

Report

Report to:	Employee Issues Forum
Date of Meeting:	16 May 2023
Report by:	Executive Director (Finance and Corporate Resources) and Executive Director (Education Resources)

Subject:	Education Resources – Workforce Monitoring – January to March 2023
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for January to March 2023 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 January to March 2023 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 10 December 2022

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 January to March 2023.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of March 2023 for Education Resources.

The Resource absence figure for March 2023 was 5.7%, this figure has increased by 0.3% when compared to last month and is 0.7% lower than the Council-wide figure. Compared to March 2022, the Resource absence figure has decreased by 1.0%.

Based on the absence figures at March 2023 and annual trends, the projected annual average absence for the Resource for 2022/2023 is 4.6%, compared to a Council-wide average figure of 5.7%.

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 works 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, 587 referrals were made this period. This represents an increase of 118 when compared with the same period last year.

4.3. **Accident/Incident Statistics**

There were 361 accidents/incidents recorded within the Resource this period, an increase of 47 when compared to the same period last year.

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

During the period, 12 disciplinary hearings were held within the Resource, an increase of 12 when compared to the same period last year. No appeals were heard by the Appeals Panel. No grievance hearings were raised within the Resource, this figure remains unchanged when compared to the same period last year. No Dignity at Work complaints were raised within the Resource, this figure remains unchanged when compared to the same period last year.

4.5. **Analysis of Leavers (Appendix 2)**

There was a total of 71 leavers in the Resource this period eligible for an exit interview. This figure has increased by 9 when compared with the same period last year. Twenty-eight exit interviews were conducted in this period, an increase of 4 when compared to the same period last year.

4.6. When processing an employee termination, managers were asked to identify whether they intended to replace the employee who had left the Council. If they indicated that they did not intend to replace the employee, they were asked to select from the following options:-

- ◆ plan to hold for savings
- ◆ fill on a fixed term basis pending savings
- ◆ transfer budget to another post
- ◆ end of fixed term post

4.7. Appendix 2a provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period January to March 2023, 174 (78.12 FTE) employees in total left employment. Managers indicated that 125 posts (75.62 FTE) were being replaced, 46 posts (0.00 FTE) were due to the end of casual fixed term contracts and 2 posts (1.50 FTE) are being left vacant pending a savings or service reviews were held pending service review.

5. **Staffing Watch**

5.1. There has been an increase of 36 in the number of employees in post from 10 September 2022 to 10 December 2022.

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 in terms of the information contained within 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)

Tony McDaid

Executive Director (Education Resources)

14 April 2023

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 – 7 March 2023

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 - 2020/2021, 2021/2022 & 2022/2023

Education Resources

APT&C			Teachers				Resource Total				Council Wide							
	2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023			
	%	%	%		%	%	%		%	%	%		%	%	%			
April	3.9	4.8	5.5	April	2.9	2.5	2.7	April	3.3	3.5	4.0	April	4.4	4.3	5.6			
May	2.2	5.7	5.5	May	1.4	3.2	3.6	May	1.8	4.4	4.5	May	3.1	4.9	5.4			
June	1.8	4.7	5.1	June	0.9	2.6	2.6	June	1.3	3.5	3.7	June	2.7	4.7	5.3			
July	1.3	3.4	3.8	July	0.5	1.1	1.4	July	0.9	2.1	2.5	July	2.3	4.0	4.6			
August	2.7	3.8	3.6	August	1.2	2.0	1.4	August	1.8	2.8	2.4	August	3.1	4.7	4.4			
September	4.8	6.4	5.8	September	2.7	4.4	2.8	September	3.6	5.3	4.1	September	4.2	6.4	5.4			
October	5.4	6.6	6.5	October	3.2	4.1	3.4	October	4.1	5.2	4.8	October	4.8	6.3	5.8			
November	6.6	8.0	7.9	November	4.6	5.6	4.7	November	5.5	6.7	6.2	November	5.8	6.9	6.5			
December	6.5	8.0	8.5	December	4.7	6.1	5.3	December	5.5	7.0	6.8	December	5.6	6.9	7.0			
January	4.8	8.1	6.1	January	2.7	3.9	4.3	January	3.6	5.8	5.1	January	4.8	7.0	5.8			
February	4.7	7.2	6.8	February	2.5	3.7	4.1	February	3.5	5.3	5.4	February	4.8	6.6	5.9			
March	5.6	9.5	7.0	March	2.9	4.3	4.6	March	4.1	6.7	5.7	March	4.9	7.9	6.4			
Annual Average	4.2	6.4	6.0	Annual Average	2.5	3.6	3.4	Annual Average	3.3	4.9	4.6	Annual Average	4.2	5.9	5.7			
No of Employees at 31 March 2023			3525	No of Employees at 31 March 2023				3949	No of Employees at 31 March 2023				7474	No of Employees at 31 March 2023				16090

