



Council Offices, Almada Street
Hamilton, ML3 0AA

Friday, 05 May 2023

Dear Councillor

Employee Issues Forum

The Members listed below are requested to attend a meeting of the above Forum to be held as follows:-

Date: Tuesday, 16 May 2023

Time: 14:00

Venue: Hybrid - Committee Room 1, Council Offices, Almada Street, Hamilton, ML3 0AA

The business to be considered at the meeting is listed overleaf.

Yours sincerely

Cleland Sneddon
Chief Executive

Members

Margaret Cowie (Chair), Celine Handibode (Depute Chair), John Anderson, Walter Brogan, Archie Buchanan, Gerry Convery, Geri Gray, Katy Loudon, Richard Nelson, Kirsten Robb

Substitutes

Mathew Buchanan, Mary Donnelly, Catherine McClymont, Elaine McDougall,

BUSINESS

- 1 Declaration of Interests
- 2 **Minutes of Previous Meeting** 3 - 4
Minutes of the Employee Issues Forum held on 7 March 2023 submitted for approval as a correct record. (Copy attached)

Item(s) for Consideration

- 3 **Council-wide Workforce Monitoring - January to March 2023** 5 - 26
Report dated 14 April 2023 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 4 **Education Resources - Workforce Monitoring - January to March 2023** 27 - 34
Joint report dated 14 April 2023 by the Executive Director (Finance and Corporate Resources) and Executive Director (Education Resources). (Copy attached)
- 5 **Collaborative Improvement: Challenge and Support in the Senior Phase**
Presentation by S Nicolson, Head of Education (Senior Phase), Education Resources

Any Other Competent Business

- 6 **Urgent Business**
Any other items of business which the Chair decides are urgent.

For further information, please contact:-

Clerk Name:	Helen Calley
Clerk Telephone:	07385370069
Clerk Email:	helen.calley@southlanarkshire.gov.uk

EMPLOYEE ISSUES FORUM

2

Minutes of meeting held via Confero and in the Council Chamber, Council Offices, Almada Street, Hamilton on 7 March 2023

Chair:

Councillor Margaret Cowie

Councillors Present:

Councillor John Anderson, Councillor Walter Brogan, Councillor Gerry Convery, Councillor Celine Handibode (Depute), Councillor Katy Loudon

Councillors' Apologies:

Councillor Archie Buchanan, Councillor Geri Gray, Councillor Richard Nelson, Councillor Kirsten Robb

Attending:

Finance and Corporate Resources

H Calley, Administration Officer; E Maxwell, HR Business Manager; K McVeigh, Head of Personnel Services; L Wyllie, Administration Assistant

Community and Enterprise Resources

K Allan, Sustainable Development Officer

Also Attending:

K Wallace, Unite the Union

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Employee Issues Forum held on 8 November 2022 were submitted for approval as a correct record.

The Forum decided: that the minutes be approved as a correct record.

3 Council-wide Workforce Monitoring – October to December 2022

A report dated 2 February 2023 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period October to December 2022:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ Staffing Watch as at 10 December 2022

Officers responded to members' questions regarding self-referral to the Employee Assistance Programme, the challenges with recruitment, given the number of applications received for posts, and the cost of staff absences to the Council.

The Forum decided: that the report be noted.

4 Community and Enterprise Resources – Workforce Monitoring – October to December 2022

A joint report dated 2 February 2023 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted on the following employee information for Community and Enterprise Resources for the period October to December 2022:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ Staffing Watch as at 10 December 2022

Officers responded to a member's question regarding the background to the number of disciplinary hearings within the Resource.

The Forum decided: that the report be noted.

5 Sustainability and Climate Change

K Allan, Sustainable Development Officer, Community and Enterprise Resources, gave a presentation on sustainable development and climate change.

The Council's sustainable development and climate change agenda was governed through the Climate Change and Sustainability Committee. The governance structure also included a Sustainability and Climate Change Steering Group which was attended by Heads of Service and senior managers.

The presentation highlighted the following:-

- ◆ the environmental, economic and social pillars of sustainable development and climate change
- ◆ national targets and Scotland's ambitious climate change legislation
- ◆ local implementation required to achieve national goals
- ◆ the context in South Lanarkshire
- ◆ climate change and employee issues
- ◆ future considerations

Having responded to members' questions, K Allan was thanked for her informative presentation.

The Forum decided: that the presentation be noted.

6 Urgent Business

There were no items of urgent business.

Report

3

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

Subject:	Council-wide 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 relating to the Council for the period January to March 2023

2. Recommendation(s)

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

(1) that the following employment information for the period January to March 2023 relating to the Council be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ 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 Issue Forum. This report for the Council provides information on the position for the period January to March 2023.

