

# Report

Report to:	<b>Education Resources Committee</b>
Date of Meeting:	<b>21 May 2024</b>
Report by:	<b>Executive Director (Finance and Corporate Resources) and Executive Director (Education Resources)</b>

Subject:	<b>Education Resources – Workforce Monitoring – January to March 2024</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for January to March 2024 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 January to March 2024 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 of 9 March 2024

## 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 January to March 2024.

## 4. Monitoring Statistics

### 4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of March 2024 for Education Resources.

The Resource absence figure for March 2024 was 5.7%, this figure has decreased by 0.3% when compared to the previous month and is 0.6% lower than the Council-wide figure. Compared to March 2023, the Resource absence figure remains unchanged at 5.7%.

Based on the absence figures at March 2024 and annual trends, the annual average absence for the Resource for 2023/2024 is 4.5%, compared to a Council-wide average figure of 5.4%.

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, 639 referrals were made this period. This represents an increase of 52 when compared with the same period last year.

**4.3. Accident/Incident Statistics**

There were 535 accidents/incidents recorded within the Resource this period, an increase of 97 when compared to the same period last year.

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

During the period, 13 disciplinary hearings were held within the Resource, this figure remains unchanged when compared to the same period last year. Two appeals were heard by the Appeals Panel of which 1 appeal was withdrawn, this figure has increased by 2 when compared to the same period last year. No appeals were pending, this figure has decreased by 1 when compared to the same period last year. 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 has decreased by 1 when compared to the same period last year.

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

There were a total of 60 leavers in the Resource this period eligible for an exit interview. This figure has decreased by 11 when compared with the same period last year. Nineteen exit interviews were conducted in this period, this figure has decreased by 9 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 2024, 123 employees (98.93 FTE) in total left employment. Managers indicated that 112 posts (89.83 FTE) were being replaced, 2 posts (2.00 FTE) are being filled on a temporary basis, 2 posts (2.00 FTE) were due to the end of fixed term contracts and 7 posts (5.10 FTE) are being held pending service reviews.**

**5. Staffing Watch**

**5.1. There has been a decrease of 33 in the number of employees in post from 9 December 2023 to 9 March 2024.**

## **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.

**Jackie Taylor**

**Executive Director (Finance and Corporate Resources)**

**Carole McKenzie**

**Executive Director (Education Resources)**

11 April 2024

## **Link(s) to Council Values/Priorities/Outcomes**

- ◆ 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**

- ◆ Education Resources – 5 March 2024

## **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 - 2021/2022, 2022/2023 &amp; 2023/2024

## Education Resources

APT&C				Teachers				Resource Total				Council Wide			
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024
	%	%	%		%	%	%		%	%	%		%	%	%
April	4.8	5.5	5.0	April	2.5	2.7	2.8	April	3.5	4.0	3.8	April	4.3	5.6	5.1
May	5.7	5.5	5.4	May	3.2	3.6	3.2	May	4.4	4.5	4.2	May	4.9	5.4	5.1
June	4.7	5.1	4.8	June	2.6	2.6	2.2	June	3.5	3.7	3.4	June	4.7	5.3	4.7
July	3.4	3.8	3.4	July	1.1	1.4	1.1	July	2.1	2.5	2.2	July	4.0	4.6	3.8
August	3.8	3.6	4.0	August	2.0	1.4	1.3	August	2.8	2.4	2.5	August	4.7	4.4	4.1
September	6.4	5.8	5.9	September	4.4	2.8	2.9	September	5.3	4.1	4.3	September	6.4	5.4	5.3
October	6.6	6.5	5.5	October	4.1	3.4	2.7	October	5.2	4.8	4.0	October	6.3	5.8	5.1
November	8.0	7.9	7.1	November	5.6	4.7	4.3	November	6.7	6.2	5.6	November	6.9	6.5	6.2
December	8.0	8.5	8.1	December	6.1	5.3	4.8	December	7.0	6.8	6.3	December	6.9	7.0	6.6
January	8.1	6.1	6.6	January	3.9	4.3	4.8	January	5.8	5.1	5.6	January	7.0	5.8	6.1
February	7.2	6.8	7.2	February	3.7	4.1	4.9	February	5.3	5.4	6.0	February	6.6	5.9	6.4
March	9.5	7.0	7.5	March	4.3	4.6	4.1	March	6.7	5.7	5.7	March	7.9	6.4	6.3
Annual Average	6.4	6.0	5.9	Annual Average	3.6	3.4	3.3	Annual Average	4.9	4.6	4.5	Annual Average	5.9	5.7	5.4
No of Employees at 31 March 2024			3542	No of Employees at 31 March 2024			3983	No of Employees at 31 March 2024			7525	No of Employees at 31 March 2024			16065

