

Report

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Report to:	Education Resources Committee
Date of Meeting:	13 September 2011
Report by:	Executive Director (Corporate Resources) and Executive Director (Education Resources)

Subject:	Workforce Monitoring – May, June and July 2011
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for May to July 2011 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 May to July 2011 relating to Education Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accidents/incident statistics
- ◆ discipline, grievance and dignity at work
- ◆ analysis of leavers
- ◆ staffing watch as at 11 June 2011

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 May to July 2011.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the most recent month of July 2011 for Education Resources.

The Resource absence figure for July 2011 was 1.6%, a decrease of 1.1% from last month and is 1% lower than the Council Wide figure. Compared to July 2010, the Resource absence figure has decreased by 0.3%.

Based on annual trends and the period July 2011, the annual average figure for the Resource for 2011/2012 equates to 3.4% as against a Council wide average of 3.7%.

For the Resource, this equates to 6.6 days being lost per employee for the year due to absence compared with the figure for the Council of 7.8 days per employee.

4.2 Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 121 referrals were made this period, a decrease of 36 when compared to the same period last year.

4.3 Accident/Incident Statistics

There were 24 accidents/incidents recorded within the Resource this period, a decrease of 5 when compared with the same period last year, 20 of these incidents reported in this period were classified as violent incidents and of these incidents, all were behavioural.

4.4 Discipline/Grievance and Dignity at Work

There were 7 disciplinary, grievance and dignity at work hearings held within the Resource this period, an increase of 3 when compared with the same period last year. These figures have been merged to ensure anonymity.

4.5 Analysis of Leavers

There were 9 leavers in the Resource this period, an increase of 2 when compared with the same period last year and exit interviews were held with 7 of those employees.

5 Staffing Watch

5.1 There has been a decrease of 26 in the number of employees in post since 12 March 2011 to 11 June 2011.

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.

Robert McIlwain
Executive Director (Corporate Resources)

Larry Forde
Executive Director (Education Resources)

19 August 2011

Link(s) to Council Objectives/Values/Improvement Themes

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

Previous References

- ◆ 14 June 2011

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 - 2009/2010, 2010/2011 & 2011/2012
Education Resources

APT&C			Teachers				Resource Total				Council Wide							
	2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012		2009 / 2010	2010 / 2011	2011 / 2012			
April	4.4	4.1	3.7	April	3.2	3.1	2.9	April	3.7	3.5	3.2	April	3.6	3.7	3.5			
May	4.9	4.3	3.8	May	3.7	3.6	3.2	May	4.2	3.9	3.4	May	4.0	3.9	3.4			
June	4.6	3.4	3.3	June	3.2	2.6	2.3	June	3.8	2.9	2.7	June	3.7	3.3	3.1			
July	2.6	2.8	2.5	July	1.2	1.3	1.0	July	1.7	1.9	1.6	July	2.8	2.7	2.6			
August	3.0	3.3		August	1.6	1.7		August	2.2	2.4		August	3.2	3.2				
September	4.7	4.7		September	2.8	2.7		September	3.6	3.5		September	4.0	3.7				
October	4.3	4.8		October	3.4	2.5		October	3.7	3.4		October	4.0	3.7				
November	4.9	5.2		November	4.7	3.5		November	4.8	4.2		November	4.8	4.2				
December	4.1	4.0		December	3.6	3.0		December	3.8	3.4		December	4.2	4.2				
January	4.3	5.0		January	4.2	4.4		January	4.2	4.6		January	4.3	4.5				
February	4.6	5.0		February	4.6	4.1		February	4.6	4.4		February	4.6	4.3				
March	4.6	5.1		March	4.5	4.0		March	4.5	4.4		March	4.5	4.3				
Annual Average	4.3	4.3	4.2	Annual Average	3.4	3.0	2.9	Annual Average	3.7	3.5	3.4	Annual Average	4.0	3.8	3.7			
Average Apr-Jul	4.1	3.7	3.3	Average Apr-Jul	2.8	2.7	2.4	Average Apr-Jul	3.4	3.1	2.7	Average Apr-Jul	3.5	3.4	3.2			
No of Employees at 31 July 2011			2216	No of Employees at 31 July 2011				3388	No of Employees at 31 July 2011				5604	No of Employees at 31 July 2011				14909

For Education Resources the absence rate for unpaid special leave is 0.7%
 Average number of days lost per employee annually is 6.6 days.

EDUCATION RESOURCES

	May-Jul 2010	May-Jul 2011
MEDICAL EXAMINATIONS		
Number of Employees Attending	20	39
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	31	10
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	90	65
REFERRALS TO EMPLOYEE SUPPORT OFFICER		
	16	7
TOTAL	157	121

CAUSE OF ACCIDENTS/INCIDENTS	May-Jul 2010	May-Jul 2011
Major Injuries*	0	2
Over 3 day absences**	1	0
Minor	29	22
Total Accidents/Incidents	29	24
Near Miss	0	0
Violent Incident: Physical****	11	16
Violent Incident: Verbal*****	10	4

* 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	May-Jul 2010	May-Jul 2011
Total Number of Hearings	4	7

ANALYSIS OF REASONS FOR LEAVING	May-Jul 2010	May-Jul 2011
Career Advancement	1	1
Personal Reasons	0	1
Further Education	1	1
Other	1	4
Number of Exit Interviews conducted	3	7

Total Number of Leavers Eligible for Exit Interview	7	9
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Percentage of interviews conducted	43%	78%
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**JOINT STAFFING WATCH RETURN
EDUCATION RESOURCES**

1. As at 11 June 2011

		MALE		FEMALE		TOTAL				
		F/T	P/T	F/T	P/T					
	Teachers	692	35	2005	575	3307				
	Other	168	62	410	1541	2181				
	Total Employees	860	97	2415	2116	5488				
*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	7.3	3036.1	3043.4
Other	1	1095.94	228.02	98.09	34.86	19.00	7	61.79	5.8	1551.5

1. As at 12 March 2011

		MALE		FEMALE		TOTAL				
		F/T	P/T	F/T	P/T					
	Teachers	691	37	2000	582	3310				
	Other	172	62	418	1552	2204				
	Total Employees	863	99	2418	2134	5514				
*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	10.3	3033.1	3043.4
Other	1	1105.37	234.71	95.22	34.86	10.00	7	65.1	5.8	1559.06