4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for March 2023, is provided in Appendices 1 to 8. Points to note are:-

The Council's absence rate for March 2023, shown in Appendix 1, is 6.4%, which represents an increase of 0.5% when compared with last month and the figure has decreased by 1.5% when compared to March 2022.

When compared to March 2022, the APT&C absence rate has decreased by 1.8%, the teachers' figure has increased by 0.3% and the manual workers' figure has decreased by 3.0%.

Based on annual trends and the absence rate to March 2023, the average absence rate for the Council for the financial year 2022/2023 is 5.7%.

In comparison to March 2022 (Appendix 8):-

- ◆ Psychological and musculoskeletal conditions are the main reasons for absence
- ◆ Total days lost due to psychological conditions have increased by 506 days
- ◆ Total days lost due to musculoskeletal conditions have decreased by 113 days
- ◆ Total days lost due to respiratory conditions have decreased by 6,345 days
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 280 days

5. Occupational Health

5.1. Information on Occupational Health for the period January to March 2023 is provided in Appendix 9:-

- ◆ during the period there were 369 employees referred for a medical examination, a decrease of 22 when compared to the same period last year. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals
- ◆ a total of 554 employees attended physiotherapy treatment, showing an increase of 139 when compared to the same period last year. Of the 554 employees referred, 76% remained at work whilst undertaking treatment
- ◆ during this period 491 employees were referred to the Employee Support Officer, showing an increase of 25 when compared with the same period last year. Of the referrals made this period, 86% related to personal reasons
- ◆ 181 employees were referred to the PAM Assist counselling service this period, this figure remains unchanged when compared with the same period last year. All the referrals made this period were from management and none were made directly by employees. Personal reasons accounted for 71% of the referrals made, 16% were for work related reasons and 13% was for other reasons
- ◆ 9 employees were referred for Cognitive Behavioural Therapy this period, an increase of 6 when compared to the same period last year

6. Accidents/Incidents

6.1. The accident/incident report for January to March 2023 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 485, this figure has increased by 66 from the same period last year
- ◆ there were 2 specified injuries recorded, this figure has decreased by 3 from the same period last year
- ◆ there were 468 minor accidents/incidents, this figure has increased by 76 from the same period last year
- ◆ there were 3 accidents resulting in an absence lasting over 3 days during the period, this figure has decreased by 5 from the same period last year
- ◆ there were 12 accidents resulting in an absence lasting over 7 days during the period, this figure has decreased by 2 from the same period last year

7. Discipline, Grievance, Dignity at Work Hearings and Mediation Referrals

7.1. Information on Disciplinary, Grievance Hearings, Dignity at Work and Mediation Referrals for January to March 2023 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 58 disciplinary hearings were held across Resources within the Council, this figure has increased by 36 when compared to the same period last year

- ◆ action was taken in 50 of these cases. No appeals were raised against the outcomes
- ◆ our target is to convene disciplinary hearings within 6 weeks, 79% of hearings met this target
- ◆ during the period, 2 appeals were heard by the Appeals Panel, of which 2 were not upheld
- ◆ at the end of March 2023, no Appeals Panels were pending
- ◆ during the period, no grievance cases were raised
- ◆ during the period, no Dignity at Work cases were raised
- ◆ during the period, no referrals for mediation were submitted

8. Analysis of Leavers and Exit Interviews

8.1. Information on the number of leavers and exit interviews for the period January to March 2023 is contained in Appendix 13. Exit interviews are conducted with employees who leave voluntarily.

Labour Turnover

Using information compiled from Resources and Staff Watch information as at 10 December 2022, the Council's turnover figure for January to March 2023 is as follows:-

175 leavers eligible for exit interviews/15,047 employees in post = Labour Turnover of 1.2%.

Based on the figure at March 2023, the annual labour turnover figure for the financial year 2022/2023 for the Council is 5.0%.

8.2. Analysis of Leavers and Exit Interviews:-

- ◆ there were a total of 175 employees leaving the Council that were eligible for an exit interview, a decrease of 3 when compared with the same period last year
- ◆ there was a total of 63 exit interviews conducted, a decreased of 2 when compared with the same period last year

8.3. When processing an employee termination, managers are asked to identify whether they intend to replace the employee who had left the Council. If they indicate that they do not intend to replace the employee, they are asked to select from 4 options:-

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

8.4. Appendix 13a provides information relating to vacant posts and whether these are being replaced or held for savings. From January to March 2023, 449 (282.15 FTE) employees left employment. Managers indicated that 365 posts (245.74 FTE) would be replaced, 72 posts (25.86 FTE) were due to the end of fixed term contracts and 12 posts (10.55 FTE) were being left vacant pending savings or service reviews.