Appendix 2		
EDUCATION RESOURCES		
	Jan - Mar 2023	Jan - Mar 2024
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	86	153
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	58	47
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	205	197
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>	234	238
<b>REFERRALS TO COGNITIVE BEHAVIOUR THERAPY</b>	4	4
<b>TOTAL</b>	587	639
<b>CAUSE OF ACCIDENTS/INCIDENTS</b>	<b>Jan - Mar 2023</b>	<b>Jan - Mar 2024</b>
Over 7 day absences	1	2
Over 3 day absences**	1	0
Minor	32	39
Near Miss	3	5
Violent Incident: Physical****	376	437
Violent Incident: Verbal*****	25	52
<b>Total Accidents/Incidents</b>	438	535
*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.		
<b>RECORD OF DISCIPLINARY HEARINGS</b>	<b>Jan - Mar 2023</b>	<b>Jan - Mar 2024</b>
Total Number of Hearings	13	13
Total Number of Appeals	0	2
Appeals Pending	1	0
<b>Time Taken to Convene Hearing October - January to March 2024</b>		
<b>0-3 Weeks</b>	<b>4-6 Weeks</b>	<b>Over 6 Weeks</b>
9	3	1
<b>RECORD OF GRIEVANCE HEARINGS</b>	<b>Jan - Mar 2023</b>	<b>Jan - Mar 2024</b>
Number of Grievances	0	0
<b>RECORD OF DIGNITY AT WORK</b>	<b>Jan - Mar 2023</b>	<b>Jan - Mar 2024</b>
Number of Incidents	1	0
Number Resolved at Informal Stage	1	0
<b>ANALYSIS OF REASONS FOR LEAVING</b>	<b>Jan - Mar 2023</b>	<b>Jan - Mar 2024</b>
Career Advancement	12	11
Child Caring / Caring Responsibilities	2	0
Disatisfaction with terms and conditions	1	1
Moving outwith area	3	1
Personal Reasons	4	3
Poor relationship with managers / colleagues	3	1
Travelling difficulties	0	1
Other	3	1
<b>Number of Exit Interviews conducted</b>	28	19
<b>Total Number of Leavers Eligible for Exit Interview</b>	71	60
<b>Percentage of interviews conducted</b>	39%	32%

Reason	January to March 2024		Cumulative total	
	FTE	H/C	FTE	H/C
Terminations/Leavers	98.93	123	539.33	674
Being replaced	89.83	112	522.05	652
Filling on a temporary basis	2.00	2	4.48	5
Plan to transfer this budget to another post	0.00	0	0.00	0
End of fixed term contract	2.00	2	4.03	5
Held pending service Review	5.10	7	7.24	10
Plan to remove for savings	0.00	0	1.53	2

**JOINT STAFFING WATCH RETURN  
EDUCATION RESOURCES**

As at 9 March 2024

		MALE		FEMALE		TOTAL				
		F/T	P/T	F/T	P/T					
Teachers		696	80	2181	923	3880				
Other		128	101	661	2421	3311				
Total Employees		824	181	2842	3344	7191				
*Full - Time Equivalent No of Employees										
Salary Bands										
	Chief Officer	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	3485.25	3492.85
Other	4.96	1179.23	962.79	146.09	46.00	10.60	0.00	62.06	4.80	2416.53

As at 9 December 2023

		MALE		FEMALE		TOTAL				
		F/T	P/T	F/T	P/T					
Teachers		698	81	2217	919	3915				
Other		125	96	668	2420	3309				
Total Employees		823	177	2885	3339	7224				
*Full - Time Equivalent No of Employees										
Salary Bands										
	Chief Officer	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	3520.85	3528.45
Other	4.00	1184.67	959.54	143.27	46.00	11.00	0.00	62.66	4.80	2415.94