		March	5.8	7.4		March	4.9	6.2	
Annual Average	5.3	6.1	5.9	Annual Average	6.5	7.6	8.0	Annual Average	5.7	6.6	6.6	Annual Average	4.4	4.8	4.6
Average Apr-Jun	5.2	5.5	4.6	Average Apr-Jun	6.2	7.2	8.6	Average Apr-Jun	5.5	6.0	6.0	Average Apr-Jun	4.2	4.3	3.4

No of Employees at 30 June 2020	1827	No of Employees at 30 June 2020	1153	No of Employees at 30 June 2020	2980	No of Employees at 30 June 2020	15735
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For the financial year 2020/21, the projected average days lost per employee equates to 13.0 days.

ABSENCE BY LONG AND SHORT TERM

From: 1 April 2020 - 30 June 2020

Resource	No of employees	April 2020			May 2020			June 2020		
		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	3438	1.0	4.0	5.0	0.6	3.4	4.0	0.7	2.9	3.6
Education	6901	0.2	3.1	3.3	0.1	1.7	1.8	0.1	1.2	1.3
Finance and Corporate	977	1.1	2.5	3.6	0.7	1.7	2.4	0.3	1.6	1.9
Housing & Technical	1439	1.0	2.8	3.8	0.4	2.1	2.5	0.6	2.1	2.7
Social Work	2980	2.0	5.1	7.1	1.2	4.5	5.7	1.5	3.7	5.2
Council Overall for April 2020 - May 2020	15735	0.8	3.6	4.4	0.5	2.6	3.1	0.6	2.1	2.7

ATTENDANCE MONITORING
Absence Classification

From : 1 June - 30 June 2020

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	823	31	422	24	65	18	90	11	708	25	2108	25
Psychological	808	30	603	34	160	43	364	46	990	35	2925	35
Stomach, Bowel, Blood, Metabolic Disorders	134	5	76	4	9	2	73	9	133	5	425	5
Respiratory	246	9	298	17	39	11	90	11	437	16	1110	13
Other Classification	664	25	388	22	96	26	179	22	533	19	1860	22
Total Days Lost By Resource	2675	100	1787	100	369	100	796	100	2801	100	8428	100
Total Work Days Available	73353		140371		19063		29438		53811			

From : 1 June - 30 June 2019

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	1109	32	577	15	154	27	383	29	831	27	3054	25
Psychological	683	20	1526	39	266	46	316	24	967	31	3758	30
Stomach, Bowel, Blood, Metabolic Disorders	534	15	507	13	34	6	222	17	401	13	1698	14
Respiratory	269	8	174	4	22	4	101	8	138	4	704	6
Other Classification	862	25	1146	29	101	18	283	22	792	25	3184	26
Total Days Lost By Resource	3457	100	3930	100	577	100	1305	100	3129	100	12398	100
Total Work Days Available	65749		122942		17844		26740		50615			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 April 2020 - 30 June 2020 comparison with 1 April 2019 - 30 June 2019

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Apr-Jun 2020)	66	13	17	9	36	69	210
TOTAL (Apr-Jun 2019)	81	43	28	15	67	120	354

No of Employees Referred For Physiotherapy		
RESOURCE	Apr-Jun 2019	Apr-Jun 2020
Community and Enterprise	122	21
Education (Teachers)	83	7
Education (Others)	96	12
Finance and Corporate	38	2
Housing and Technical	66	4
Social Work	153	49
TOTAL	558	95

No of Employees Referred To Employee Support Officer		
RESOURCE	Apr-Jun 2019	Apr-Jun 2020
Community and Enterprise	61	45
Education	120	18
Finance and Corporate	21	9
Housing and Technical	19	18
Social Work	84	56
TOTAL	305	146

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Apr-Jun 2019	Apr-Jun 2020
Community and Enterprise	3	2
Education	5	1
Finance and Corporate	0	0
Housing and Technical	5	2
Social Work	9	2
Not Disclose	17	7
TOTAL	39	14

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 (Apr-Jun 2020)	1	0	0	0	55	0	4	0	5	65	0
TOTAL (Apr-Jun 2019)	34	0	2	0	109	0	29	0	10	184	0
								Total Referrals (Apr-Jun 2020)		65	
								Total Referrals (Apr-Jun 2019)		184	