9. Recruitment Monitoring

9.1. Information on Recruitment Monitoring for January to March 2023 is contained within Appendix 14.

From an analysis of Equal Opportunities Monitoring Forms, the main points to note are:-

- ◆ overall, 1,366 applications and 1,285 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (43), 27 were shortlisted for interview and 4 were appointed
- ◆ of those applicants of a black/ethnic minority background (133), 31 were shortlisted for interview and 2 were appointed
- ◆ Of those applicants who are veterans (36), 17 were shortlisted for interview and 1 was appointed

10. Staffing Watch

10.1. There has been a decrease of 18 employees in post from 10 December 2022 to 10 September 2022. Details of staffing watch are contained in Appendix 15.

11. Employee Implications

11.1. There are no implications for employees arising from the information presented in this report.

12. Financial Implications

12.1. All financial implications are accommodated within existing budgets.

13. Climate Change, Sustainability and Environmental Implications

13.1. There are no climate change, sustainability or environmental implications arising from the information presented in this report.

14. Other Implications

14.1. There are no implications for risk in terms of the information contained within this report.

15. Equality Impact Assessment and Consultation Arrangements

15.1. 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.

15.2. 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)

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 Issue Forum – 7 March 2023

List of Background Papers

- ◆ Monitoring information provided by Resources

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact: -

Elaine Maxwell, HR Business Manager

Ext: 4647 (Tel: 01698 454647)

E-mail: Elaine.Maxwell@southlanarkshire.gov.uk

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

Council Wide

APT&C			Teachers				Manual Workers				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	4.2	4.1	5.2	April	2.9	2.5	2.7	April	6.0	6.2	8.8	April	4.4	4.3	5.6
May	2.9	4.7	5.0	May	1.4	3.2	3.6	May	4.9	6.7	7.6	May	3.1	4.9	5.4
June	2.5	4.4	5.0	June	0.9	2.6	2.6	June	4.5	7.0	8.1	June	2.7	4.7	5.3
July	2.2	4.1	4.5	July	0.5	1.1	1.4	July	4.0	6.3	7.4	July	2.3	4.0	4.6
August	2.9	4.6	4.3	August	1.2	2.0	1.4	August	5.1	7.3	7.4	August	3.1	4.7	4.4
September	4.1	6.1	5.2	September	2.7	4.4	2.8	September	5.8	8.5	8.0	September	4.2	6.4	5.4
October	4.7	6.0	5.7	October	3.2	4.1	3.4	October	6.4	8.7	8.1	October	4.8	6.3	5.8
November	5.6	6.5	6.3	November	4.6	5.6	4.7	November	7.3	8.7	8.6	November	5.8	6.9	6.5
December	5.3	6.2	6.7	December	4.7	6.1	5.3	December	6.9	8.8	8.9	December	5.6	6.9	7.0
January	4.5	6.7	5.2	January	2.7	3.9	4.3	January	7.2	10.1	8.0	January	4.8	7.0	5.8
February	4.3	6.5	5.7	February	2.5	3.7	4.1	February	7.4	9.5	7.9	February	4.8	6.6	5.9
March	4.6	8.0	6.2	March	2.9	4.3	4.6	March	7.2	11.3	8.3	March	4.9	7.9	6.4
Annual Average	4.0	5.7	5.4	Annual Average	2.5	3.6	3.4	Annual Average	6.1	8.3	8.1	Annual Average	4.2	5.9	5.7
No of Employees at 31 March 2023			7709	No of Employees at 31 March 2023			3949	No of Employees at 31 March 2023			4432	No of Employees at 31 March 2023			16090

