

Report

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Report to:	Employee Issues Forum
Date of Meeting:	31 May 2011
Report by:	Executive Director (Corporate Resources) Executive Director (Education Resources)

Subject:	Education Resources - Workforce Monitoring - January to March 2011
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for the period January to March 2011, relating to Education Resources

2. Recommendation(s)

2.1. The Forum is asked to approve the following recommendation(s):-

(1) that the following employment information for January to March 2011 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 11 December 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 the period January to March 2011.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

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

The Resource absence figure for March 2011 was 4.4%, this figure remains unchanged from last month and is 0.1% higher than the Council-wide figure. Compared with March 2010 the Resource absence figure has decreased by 0.1%.

Based on the absence rate for March 2011, the annual average absence figure for the Resource for the financial year 2010/2011 is 3.5% as against a Council-wide average of 3.8%.

For the Resource this equates to 8.8 days being lost per employee for the year due to absence compared with the figure for the Council of 9.4 days per employee.

4.2 Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 204 referrals were made this period, a decrease of 52 when compared to the same period last year.

4.3 Accident/Incident Statistics (Appendix 2)

There were 83 accidents/incidents recorded within the Resource this period. This is a decrease of 40 when compared with the same period last year. Of the 72 violent incidents recorded, 63 were attributed to behavioral incidents. Of the remaining 9 violent incidents, 1 was physical and 8 were verbal.

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

There were 2 disciplinary hearings / grievances / Dignity at Work cases raised within the Resource this period, a decrease of 3 when compared with the same period last year.

4.5 Analysis of Leavers (Appendix 2)

There were 9 leavers in the Resource this period. This is a decrease of 6 when compared with the same period last year. Exit interviews were held with 3 of those employees.

5. Staffing Watch (Appendix 3)

5.1 There has been a decrease of 240 employees in post from 11 September to 11 December 2010.

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)

12 May 2011

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

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

Previous References

- ◆ Employee Issues Forum – 25 May 2010

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:-

Eileen McPake, Personnel Officer

Ext: 4534 (Tel: 01698 454534)

E-mail: eileen.mcpake@southlanarkshire.gov.uk

ABSENCE TRENDS - ABSENCE TRENDS - 2008/2009, 2009/2010 & 2010/2011
Education Resources

APT&C			Teachers				Resource Total				Council Wide							
	2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011		2008 / 2009	2009 / 2010	2010 / 2011			
April	4.3	4.4	4.1	April	3.4	3.2	3.1	April	3.7	3.7	3.5	April	4.3	3.6	3.7			
May	4.4	4.9	4.3	May	2.8	3.7	3.6	May	3.4	4.2	3.9	May	4.0	4.0	3.9			
June	4.0	4.6	3.4	June	2.8	3.2	2.6	June	3.3	3.8	2.9	June	3.8	3.7	3.3			
July	2.6	2.6	2.8	July	1.5	1.2	1.3	July	1.9	1.7	1.9	July	2.9	2.8	2.7			
August	2.8	3.0	3.3	August	1.6	1.6	1.7	August	2.1	2.2	2.4	August	3.0	3.2	3.2			
September	4.0	4.7	4.7	September	2.8	2.8	2.7	September	3.3	3.6	3.5	September	3.8	4.0	3.7			
October	3.8	4.3	4.8	October	2.8	3.4	2.5	October	3.2	3.7	3.4	October	3.8	4.0	3.7			
November	5.9	4.9	5.2	November	4.0	4.7	3.5	November	4.7	4.8	4.2	November	4.6	4.8	4.2			
December	6.1	4.1	4.0	December	4.5	3.6	3.0	December	5.1	3.8	3.4	December	4.8	4.2	4.2			
January	5.8	4.3	5.0	January	4.1	4.2	4.4	January	4.8	4.2	4.6	January	4.4	4.3	4.5			
February	5.2	4.6	5.0	February	4.9	4.6	4.1	February	5.0	4.6	4.4	February	4.5	4.6	4.3			
March	5.5	4.6	5.1	March	4.7	4.5	4.0	March	5.0	4.5	4.4	March	4.4	4.5	4.3			
Annual Average	4.5	4.3	4.3	Annual Average	3.3	3.4	3.0	Annual Average	3.8	3.7	3.5	Annual Average	4.0	4.0	3.8			
No of Employees at 31 Mar 2011			2243	No of Employees at 31 Mar 2011				3430	No of Employees at 31 Mar 2011				5673	No of Employees at 31 Mar 2011				14944

For Education Resources the absence rate for unpaid special leave was 0.2%
Average number of days lost per employee annually is 8.8 days.

EDUCATION RESOURCES

	Jan-Mar 2010	Jan-Mar 2011
MEDICAL EXAMINATIONS		
Number of Employees Attending	42	46
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	42	30
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	130	88
REFERRALS TO EMPLOYEE SUPPORT OFFICER		
	42	40
TOTAL	256	204

CAUSE OF ACCIDENTS/INCIDENTS	Jan-Mar 2010	Jan-Mar 2011
Major Injuries*	1	0
Over 3 day absences**	4	0
Minor	118	83
Total Accidents/Incidents	123	83
Near Miss	1	0
Violent Incident: Physical****	92	64
Violent Incident: Verbal*****	15	8

* 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

*** 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	Jan-Mar 2010	Jan-Mar 2011
Total Number of Hearings	5	2
Total Number of Appeals	0	0
Appeals Pending	0	0

ANALYSIS OF REASONS FOR LEAVING	Jan-Mar 2010	Jan-Mar 2011
Career Advancement	7	0
Poor Relationship with Manager/Colleagues	1	0
Moving Outwith Area	1	1
Other	3	2
Number of Exit Interviews conducted	12	3

Total Number of Leavers Eligible for Exit Interview	15	9
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Percentage of interviews conducted	80%	33%
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**JOINT STAFFING WATCH RETURN
EDUCATION RESOURCES**

APPENDIX 3

1. As at 11 December 2010

		MALE		FEMALE		TOTAL				
		F/T	P/T	F/T	P/T					
	Teachers	694	35	2003	576	3308				
	Other	169	69	441	1547	2226				
	Total Employees	863	104	2444	2123	5534				
*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	10.5	3033.7	3044.2
Other	1	1105.6	235.61	96.27	35.86	19.00	7	64.1	27.8	1592.24

1. As at 11 September 2010

		MALE		FEMALE		TOTAL				
		F/T	P/T	F/T	P/T					
	Teachers	694	36	2037	565	3332				
	Other	515	1654	197	76	2442				
	Total Employees	1209	1690	2234	641	5774				
*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	10.5	3060	3070.5
Other	1	1194.62	293.7	104.5	36.86	20.00	7	70.25	28.6	1756.53