M = MANAGEMENT REFERRAL S = SELF REFERRAL

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

FROM: 1 April 2020 - 30 June 2020 comparison with 1 April 2019 - 30 June 2019

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019
Specified Injury	0	0	0	1	0	0	0	0	0	0	0	1
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	0	0	0	1	0	0	0	0	0	0	0	1
Over 7-day	1	14	2	1	0	0	0	4	2	7	5	26
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 7-day**	1	14	2	1	0	0	0	4	2	7	5	26
Over 3-day	1	2	0	0	0	0	0	2	1	0	2	4
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	2	0	0	0	0	0	2	1	0	2	4
Minor	1	11	0	3	0	0	1	1	8	5	10	20
Near Miss	1	6	0	2	0	0	0	2	0	1	1	11
Violent Incident: Physical	0	10	37	185	0	0	0	1	17	17	54	213
Violent Incident: Verbal	0	9	0	15	0	3	0	4	7	7	7	38
Total Minor***	2	36	37	205	0	3	1	8	32	30	72	282
Total Accidents/Incidents	4	52	39	207	0	3	1	14	35	37	79	313

*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 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 April 2020 - 30 June 2020 comparison with 1 April 2019 - 30 June 2019

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	0	1	N/A	1	0	0	N/A	0	0	1	N/A	1	0	0	1	0%
EDUCATION	0	0	1	1	0	0	0	0	0	0	1	1	1	0	0	100%
HOUSING & TECHNICAL	0	2	N/A	2	0	0	N/A	0	0	2	N/A	2	0	0	2	0%
TOTAL (Apr-Jun 2020)	0	3	1	4	0	0	0	0	0	3	1	4	1	0	3	25%
TOTAL (Apr-Jun 2019)	14	28	2	44	2	5	0	7	11	24	2	37	16	13	15	66%

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	
TOTAL (Apr-Jun 2020)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL (Apr-Jun 2019)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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.

APPEALS PANEL

FROM: 1 April 2020 - 30 June 2020

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

RECORD OF GRIEVANCES**FROM: 1 April 2020 - 30 June 2020 comparison with 1 April 2019 - 30 June 2019**

GRIEVANCES	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (Apr-Jun 2020)	0	0	0	0	0
TOTAL (Apr-Jun 2019)	8	2	3	0	3

DIGNITY AT WORK**FROM: 1 April 2020 - 30 June 2020 comparison with 1 April 2019 - 30 June 2019**

DIGNITY AT WORK	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
TOTAL (Apr-Jun 2020)	4	0	0	0	0	4
TOTAL (Apr-Jun 2019)	6	0	6	0	0	0

REFERRALS FOR WORKPLACE MEDIATION

As at June 2020

WORKPLACE MEDIATION	Apr-20	May-20	Jun-20
No of Referrals	0	0	0
*No of Successful Cases	0	0	0
*No of Unsuccessful Cases	0	0	0
No of cases unsuitable for mediation	0	0	0

WORKPLACE MEDIATION	Apr-19	May-19	Jun-20
No of Referrals	1	1	1
*No of Successful Cases	1	0	0
*No of Unsuccessful Cases	0	0	0
No of cases unsuitable for mediation	1	0	0

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

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS (Apr-Jun 2020)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
CAREER ADVANCEMENT	0	3	0	0	2	5	42
POOR RELATIONSHIPS WITH MANAGERS / COLLEAGUES	0	0	0	0	1	1	8
OTHER	1	3	0	0	2	6	50
NUMBER OF EXIT INTERVIEWS CONDUCTED	1	6	0	0	5	12	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	7	8	2	0	22	39	
% OF LEAVERS INTERVIEWED	14	75	0	0	23	31	

EXIT INTERVIEWS (Apr-Jun 2019)

NUMBER OF EXIT INTERVIEWS CONDUCTED	5	8	2	3	5	23	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	32	29	11	10	36	118	
% OF LEAVERS INTERVIEWED	16	28	18	30	14	19	

* Note these totals include temporary employees

April - June 2020	Number of leavers		Replace Employee		Filling on a temp basis		Plan to transfer this budget to another post		End of fixed term post		Leave vacant pending savings or service review		Reason not specified	
Resource	Total FTE*	Total H/C**	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C
Community & Enterprise	19.39	39	17.74	36	0.00	0	0.00	0	1.65	3	0.00	0	0.00	0
Education	15.83	28	15.48	27	0.00	0	0.00	0	0.00	0	0.00	0	0.34	1
Finance & Corporate	7.78	10	7.78	10	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Housing & Technical	8.53	10	8.53	10	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Social Work	34.74	46	34.74	46	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total	86.27	133	84.27	129	0.00	0	0.00	0	1.65	3	0.00	0	0.34	1