**Absence Trends - 2020/2021, 2021/2022 & 2022/2023
Community and Enterprise Resources**

APT&C				Manual Workers				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	3.1	2.3	4.4	April	5.3	5.7	7.3	April	5.0	5.2	6.9	April	4.4	4.3	5.6
May	2.4	2.7	3.9	May	4.3	6.4	6.8	May	4.0	5.9	6.3	May	3.1	4.9	5.4
June	1.6	2.8	3.5	June	4.0	6.6	7.2	June	3.6	6.0	6.7	June	2.7	4.7	5.3
July	1.8	2.9	3.9	July	3.6	5.3	5.9	July	3.4	4.9	5.6	July	2.3	4.0	4.6
August	1.7	2.9	3.4	August	4.9	6.4	6.6	August	4.4	5.9	6.1	August	3.1	4.7	4.4
September	1.6	3.4	3.1	September	5.8	8.2	7.9	September	5.1	7.5	7.1	September	4.2	6.4	5.4
October	3.1	3.8	5.1	October	6.3	7.9	7.5	October	5.8	7.3	7.1	October	4.8	6.3	5.8
November	3.6	3.5	4.2	November	7.1	8.0	8.3	November	6.6	7.3	7.7	November	5.8	6.9	6.5
December	3.1	4.2	3.7	December	6.4	8.0	8.8	December	5.9	7.4	8.0	December	5.6	6.9	7.0
January	3.4	3.6	2.6	January	6.0	9.6	7.4	January	5.6	8.6	6.7	January	4.8	7.0	5.8
February	2.8	4.4	3.6	February	6.5	9.5	7.4	February	5.9	8.7	6.9	February	4.8	6.6	5.9
March	2.6	6.0	3.9	March	6.8	11.0	7.9	March	6.2	10.2	7.3	March	4.9	7.9	6.4
Annual Average	2.6	3.5	3.8	Annual Average	5.6	7.7	7.4	Annual Average	5.1	7.1	6.9	Annual Average	4.2	5.9	5.7
No of Employees at 31 March 2023			519	No of Employees at 31 March 2023			2843	No of Employees at 31 March 2023			3362	No of Employees at 31 March 2023			16090

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

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

Finance and Corporate Resources

APT&C			Manual Workers				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	3.5	2.6	2.8	April	8.5	0.0	0.0	April	3.6	2.6	2.8	April	4.4	4.3	5.6
May	2.3	3.3	3.2	May	16.0	0.0	0.0	May	2.4	3.3	3.2	May	3.1	4.9	5.4
June	1.9	3.5	4.0	June	7.4	0.0	0.0	June	1.9	3.5	4.0	June	2.7	4.7	5.3
July	2.0	3.3	3.9	July	3.5	0.0	0.0	July	2.0	3.3	3.9	July	2.3	4.0	4.6
August	1.8	3.6	4.1	August	12.1	0.0	0.0	August	2.0	3.6	4.1	August	3.1	4.7	4.4
September	2.3	4.0	3.6	September	13.4	0.0	0.0	September	2.4	4.0	3.6	September	4.2	6.4	5.4
October	3.2	3.6	3.8	October	10.2	0.0	0.0	October	3.3	3.6	3.8	October	4.8	6.3	5.8
November	3.1	4.3	3.4	November	11.4	0.0	0.0	November	3.2	4.3	3.4	November	5.8	6.9	6.5
December	2.7	3.8	4.3	December	11.4	0.0	0.0	December	2.8	3.8	4.3	December	5.6	6.9	7.0
January	2.8	3.8	4.3	January	7.0	0.0	0.0	January	2.8	3.8	4.3	January	4.8	7.0	5.8
February	3.5	3.4	3.8	February	0.0	0.0	0.0	February	3.5	3.4	3.8	February	4.8	6.6	5.9
March	3.5	3.4	3.8	March	0.0	0.0	0.0	March	3.5	3.4	3.8	March	4.9	7.9	6.4
Annual Average	2.7	3.6	3.8	Annual Average	8.4	0.0	0.0	Annual Average	2.8	3.6	3.8	Annual Average	4.2	5.9	5.7
No of Employees at 31 March 2023			946	No of Employees at 31 March 2023			0	No of Employees at 31 March 2023			946	No of Employees at 31 March 2023			16090

