

# Report

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Report to:	<b>Employee Issues Forum</b>
Date of Meeting:	<b>25 May 2010</b>
Report by:	<b>Executive Director (Corporate Resources) Executive Director (Education Resources)</b>

Subject:	<b>Education Resources - Workforce Monitoring – January to March 2010</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 2010, 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 2010 relating to Education Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work
- ◆ analysis of leavers
- ◆ staffing watch as at 13 March 2010

## 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 2010.

## 4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the most recent month of March 2010 for Education Resources.

The Resource absence figure for March 2010 was 4.5%, a decrease of 0.1% from last month and is comparable with the Council-wide figure. Compared with March 2009 the Resource absence figure has decreased by 0.5%.

Based on the absence rate for March 2010, the annual average absence figure for the Resource for the financial year 2009/2010 is 3.7% as against a Council-wide average of 4%.

For the Resource this equates to 9.2 days being lost per employee for the year due to absence compared with the figure for the Council of 9.8 days per employee.

#### **4.2 Occupational Health (Appendix 2)**

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 256 referrals were made this period, a decrease of 24 when compared to the same period last year.

#### **4.3 Accident/Incident Statistics (Appendix 2)**

There were 123 accidents/incidents recorded within the Resource this period. This is an increase of 55 when compared with the same period last year. Of the 107 violent incidents recorded, 71 were attributed to behavioural incidents. Of the remaining 36 violent incidents 21 were physical and 15 were verbal.

#### **4.4 Discipline/Grievance and Dignity at Work (Appendix 2)**

There were 5 disciplinary and dignity at work hearings held within the Resource this period. These figures have been merged to ensure anonymity. There were no grievance hearings held within the Resource this period.

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

There were 15 leavers in the Resource this period. This is a decrease of 22 when compared with the same period last year. Exit interviews were held with 12 of those employees.

### **5. Staffing Watch (Appendix 3)**

- 5.1 There has been a decrease of 153 employees in post from 12 December 2009 to 13 March 2010. This decrease is attributable to general movement.

### **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. None

### **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 consultation in terms of the content of this report

**Robert McIlwain**  
**Executive Director (Corporate Resources)**

**Larry Forde**  
**Executive Director (Education Resources)**

9 May 2010

**Link(s) to Connect Priorities**

- ◆ Efficient and effective use of resources
- ◆ Performance management and improvement

**Previous References**

- ◆ None

**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 - ABSENCE TRENDS - 2007/2008, 2008/2009 & 2009/2010**  
**Education Resources**

APT&C			Teachers				Resource Total				Council Wide							
	2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010		2007 / 2008	2008 / 2009	2009 / 2010			
April	3.7	4.3	4.4	April	3.0	3.4	3.2	April	3.3	3.7	3.7	April	3.6	4.3	3.6			
May	4.3	4.4	4.9	May	3.6	2.8	3.7	May	3.8	3.4	4.2	May	3.9	4.0	4.0			
June	4.2	4.0	4.6	June	3.1	2.8	3.2	June	3.5	3.3	3.8	June	3.8	3.8	3.7			
July	2.8	2.6	2.6	July	1.4	1.5	1.2	July	1.9	1.9	1.7	July	3.2	2.9	2.8			
August	3.1	2.8	3.0	August	1.7	1.6	1.6	August	2.2	2.1	2.2	August	3.4	3.0	3.2			
September	3.6	4.0	4.7	September	3.0	2.8	2.8	September	3.2	3.3	3.6	September	4.0	3.8	4.0			
October	3.5	3.8	4.3	October	3.0	2.8	3.4	October	3.2	3.2	3.7	October	4.1	3.8	4.0			
November	4.5	5.9	4.9	November	3.7	4.0	4.7	November	4.0	4.7	4.8	November	4.5	4.6	4.8			
December	4.0	6.1	4.1	December	3.5	4.5	3.6	December	3.7	5.1	3.8	December	4.3	4.8	4.2			
January	4.6	5.8	4.3	January	3.8	4.1	4.2	January	4.1	4.8	4.2	January	4.7	4.4	4.3			
February	4.9	5.2	4.6	February	3.8	4.9	4.6	February	4.2	5.0	4.6	February	4.7	4.5	4.6			
March	4.5	5.5	4.6	March	4.2	4.7	4.5	March	4.3	5.0	4.5	March	4.6	4.4	4.5			
Annual Average	4.0	4.5	4.3	Annual Average	3.2	3.3	3.4	Annual Average	3.5	3.8	3.7	Annual Average	4.1	4.0	4.0			
No of Employees at 31 Mar 2010			2534	No of Employees at 31 Mar 2010				3553	No of Employees at 31 Mar 2010				6087	No of Employees at 31 Mar 2010				16040