RECRUITMENT MONITORING

Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 April 2020 - 30 June 2020

Total Number of applications received:	2986
Total Number of Equal Opportunities Monitoring forms received:	2960
Total Number of posts recruited for:	159
Total Number of appointments:	468

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	2960	1159	450
Total No of Male Applicants	926	314	99
Total No of Female Applicants	2024	818	349
Total No of Disabled Applicants	143	75	15
Total No of applicants aged under 50	2330	879	338
Total No of applicants aged over 50	601	264	106
Total No of White applicants	2828	1116	438
Total No of Black/Ethnic minority applicants*	86	25	7

FROM : 1 April 2019 - 30 June 2019

Total Number of applications received:	4172
Total Number of Equal Opportunities Monitoring forms received:	4089
Total Number of posts recruited for:	266
Total Number of appointments:	596

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	4089	1378	549
Total No of Male Applicants	1362	516	153
Total No of Female Applicants	2558	1002	391
Total No of Disabled Applicants	239	109	24
Total No of applicants aged under 50	3183	1232	393
Total No of applicants aged over 50	854	391	114
Total No of White applicants	3921	1587	435
Total No of Black/Ethnic minority applicants*	97	37	7

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 13 June 2020**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community & Enterprise Resources	3183	1363	225	188	1407
Education - Others	2890	140	83	510	2157
Education - Teachers	3761	694	61	2272	734
Finance & Corporate Resources	891	205	16	366	304
Housing & Technical	1290	826	26	308	130
Social Work Resources	2812	209	212	985	1406
Total All Staff	14827	3437	623	4629	6138

Full-Time Equivalent									
Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2286.76	1.00	1571.35	408.19	233.67	47.55	16.00	4.00	5.00	0.00
2083.73	1.00	1039.95	778.48	134.03	47.64	13.00	4.00	58.23	7.40
3450.24	0.00	0.34	0.00	0.00	0.00	1.00	0.00	4.00	3444.90
790.28	2.00	121.49	345.93	230.62	57.54	25.70	6.00	1.00	0.00
1234.71	1.00	202.46	640.77	348.02	30.46	10.00	2.00	0.00	0.00
2440.81	1.00	1306.05	533.04	550.32	24.40	24.00	2.00	0.00	0.00
8836.29	(excluding Teachers)								
12286.53	6.00	4241.64	2706.41	1496.66	207.59	89.70	18.00	68.23	3452.30

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 14 March 2020**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community & Enterprise Resources	3163	1329	226	194	1414
Education - Others	2882	140	82	503	2157
Education - Teachers	3742	694	61	2259	728
Finance & Corporate Resources	911	210	15	382	304
Housing & Technical	1295	834	26	305	130
Social Work Resources	2787	216	191	971	1409
Total All Staff	14780	3423	601	4614	6142

Full-Time Equivalent									
Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2260.73	1.00	1541.01	409.19	235.98	47.55	16.00	4.00	6.00	0.00
2077.17	1.00	1373.40	450.76	139.88	31.80	13.00	4.00	56.93	6.40
3433.29	0.00	0.69	0.00	0.00	0.00	1.00	0.00	4.00	3427.60
810.80	2.00	127.66	351.89	235.85	59.70	26.70	6.00	1.00	0.00
1240.37	1.00	202.72	643.39	347.80	32.46	11.00	2.00	0.00	0.00
2413.27	1.00	1290.00	518.26	554.01	23.00	25.00	2.00	0.00	0.00
8802.34	(excluding Teachers)								
12235.63	6.00	4535.48	2373.49	1513.52	194.51	92.70	18.00	67.93	3434.00

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:-

Janet McLuckie, Personnel Officer

Ext: 4239 (Tel: 01698 454239)

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

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

Report

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

Subject:	COVID-19 Update on Education Recovery
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ Update the Forum on the Education response to the national lockdown as a result of COVID-19.

