

Report

Report to:	Education Resources Committee
Date of Meeting:	19 January 2021
Report by:	Executive Director (Finance and Corporate Resources) and Executive Director (Education Resources)

Subject:	Education Resources – Workforce Monitoring – September and October 2020
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for September and October 2020 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 September and October 2020 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 14 September 2020

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 September and October 2020.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of October 2020 for Education Resources.

The Resource absence figure for October 2020 was 4.1%, which represents an increase of 0.5% when compared to last month and is 0.7% lower than the Council-wide figure. Compared to October 2019, the Resource absence figure has increased by 0.6%.

Based on the absence figures at October 2020 and annual trends, the projected annual average absence for the Resource for 2020/2021 is 3.4%, compared to a Council-wide average figure of 4.4%.

For the financial year 2020/2021, the projected average days lost per employee equates to 5.8 days, compared with the overall figure for the Council of 8.1 days per employee.

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.

The attendance information contained in this report includes absences as a result of Covid-19, and employees are being supported through this difficult time to maintain attendance levels where they can. At the time of this report, the Council overall absence level was 6.3% with 1.7% of this relating to Covid-19 for sickness and special leave.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall, 269 referrals were made this period, a decrease of 56 when compared with the same period last year.

4.3. Accident/Incident Statistics (Appendix 2)

There were 169 accidents/incidents recorded within the Resource this period, an increase of 13 when compared to the same period last year. The new electronic reporting system is in place and enables a more timely process for reporting incidents. The improved reporting system together with the ongoing work of Education Resources to promote and embed the PPRUDB framework across all establishments provides a foundation for analysing data, building capacity and targeting interventions with a view to reducing incidents.

On further analysis of this data, 161 reports relate to physical incidents (95% of the total number reported).

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

One disciplinary hearing was held within the Resource this period, which is a decrease of 2 when compared with the same period last year. One grievance hearing was raised within the Resource this period, which remains unchanged when compared with the same period last year. No Dignity at Work complaints were raised within the Resource this period, which is a decrease of 4 when compared with the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There were 30 leavers in the Resource this period who were eligible for an exit interview. This figure has decreased by 2 when compared with the same period last year. Exit interviews were held with 37% of employees compared with 28% for the same period last year.

4.6. 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 four options:

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

4.7. Appendix 2a provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period September and October 2020, 57 (41.27 FTE) employees in total left employment and managers indicated that all posts were being filled.

5. Staffing Watch

5.1. There has been an increase of 84 in the number of employees in post from 13 June 2020 to 14 September 2020.

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 arising from the information presented in this report.

9. Other Implications

9.1. There are no risk implications 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)

8 December 2020

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

- ◆ Education Resources – 27 October 2020

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:-

Laurane Rhind, Personnel Services Manager

Ext: 4239 (Tel: 01698 454721)

E-mail: Laurane.Rhind@southlanarkshire.gov.uk

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Education Resources

APT&C				Teachers				Resource Total				Council Wide			
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021
April	4.1	3.5	3.9	April	1.9	2.9	2.9	April	2.8	3.2	3.3	April	4.1	4.0	4.4
May	4.5	4.2	2.2	May	2.1	3.2	1.4	May	3.1	3.6	1.8	May	4.2	4.4	3.1
June	4.4	3.8	1.8	June	2.3	2.7	0.9	June	3.2	3.2	1.3	June	4.3	4.4	2.7
July	2.4	2.4	1.3	July	1.0	1.2	0.5	July	1.6	1.7	0.9	July	3.4	3.4	2.3
August	2.7	2.8	2.7	August	1.2	1.3	1.2	August	1.8	2.0	1.8	August	3.6	3.7	3.1
September	4.1	4.3	4.8	September	2.2	2.5	2.7	September	3.0	3.3	3.6	September	4.4	4.5	4.2
October	4.7	4.5	5.4	October	2.2	2.6	3.2	October	3.2	3.5	4.1	October	4.4	4.6	4.8
November	5.7	5.8		November	3.5	3.8		November	4.4	4.7		November	5.1	5.5	
December	5.4	5.5		December	3.1	3.8		December	4.1	4.6		December	4.8	5.7	
January	5.1	5.1		January	3.3	3.4		January	4.1	4.2		January	4.9	5.3	
February	5.3	5.7		February	4.0	3.8		February	4.5	4.6		February	5.2	5.6	
March	5.0	7.1		March	3.9	4.8		March	4.4	5.8		March	4.9	6.2	
Annual Average	4.5	4.6	4.3	Annual Average	2.6	3.0	2.7	Annual Average	3.4	3.7	3.4	Annual Average	4.4	4.8	4.4
Average Apr-Oct	3.8	3.6	3.2	Average Apr-Oct	1.8	2.3	1.8	Average Apr-Oct	2.7	2.9	2.4	Average Apr-Oct	4.1	4.1	3.5