For Education Resources the absence rate for unpaid special leave was 0.6%  
Average number of days lost per employee annually is 9.2 days.

## EDUCATION RESOURCES

	Jan-Mar 2009	Jan-Mar 2010
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	51	42
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	63	42
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	124	130
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>		
	42	42
<b>TOTAL</b>	<b>280</b>	<b>256</b>

CAUSE OF ACCIDENTS/INCIDENTS	Jan-Mar 2009	Jan-Mar 2010
Major Injuries*	0	1
Over 3 day absences**	2	4
Minor	66	118
<b>Total Accidents/Incidents</b>	<b>68</b>	<b>123</b>
Near Miss	1	1
Violent Incident: Physical****	29	92
Violent Incident: Verbal*****	18	15

\* 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.

\*\*\*\*Physical Violent Incidents and \*\*\*\*\*Verbal Violent Incidents are included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.

RECORD OF DISCIPLINARY/GRIEVANCE HEARINGS/DIGNITY AT WORK	Jan-Mar 2009	Jan-Mar 2010
Total Number of Hearings	3	5

ANALYSIS OF REASONS FOR LEAVING	Jan-Mar 2009	Jan-Mar 2010
Career Advancement	10	7
Child Caring / Caring Responsibilities	1	0
Poor Relationship with Manager/Colleagues	1	1
Moving Outwith Area	5	1
Travelling Difficulties	1	0
Dissatisfaction With Terms and Conditions	1	0
Other	4	3
<b>Number of Exit Interviews conducted</b>	<b>23</b>	<b>12</b>

<b>Total Number of Leavers Eligible for Exit Interview</b>	<b>37</b>	<b>15</b>
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<b>Percentage of interviews conducted</b>	<b>62%</b>	<b>80%</b>
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## 1. As at 13 March 2010

	MALE		FEMALE		TOTAL
	F/T	P/T	F/T	P/T	
Teachers	732	32	2100	568	3432
Other	211	69	548	1673	2501
Total Employees	943	101	2648	2241	5933

\*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
0	0	0	0	0	0	0	10.5	3161.1	3171.6
1	1198.41	300.07	127.39	38.8	23.00	8	73.85	31.6	1802.12

## 1. As at 12 December 2009

	MALE		FEMALE		TOTAL
	F/T	P/T	F/T	P/T	
Teachers	775	47	2182	614	3618
Other	196	55	534	1683	2468
Total Employees	971	102	2716	2297	6086

\*Full - Time Equivalent No of Employees

Salary Bands

A1	A2	B	C	Other	TOTAL
386.00	2938.91	*	*	*	3324.91
10	25	187.53	1561.71	*	1784.24

A1	Salaries at or above SCP116 - £58,780
A2	Salaries in the range SCP91-114 - £40,513 - £57,046
B	Salaries in the range SCP59-90 - £25,184 - £39,911
C	Salaries in the range 1-57 - £10,603 - £24,417
Others	Manual and Craft

\* Teachers not included in salary band analysis  
as not APT&C