2. Recommendation(s)

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

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

3. Background

- 3.1. All schools in Scotland were closed from 20 March 2020 as a result of the COVID-19 global pandemic, with a national lockdown announced that following weekend.
- 3.2. The initial COVID-19 response focussed particularly on:
 - ♦ The safety and welfare of vulnerable children.
 - ♦ The provision of emergency childcare for the children of key workers.
 - ♦ Making provision for the continuity of learning for all children.
 - ♦ Engagement with parents, carers, children and young people and employees.
- 3.3. Work was undertaken to support schools following the announcement that the 2020 SQA examination diet was to be cancelled and replaced by awards based on school estimates.
- 3.4. Emergency childcare hubs in 20 schools and 6 nursery centres were set up across South Lanarkshire staffed by volunteers. Separate provision was also established for young people with particular ASN requirements.
- 3.5. Systems were put in place to provide meals for children entitled to free school meals, superseded by a system of direct payments to families.
- 3.6. Home learning was established, mainly provided through GLOW, and schools and teachers were supported by the provision of the SLC Staff Learning Centre which hosted resources and materials as well as providing information and training materials relating to new technologies and new ways of working.
- 3.7. This was supplemented by the provision of learning packs and a range of materials by schools and the Youth Family and Community Learning Service.

- 3.8. In April, the legislation relating to the expansion of Early learning and Childcare by August 2020 was revoked in recognition of the suspension of all construction work, including new builds and adaptations. Admissions for August 2020 were reviewed in light of the delays. Further information is provided in section 7 of this report.
- 3.9. At this time planning and preparation for learning in term 4, including transition planning for those due to start P1 and S1 in August 2020 took place.
- 3.10. Throughout the period of closure, Education has been represented on the NHS Incident Management Team, enabling access to up-to-date medical information and advice.
- 4. Local Phasing Delivery Plan - Preparing for recovery in schools/educational settings and services**
- 4.1. In June, the Scottish Government announced that schools would reopen for staff on 11 August 2020 and for pupils from 12 August 2020, based on a 'blended learning' model – a blend of part-time attendance at school and part-time home learning – to allow for physical distancing to be observed.
- 4.2. Planning for restart was initiated and an Education Recovery governance model and was developed. Education Resources prepared a Local Phasing Delivery Plan within the wider context of the South Lanarkshire Council Recovery Plan. The Local Phasing Delivery plan set out: its place within the Council plan, the key areas of activity, a timeline for recovery and detailed action plans for each recovery theme. Section 4 sets out the major themes and a summary of areas of activity.
- 4.3. Ongoing communication and consultation with stakeholders, including headteachers of primary, secondary and additional support needs schools, representatives of the professional associations and unions, took place and detailed advice was provided to schools and education establishments enabling them to complete their individual and detailed plans for reopening.
- 4.4. It was subsequently announced on 24 June 2020 that schools would re-open in August 2020 on a full-time basis subject to the ongoing control of the virus and low levels of infection in the community. Further announcements confirm that there is no requirement for pupils to socially distance in schools or on transport to and from schools. The Local Phasing Delivery Plan was reviewed to consider the implications of this change.
- 4.5. As part of the Local Phasing delivery plan the Education Recovery Consultative Group (ERCG) was formed. The ERCG includes stakeholders and partners from a range of services, resources, trade unions and Public Health NHS Lanarkshire. The purpose of the group is to involve, support and work in partnership with key stakeholders in sharing information through dialogue and consultation to influence and shape our Covid19 recovery plans in support of Education Services and the five recovery themes outline in Appendix 1.
- 4.6. On 30 July 2020, the First Minister confirmed to the Scottish Parliament that schools would reopen for all pupils in August 2020 and provided further guidance on preparing for the start of the new school term. The key steps taken in respect of reopening schools are described in section 5, based on the Scottish Government Guidance <https://www.gov.scot/publications/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020/>

- 4.7. Provision of emergency childcare hubs concluded on 5 August, allowing those buildings to be included in the preparatory programme. This followed national advice that emergency childcare hubs were not required from 31 July 2020 to enable schools and educational settings to prepare for pupils and staff returning in August 2020. A contingency plan for the provision of emergency childcare is in place, should it be required to re-start.

5. Reopening of schools

- 5.1. The national guidance on the re-opening of schools highlighted, that *we do not expect the return to school in August to be a return to normality*. Given that children and young people have not been in school since March, it was important that both staff and pupils had the opportunity to become familiar with the new layouts in their school, introduce hygiene practice of washing or sanitising, implement arrangements for entering and exiting, lunch and interval breaks and new routines. Following engagement and dialogue with the professional association and trade union representatives, it was agreed that Tuesday 11 August is an in-service day for staff with children and young people returning initially on a phased basis beginning Wednesday 12 August 2020, with all children and young people returning full time from Monday 17 August 2020.