**Absence Trends - 2020/2021, 2021/2022 & 2022/2023
Housing & Technical Resources**

APT&C			Manual Workers			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	4.1	3.2	5.5	April	3.5	3.6	10.6	April	3.8	3.3	7.6	April	4.4	4.3	5.6
May	2.8	2.9	4.5	May	2.0	4.2	8.1	May	2.5	3.4	6.0	May	3.1	4.9	5.4
June	3.2	3.5	4.9	June	2.0	6.2	8.5	June	2.7	4.6	6.4	June	2.7	4.7	5.3
July	2.7	4.0	5.5	July	2.7	5.7	8.9	July	2.7	4.7	6.9	July	2.3	4.0	4.6
August	2.5	4.9	4.7	August	3.4	7.9	7.1	August	2.8	6.2	5.7	August	3.1	4.7	4.4
September	2.1	5.8	4.5	September	3.3	8.1	6.3	September	2.6	6.8	5.2	September	4.2	6.4	5.4
October	2.9	5.2	4.3	October	3.9	9.0	7.8	October	3.3	6.8	5.8	October	4.8	6.3	5.8
November	3.7	5.7	4.6	November	5.6	9.2	7.8	November	4.5	7.2	5.9	November	5.8	6.9	6.5
December	3.3	4.6	4.4	December	4.8	9.5	7.2	December	3.9	6.7	5.6	December	5.6	6.9	7.0
January	3.5	5.2	4.5	January	4.4	8.8	5.5	January	3.9	6.7	4.9	January	4.8	7.0	5.8
February	3.2	6.4	4.4	February	4.7	8.5	6.2	February	3.8	7.3	5.1	February	4.8	6.6	5.9
March	3.1	7.8	5.3	March	4.5	10.7	6.8	March	3.6	9.0	5.9	March	4.9	7.9	6.4
Annual Average	3.1	4.9	4.8	Annual Average	3.7	7.6	7.6	Annual Average	3.3	6.1	5.9	Annual Average	4.2	5.9	5.7
No of Employees at 31 March 2023			873	No of Employees at 31 March 2023			570	No of Employees at 31 March 2023			1443	No of Employees at 31 March 2023			16090

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

Social Work Resources

APT&C			Manual Workers			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	5.5	4.5	6.2	April	10.2	9.6	12.6	April	7.1	6.2	8.3	April	4.4	4.3	5.6
May	4.4	5.0	5.7	May	8.1	9.3	10.1	May	5.7	6.5	7.1	May	3.1	4.9	5.4
June	3.9	3.9	5.9	June	7.6	7.6	11.3	June	5.2	5.2	7.6	June	2.7	4.7	5.3
July	3.7	6.1	6.0	July	6.3	10.3	11.8	July	4.6	7.5	7.9	July	2.3	4.0	4.6
August	4.4	7.3	6.0	August	6.7	10.2	10.8	August	5.2	8.2	7.5	August	3.1	4.7	4.4
September	5.4	7.6	5.9	September	7.5	10.3	9.6	September	6.1	8.5	7.1	September	4.2	6.4	5.4
October	5.9	6.9	5.8	October	8.2	11.3	10.4	October	6.7	8.4	7.3	October	4.8	6.3	5.8
November	6.6	6.2	6.0	November	8.9	10.8	10.4	November	7.4	7.7	7.4	November	5.8	6.9	6.5
December	6.5	5.5	6.4	December	10.3	11.1	10.6	December	7.7	7.3	7.7	December	5.6	6.9	7.0
January	5.8	7.4	5.2	January	13.1	13.0	12.0	January	8.3	9.2	7.4	January	4.8	7.0	5.8
February	5.1	7.5	5.8	February	12.6	10.1	11.0	February	7.6	8.3	7.5	February	4.8	6.6	5.9
March	4.6	8.0	7.0	March	10.6	12.8	10.9	March	6.6	9.5	8.2	March	4.9	7.9	6.4
Annual Average	5.2	6.3	6.0	Annual Average	9.2	10.5	11.0	Annual Average	6.5	7.7	7.6	Annual Average	4.2	5.9	5.7
No of Employees at 31 March 2023			1846	No of Employees at 31 March 2023			1019	No of Employees at 31 March 2023			2865	No of Employees at 31 March 2023			16090

Absence by long and short term											Appendix 7
From: 1 January 2023 to March 2023											
		January 2023			February 2023			March 2023			
Resource	No of employees	Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %	
Community and Enterprise	3362	2.1	4.6	6.7	2.5	4.4	6.9	2.9	4.4	7.3	
Education	7474	1.8	3.3	5.1	1.9	3.5	5.4	2.4	3.3	5.7	
Finance and Corporate	946	1.7	2.6	4.3	1.7	2.1	3.8	1.4	2.4	3.8	
Housing & Technical	1443	2.0	2.9	4.9	1.9	3.2	5.1	3.3	2.6	5.9	
Social Work	2865	2.5	4.9	7.4	2.8	4.7	7.5	2.8	5.4	8.2	
Council Overall for January 2023 to March 2023	16090	2.0	3.8	5.8	2.2	3.7	5.9	2.6	3.8	6.4	

**Attendance Monitoring
Absence Classification**

From : 1 March 2023 - 31 March 2023

Reasons	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1445	26	1116	12	132	18	551	30	783	18	4027	19
Psychological	1320	24	3405	37	312	43	489	27	1617	36	7143	33
Stomach, Bowel, Blood, Metabolic Disorders	410	8	891	10	40	5	208	11	258	6	1807	8
Respiratory	914	17	1512	17	92	13	235	13	691	16	3444	16
Other Classification	1375	25	2207	24	158	22	330	18	1099	25	5169	24
Total Days Lost By Resource	5464	100	9131	100	734	100	1813	100	4448	100	21590	100
Total Work Days Available	74511		160501		19349		30800		54099			

