

Report

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

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| 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 |
|--|-----------|-----------|

| | | |
|---|------------|------------|
| Percentage of interviews conducted | 10% | 21% |
|---|------------|------------|

**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 |