5.2. Safety and infrastructure

School and educational establishment buildings were prepared prior to reopening. This included 'deep cleaning' and the provision of hand sanitisers, soap and PPE, as per the risk assessments and in line with medical advice. Work was undertaken jointly with the facilities team, Community and Enterprise Resources, to plan enhanced cleaning schedules and for the safe provision of school meals. National advice and guidance provided detailed recommendations on a number of areas including:-

- ◆ Infection control
- ◆ Hygiene measures
- ◆ Risk assessments
- ◆ Cleaning specification
- ◆ PPE
- ◆ Test and protect protocols

- 5.3. A response protocol in the event of localised COVID-19 outbreaks is being developed in partnership with Public Health NHS Lanarkshire on a pan Lanarkshire basis which will see the establishment of an Incident Management Team led by health if positive cases or clusters occur.

- 5.4. In line with the Scottish Government guidance, further advice has also been developed to limit the number of adults e.g. peripatetic staff, external visitors/speakers attending school buildings including restrictions on parents and carers entering school buildings.

5.5. School Transport

The national guidance states that dedicated school transport should be regarded as an extension of the school estate and it is not necessary to maintain distance between children and young people of all ages (subject to continued low levels of infection within Scotland). Important mitigations include: hygiene, ventilation, improved cleaning regimes including regular and thorough cleaning of surfaces, and regular handwashing. Hand sanitising is required for everyone prior to boarding dedicated

school transport. The Council continues to work closely with contractors, including ASN taxis contractors to support the safe travel of pupils.

- 5.6. The use of active travel routes by parents/carers, staff and children and young people is also being encouraged, as well as schools working with local communities to appropriate identifying *park and stride* options.

6. Supporting pupils

6.1. Mental health and wellbeing

It is recognised that there will be a requirement to support pupils in a number of ways. The Education Committee reports on (i) *the preliminary results of survey consultations with Children and Young People and Parents/Carers regarding Covid-19 experiences and return to school* and (ii) *Supporting Mental Health and Wellbeing through transition, reconnection and recovery: an attachment informed approach* provide an insight to the issues that schools may face and the approaches that will be taken to support children and young people's emotional wellbeing.

6.2. Pupils with additional support needs

Education Resources' *Framework for Inclusion and Equality* provides a clear process for supporting children and young people with additional support needs and is based on a staged intervention approach. It is acknowledged that the individualised planning outlined within the framework will be vital in the days and months ahead and focussing on additional support plans/coordinated support plans, where appropriate, taking account of specific need. Schools and establishments have been asked to revisit the staged intervention processes to assess emerging need.

6.3. Vulnerable pupils

The period of lockdown has been challenging for many members of our community and this includes vulnerable children and young people. Close working between colleagues in Education Resources and Social Work services as well as a range of agencies and third sector partners has continued throughout the school closure period. A number of vulnerable children were able to access the emergency childcare hubs during this time.

- 6.4. As schools return, support will continue for children and young people at risk of harm including providing support for their learning. School leaders will work with the relevant Council Senior Manager Pupil Support (SMPS) or Inclusion officer as they have the overview of vulnerable children within areas through the period of lockdown. The SMPS and Inclusion officers will advise schools on any additional support or liaison that has taken place, or may now be required.

6.5. Learning

The Curriculum and Quality Improvement Service provided schools with detailed *Recovery Guidance* on supporting learning. The learning focus for our schools as they return will be based on the following areas:

- ◆ Health and wellbeing;
- ◆ Equity; and
- ◆ Continuity of learning

The Recovery Guidance highlights that schools need to give careful consideration to the curriculum and teaching approaches in place to ensure maximum impact for learners. This document is designed to support school leaders and management

teams plan for the recovery phase regarding Curriculum and School Improvement. It provides guidance, points to consider and reflection stops.

6.6. Digital Learning

There has been a significant focus on the role of digital technologies to support communication and contact, and as a platform for teaching and learning. During the period of extended school closure, a website was created to support continuity of learning called the South Lanarkshire Council Staff Learning Centre. All teachers, support assistants and early years workers were given to access this site.