From : 1 March 2022 to 31 March 2022

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1857	24	945	9	97	15	648	23	613	12	4160	15
Psychological	1417	18	2852	27	178	27	791	29	1399	27	6637	24
Stomach, Bowel, Blood, Metabolic Disorders	644	8	848	8	33	5	154	6	408	8	2087	8
Respiratory	2712	34	4249	40	197	29	777	28	1854	36	9789	36
Other Classification	1262	16	1813	17	163	24	401	14	909	18	4548	17
Total Days Lost By Resource	7892	100	10707	100	668	100	2771	100	5183	100	27221	100
Total Work Days Available	77204		160719		19487		30833		54462			

*WDL = Work Days Lost

Occupational Health Reports

From: 1 January - 31 March 2023 comparison with 1 January - 31 March 2022

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
Total (Jan - Mar 2023)	100	35	51	22	49	112	369
Total (Jan - Mar 2022)	101	32	44	12	75	127	391

No of Employees Referred For Physiotherapy			No of Employees Referred To Employee Support Officer			No of Employees Referred For Cognitive Behavioural Therapy		
Resource	Jan - Mar 2022	Jan - Mar 2023	Resource	Jan - Mar 2022	Jan - Mar 2023	Resource	Jan - Mar 2022	Jan - Mar 2023
Community and Enterprise	124	129	Community and Enterprise	119	87	Community and Enterprise	0	0
Education (Teachers)	69	91	Education	186	234	Education	3	4
Education (Others)	76	114	Finance and Corporate	9	21	Finance and Corporate	0	0
Finance and Corporate	12	34	Housing and Technical	53	28	Housing and Technical	0	0
Housing and Technical	41	54	Social Work	99	121	Social Work	0	1
Social Work	93	132	Total	466	491	Not Disclosed	0	4
Total	415	554				Total	3	9

Analysis of Counselling Referrals by Cause												
	Reason											
	Work Stress		Addiction		Personal		Anxiety/ Depression		Bereavement		Total	
	M	S	M	S	M	S	M	S	M	S	M	S
Total (Jan - Mar 2023)	29	0	0	0	128	0	10	0	14	0	181	0
Total (Jan - Mar 2022)	35	0	0	0	112	0	0	0	34	0	181	0
Total											Total Referrals (Jan - Mar 2023)	181
											Total Referrals (Jan - Mar 2022)	181

M = MANAGEMENT REFERRAL S = SELF REFERRAL

**Analysis of Accidents/ Incidents
Comparison
Cause of Accidents/ Incidents to employees**

From: 1 January - 31 March 2023 comparison with 1 January - 31 March 2022

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023
Specified Injury	2	1	1	0	0	0	1	0	1	1	5	2
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	2	1	1	0	0	0	1	0	1	1	5	2
Over 7-day	5	7	2	1	0	0	4	2	2	2	13	11
Violent Incident: Physical	0	0	1	0	0	0	0	0	0	0	1	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 7-day**	5	7	3	1	0	0	4	2	2	2	14	12
Over 3-day	3	1	2	1	0	0	1	0	2	1	8	3
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 3-day**	3	1	2	1	0	0	1	0	2	1	8	3
Minor	32	21	11	9	0	1	6	10	17	26	66	67
Near Miss	2	7	0	0	0	0	0	0	3	0	5	7
Violent Incident: Physical	3	6	285	323	0	0	0	0	11	23	299	352
Violent Incident: Verbal	4	2	12	27	0	0	2	1	4	12	22	42
Total Minor***	41	36	308	359	0	1	8	11	35	61	392	468
Total Accidents/Incidents	51	45	314	361	0	1	14	13	40	65	419	485

*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.

*** A minor injury is an injury not covered by " Over 7-day", "Over 3-day" or "Specified".

Record of Disciplinary Hearings

From: 1 January - 31 March 2023 comparison with 1 January - 31 March 2022

Resource	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 6 Weeks
	APT&C	Manual/ Craft	Teachers	Total	No Action				Action Taken				3	4-6	6+	
					APT&C	Manual / Craft	Teachers	Total	APT&C	Manual / Craft	Teachers	Total				
Community and Enterprise	1	43	N/A	44	0	6	N/A	6	1	37	N/A	38	23	15	6	86%
Education	3	6	3	12	0	1	1	2	3	5	2	10	4	2	6	50%
Finance and Corporate	1	0	N/A	1	0	0	N/A	0	1	0	N/A	1	0	1	0	100%
Housing and Technical	0	1	N/A	1	0	0	N/A	0	0	1	N/A	1	0	1	0	100%
Total (Jan - Mar 2023)	5	50	3	58	0	7	1	8	5	43	2	50	27	19	12	79%
Total (Jan - Mar 2022)	3	19	0	22	0	1	0	1	3	18	0	21	11	3	8	64%