Appendix 2		
EDUCATION RESOURCES		
	Jan - Mar 2022	Jan - Mar 2023
MEDICAL EXAMINATIONS		
Number of Employees Attending	76	86
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	59	58
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	145	205
REFERRALS TO EMPLOYEE SUPPORT OFFICER	186	234
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	3	4
TOTAL	469	587
CAUSE OF ACCIDENTS/INCIDENTS	Jan - Mar 2022	Jan - Mar 2023
Specified Injuries*	1	0
Over 7 day absences	3	1
Over 3 day absences**	2	1
Minor	11	9
Violent Incident: Physical****	285	323
Violent Incident: Verbal*****	12	27
Total Accidents/Incidents	314	361
<p>*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.</p> <p>**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.</p> <p>***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.</p> <p>****Physical violent incidents are included in the "Specified" figures, where applicable, to provide the "Total Specified" figures.</p> <p>*****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.</p> <p>*****Physical Violent Incidents and ***** Verbal Violent Incidents are included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.</p>		
RECORD OF DISCIPLINARY HEARINGS	Jan - Mar 2022	Jan - Mar 2023
Total Number of Hearings	0	12
Time Taken to Convene Hearing January - March 2023		
0-3 Weeks	4-6 Weeks	Over 6 Weeks
4	2	6
RECORD OF GRIEVANCE HEARINGS	Jan - Mar 2022	Jan - Mar 2023
Number of Grievances	0	0
RECORD OF DIGNITY AT WORK	Jan - Mar 2022	Jan - Mar 2023
Number of Incidents	0	0
ANALYSIS OF REASONS FOR LEAVING	Jan - Mar 2022	Jan - Mar 2023
Career Advancement	7	12
Child Caring / Caring Responsibilities	0	2
Disatisfaction with terms and conditions	0	1
Further Education	2	0
Moving outwith area	1	3
Personal Reasons	5	4
Poor relationship with managers / colleagues	2	3
Travelling difficulties	3	0
Other	4	3
Number of Exit Interviews conducted	24	28
Total Number of Leavers Eligible for Exit Interview	62	71
Percentage of interviews conducted	39%	39%

Reason	Jan - Mar 2023		Cumulative total	
	FTE	H/C	FTE	H/C
Terminations/Leavers	78.12	174	698.84	932
Being replaced	75.62	125	683.88	835
Filling on a temporary basis	0.00	0	2.90	4
Plan to transfer this budget to another post	0.00	0	0.66	1
End of fixed term contract	0.00	46	6.34	85
Held pending service Review	1.50	2	5.07	7
Plan to remove for savings	0.00	0	0.00	0

**JOINT STAFFING WATCH RETURN
EDUCATION RESOURCES**

As at 10 December 2022

	MALE		FEMALE		TOTAL					
	F/T	P/T	F/T	P/T						
Teachers	676	76	2259	848	3859					
Other	144	90	670	2361	3265					
Total Employees	820	166	2929	3209	7124					
*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	0.00	0.00	0.00	0.00	1.00	0.00	6.60	3491.80	3499.4
Other	1.00	1168.50	941.97	149.13	47.00	11.00	2.96	63.26	7.80	2392.62

As at 10 September 2022

	MALE		FEMALE		TOTAL					
	F/T	P/T	F/T	P/T						
Teachers	688	70	2275	843	3876					
Other	143	88	656	2325	3212					
Total Employees	831	158	2931	3168	7088					
*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	0.00	0.00	0.00	0.00	1.00	0.00	0.00	3514.30	3515.3
Other	1.00	1159.20	914.47	143.94	46.60	11.60	4.00	63.66	7.80	2352.27