6.7. The site provided information and guidance documents during the ever changing landscape at the time of extended closure, access to a range of resources that could be used to support learning at home, advice and links for Health and Wellbeing, Career Long Professional Learning and advice from GTCS and other national bodies.

6.8. Some key digital developments included the introduction of Guardian Email Summaries that allows teachers to send updates of classwork and homework directly from Google Classrooms to parents and carers, and Google Meet for Learners, allowing videoconferencing to take place with learners.

6.9. The importance of access to digital technology and connectivity for children and young people has been highlighted nationally and internationally over the past few months. While many of our schools distributed their own devices to pupils, there has been national agreement that a more permanent solution was needed. Consequently, the Scottish Government has provided grant funding to support digital inclusion. South Lanarkshire Council submitted a successful bid for 5400 Chromebook devices, 300 laptops and 800 connectivity solutions to enable families to access digital resources and blended learning approaches as we progress into the new term.

6.10. Approximately 2200 chromebook devices have been provided to children identified as high priority in order to support their learning using digital platforms. Almost 500 families have been provided with mi-fi devices and data plans to allow them to access the internet. A further 3500 devices and 300 connectivity packages have been provided through schools to support families facing difficulties with digital access. These will be distributed on the basis of work undertaken with schools to identify children and young people from backgrounds of deprivation who do have access to digital technology.

7. Early Learning and Childcare provision

7.1. As a consequence of the cessation of all construction works, the capital programme for delivering 1140 hours has been delayed. This resulted in insufficient physical capacity to provide all children with 1140 hours places, as had been planned.

7.2. Admissions were reviewed and places reallocated. All families (approximately 7300 children so far) have been allocated the statutory minimum of 600 hours, however, it has been possible to provide 1140 hours places to almost 6000 (83%) eligible families. As the capital programme progresses, it is anticipated that further 1140 hours places will be able to be offered.

7.3. Approximately 2200 families are accessing places through our contracted funded providers, all at 1140 hours. This is a similar proportion to previous years. As per

national guidance, the funded providers continued to be paid their contracted amounts during the period of lockdown to support the sustainability of the sector.

8. Workforce

8.1 Additional teachers have been recruited in line with the Scottish Government commitment to offer all Newly Qualified Teachers (NQT) a post. In addition to the 90 NQTs already recruited to permanent posts, a further 74 FTE have been appointed to temporary posts to support the recovery process. Further funding by the Scottish Government will lead to more additional temporary posts, estimated to be in the region of 30 FTE.

8.2. In line with the recent Scottish Government announcement, additional support staff, including school support assistants are being recruited to support recovery. The allocation of staff will support ongoing staffing requirements and identified pupil need.

9. Employee Implications

9.1. As noted in section 8, just over 100 FTE teachers and support staff have been recruited on a temporary basis, utilising additional funding provided for this purpose.

10. Financial Implications

10.1. Grant funding of £1.42m was made available to support the provision of digital devices and connectivity solutions as mentioned in sections 6.6 and 6.7.

10.2. Further funding has been announced by the Scottish Government to support additional costs for cleaning, transport and other measures to ensure the return of schools. The funding process allocation is being discussed with COSLA and the Scottish Government.

11. Climate Change, Sustainability and Environmental Implications

11.1. There are no implications for climate change, sustainability or the environmental in terms of the information contained in this report.

12. Other Implications

12.1 The requirement to update risk assessments is set out in the Scottish Government guidance and steps have been taken to do this as the safety and wellbeing of all adults, children and young people is paramount.

13. Equality Impact Assessment and Consultation Arrangements

13.1. This report does not present a new strategy, policy or plan and is therefore not subject to equality impact assessment.

13.2. Consultation has taken place with a wide range of stakeholders on a variety during the period of school Closure including children and young people, parents, staff and unions in a range of areas such as digital access, safe return to school, emergency childcare, access to free school meals.

Paul Manning

Executive Director (Finance and Corporate Resources)

Tony McDaid

Executive Director (Education Resources)

3 September 2020

Link(s) to Council Values/Ambitions/Objectives

- ◆ Increase achievement, raise educational attainment and support lifelong learning
- ◆ Protect vulnerable children, young people and adults

Previous References

- ◆ Education Committee – 3 March 2020

List of Background Papers

- ◆ Education Resources Local Phasing Delivery Plan
- ◆ Scottish Government Guidance on preparing for the start of the new school term in August 2020

Contact for Further Information

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

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