Resource	No of Appeals				Outcome of Appeals												Appeals Pending	
	APT&C	Manual/ Craft	Teachers	Total	Upheld				Upheld in Part				Not Upheld					
					APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total		
Total (Jan - Mar 2023)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total (Jan - Mar 2022)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*Resources nil responses are not included in figures

Appeal's Panel

From: 1 January - 31 March 2023

Appeal's Panel	Upheld	Upheld in Part	Not Upheld	Total	Withdrawn	Appeals pending to date
Total	0	0	2	2	0	0

Record of Grievances						
From: 1 January - 31 March 2023 comparison with 1 January - 31 March 2022						
Grievances	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process	
Total (Jan - Mar 2023)	0	0	0	0	0	
Total (Jan - Mar 2022)	6	1	5	0	0	
Dignity at Work						
From: 1 January - 31 March 2023 comparison with 1 January - 31 March 2022						
Dignity at Work	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
Total (Jan - Mar 2023)	0	0	0	0	0	0
Total (Jan - Mar 2022)	3	0	3	0	0	0

				Appendix 12b		
Referrals for Workplace Mediation						
As at March 2023						
Workplace Mediation	Jan-23	Feb-23	Mar-23			
No of Referrals	0	0	0			
*No of Successful Cases	0	0	0			
*No of Unsuccessful Cases	0	0	0			
No of cases unsuitable for mediation	0	0	0			
Workplace Mediation						
Workplace Mediation	Jan-22	Feb-22	Mar-22			
No of Referrals	0	0	0			
*No of Successful Cases	0	0	0			
*No of Unsuccessful Cases	0	0	0			
No of cases unsuitable for mediation	0	0	0			
*successful/unsuccessful case outcomes may be shown outwith the month they were referred.						

Analysis of leavers and exit interviews							
From 1 January - 31 March 2023							
Reason for leaving	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
Career Advancement	5	12	3	3	7	30	48%
Personal Reasons	1	4	0	1	1	7	11%
Moving outwith area	0	3	0	0	2	5	8%
Poor relationship with managers / colleagues	2	3	0	0	0	5	8%
Travelling difficulties	1	0	1	1	0	3	5%
Child Caring / Caring Responsibilities	0	2	0	0	1	3	5%
Disatisfaction with terms and conditions	0	1	0	1	1	3	5%
Further Education	0	0	0	0	1	1	2%
Other	1	3	1	0	1	6	10%
Number of exit interviews conducted	10	28	5	6	14	63	
Total no. of leavers per Resource eligible for an exit interview	37	71	17	13	37	175	
% of leavers interviewed	27%	39%	29%	46%	38%	36%	
From 1 January - 31 March 2022							
Number of exit interviews conducted	10	24	6	4	21	65	
Total no. of leavers per Resource eligible for an exit interview	46	62	10	13	47	178	
% of leavers interviewed	22%	39%	60%	31%	45%	37%	
* Note these totals include temporary employees							

January to March 2023	Number of leavers		Replace Employee		Filling on a temp basis		Plan to transfer this budget to another post		End of fixed term post		Leave vacant pending savings or service review		Plan to remove for savings	
	Total FTE*	Total H/C**	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C
Community & Enterprise	92.60	140	67.60	115	0.00	0	0.00	0	24.00	24	1.00	1	0.00	0
Education	78.12	174	75.62	125	0.00	0	0.00	0	0.00	46	2.50	3	0.00	0
Finance & Corporate	32.25	38	27.79	33	0.00	0	0.00	0	0.86	1	3.60	4	0.00	0
Housing & Technical	23.90	29	23.90	29	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Social Work	55.27	68	50.83	63	0.00	0	0.00	0	1.00	1	3.45	4	0.00	0
Total	282.15	449	245.74	365	0.00	0	0.00	0	25.86	72	10.55	12	0.00	0

Recruitment Monitoring
Analysis of Gender, Disability, Ethnicity and Age

From : 1 January to 31 March 2023

Total Number of applications received:	1366
Total Number of Equal Opportunities Monitoring forms received:	1285
Total Number of posts recruited for:	346
Total Number of appointments:	183