No of Employees at 31 October 2020	3050	No of Employees at 31 October 2020	3975	No of Employees at 31 October 2020	7025	No of Employees at 31 October 2020	15834
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For the financial year 2020/21, the projected average days lost per employee equates to 5.8 days.

EDUCATION RESOURCES

	Sep-Oct 2019	Sep-Oct 2020
MEDICAL EXAMINATIONS		
Number of Employees Attending	52	31
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	31	12
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	142	101
REFERRALS TO EMPLOYEE SUPPORT OFFICER	97	122
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	3	3
TOTAL	325	269

CAUSE OF ACCIDENTS/INCIDENTS	Sep-Oct 2019	Sep-Oct 2020
Over 7 day absences	1	0
Minor	2	2
Violent Incident: Physical****	138	161
Violent Incident: Verbal*****	15	6
Total Accidents/Incidents	156	169

*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	Sep-Oct 2019	Sep-Oct 2020
Total Number of Hearings	3	1

Time Taken to Convene Hearing Sep - Oct 2020

0-3 Weeks
0

4-6 Weeks
0

Over 6 Weeks
1

RECORD OF GRIEVANCE HEARINGS	Sep-Oct 2019	Sep-Oct 2020
Number of Grievances	1	1
Still in Progress	1	1

RECORD OF DIGNITY AT WORK	Sep-Oct 2019	Sep-Oct 2020
Number of Incidents	4	0
Still in Process	4	0

ANALYSIS OF REASONS FOR LEAVING	Sep-Oct 2019	Sep-Oct 2020
Career Advancement	2	0
Moving Outwith Area	2	2
Childcare/caring responsibilities	1	2
Dissatisfaction With Terms and Conditions	0	1
Other	4	6
Number of Exit Interviews conducted	9	11

Total Number of Leavers Eligible for Exit Interview	32	30
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Percentage of interviews conducted	28%	37%
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Appendix 2a

	Sept - Oct 2020		Reconciliation figure		Cumulative total	
			Apr - Aug 2020			
	FTE*	H/C**	FTE	H/C	FTE	H/C
Terminations/Leavers	41.27	57	107.06	164	148.33	221
Being replaced	41.27	57	106.62	162	147.89	219
Filled on fixed term basis	0.00	0	0.00	0	0.00	0
Plan to transfer this budget to another post	0.00	0	0.10	1	0.10	1
End of fixed term contract	0.00	0	0.34	1	0.34	1
Held pending service Review	0.00	0	0.00	0	0.00	0
Plan to remove for savings	0.00	0	0.00	0	0.00	0

* Full time equivalent

** Head count/number of employees

**JOINT STAFFING WATCH RETURN
EDUCATION RESOURCES**

1. As at 14 September 2020

		MALE		FEMALE		TOTAL				
		F/T	P/T	F/T	P/T					
	Teachers	697	67	2351	750	3865				
	Other	139	83	509	2139	2870				
	Total Employees	836	150	2860	2889	6735				
	*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	4.60	3541.00	3546.6
Other	1.00	1017.21	791.07	136.30	49.64	12.60	4.00	57.63	6.40	2075.85

1. As at 13 June 2020

		MALE		FEMALE		TOTAL				
		F/T	P/T	F/T	P/T					
	Teachers	694	61	2272	734	3761				
	Other	140	83	510	2157	2890				
	Total Employees	834	144	2782	2891	6651				
	*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	0.34	0.00	0.00	0.00	1.00	0.00	4.00	3444.90	3450.24
Other	1.00	1039.95	778.48	134.03	47.64	13.00	4.00	58.23	7.40	2083.73