Gender / Disability / Age						
	Applied	Interviewed	Appointed	% of Applicants interviewed	% of Applicants appointed	% of Interviewees appointed
Total EO Forms Received	1285	566	173	44%	13%	31%
Total No of Male Applicants	470	192	44	41%	9%	23%
Total No of Female Applicants	779	352	96	45%	12%	27%
Total No of Disabled Applicants	43	27	4	63%	9%	15%
Total No of applicants aged under 50	927	380	107	41%	12%	28%
Total No of applicants aged over 50	323	150	35	46%	11%	23%
Total No of White applicants	1109	498	135	45%	12%	27%
Total No of Black/Ethnic minority applicants*	133	31	2	23%	2%	6%
Total No of Veteran applicants	36	17	1	47%	3%	6%

*Black/Ethnic Minority applicants includes Mixed, Asian, Black and other backgrounds.

From : 1 January to 31 March 2022

Total Number of applications received:	4053
Total Number of Equal Opportunities Monitoring forms received:	4002
Total Number of posts recruited for:	1284
Total Number of appointments:	801

Gender / Disability / Age						
	Applied	Interviewed	Appointed	% of Applicants interviewed	% of Applicants appointed	% of Interviewees appointed
Total EO Forms Received	4002	1731	784	39%	13%	34%
Total No of Male Applicants	1298	485	149	41%	10%	25%
Total No of Female Applicants	2695	1241	616	37%	16%	43%
Total No of Disabled Applicants	100	48	17	53%	11%	22%
Total No of applicants aged under 50	3271	1396	643	37%	12%	33%
Total No of applicants aged over 50	659	314	121	39%	20%	52%
Total No of White applicants	3795	1662	751	40%	14%	34%
Total No of Black/Ethnic minority applicants*	165	52	12	27%	4%	16%
Total No of Veteran applicants	43	30	0	39%	0%	0%

*Black/Ethnic Minority applicants includes Mixed, Asian, Black and other backgrounds.

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 10 DECEMBER 2022

Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent Salary Band									
	Total	Male		Female		Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
		F/T	P/T	F/T	P/T										
Community & Enterprise Resources	3063	1235	233	203	1392	2160.40	1.00	1471.04	386.49	233.64	44.23	17.00	2.00	5.00	0.00
Education - Others	3265	144	90	670	2361	2392.62	1.00	1168.50	941.97	149.13	47.00	11.00	2.96	63.26	7.80
Education - Teachers	3859	676	76	2259	848	3499.40	0.00	0.00	0.00	0.00	0.00	1.00	0.00	6.60	3491.80
Finance & Corporate Resources	900	213	24	431	232	815.53	2.00	136.99	367.61	219.47	59.16	24.30	6.00	0.00	0.00
Housing & Technical	1295	819	26	326	124	1237.17	1.00	206.94	633.91	352.72	29.60	11.00	2.00	0.00	0.00
Social Work Resources	2665	198	183	963	1321	2335.91	1.00	1111.64	617.78	536.93	35.80	30.76	2.00	0.00	0.00
Total All Staff	15047	3285	632	4852	6278	8941.63	(excluding Teachers)								
						12441.03	6.00	4095.11	2947.76	1491.89	215.79	95.06	14.96	74.86	3499.60

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 10 SEPTEMBER 2022

Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent Salary Band									
	Total	Male		Female		Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
		F/T	P/T	F/T	P/T										
Community & Enterprise Resources	3137	1287	236	206	1408	2230.86	1.00	1525.42	397.39	233.22	45.23	17.00	2.00	9.60	0.00
Education - Others	3212	143	88	656	2325	2352.27	1.00	1159.20	914.47	143.94	46.60	11.60	4.00	63.66	7.80
Education - Teachers	3876	688	70	2275	843	3515.30	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	3514.30
Finance & Corporate Resources	897	207	24	415	251	805.43	2.00	128.41	363.75	223.48	57.49	24.30	6.00	0.00	0.00
Housing & Technical	1291	823	26	320	122	1233.52	1.00	216.87	615.18	358.87	28.60	11.00	2.00	0.00	0.00
Social Work Resources	2652	223	166	1003	1260	2321.75	1.00	1131.10	572.73	548.36	36.80	29.76	2.00	0.00	0.00
Total All Staff	15065	3371	610	4875	6209	8943.83	(excluding Teachers)								
						12459.13	6.00	4161.00	2863.52	1507.87	214.72	94.66	16.00	73.26	3522.10

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:-

Elaine Maxwell, HR Business Manager

Ext: (Tel: 01698 454647)

E-mail: Elaine.Maxwell@southlanarkshire.gov.uk

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

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
*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	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
	4	2
		Over 6 Weeks
		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

