

# Report

Report to:	<b>Education Resources Committee</b>
Date of Meeting:	<b>9 November 2021</b>
Report by:	<b>Executive Director (Finance and Corporate Resources) and Executive Director (Education Resources)</b>

Subject:	<b>Education Resources – Workforce Monitoring – July to August 2021</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for July to August 2021 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 July to August 2021 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 12 June 2021

## 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 July to August 2021.

## 4. Monitoring Statistics

### 4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of August 2021 for Education Resources.

The Resource absence figure for August 2021 was 2.8%, which has increased by 0.7% when compared to last month and is 1.9% lower than the Council-wide figure. Compared to August 2020, the Resource absence figure has increased by 1.0%.

Based on the absence figures at August 2021 and annual trends, the projected annual average absence for the Resource for 2021/2022 is 3.9%, compared to a Council-wide average figure of 4.8%.

For the financial year 2021/2022, the projected average days lost per employee equates to 7.9 days, compared with the overall figure for the Council of 10.8 days per employee.

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. As this report was being prepared, at 6 October 2021, the Council overall absence level was 6.26% with 1.18% 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, 175 referrals were made this period, an increase of 40 when compared with the same period last year.

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

There were 47 accidents/incidents recorded within the Resource this period, an increase of 35 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, 43 reports relate to physical incidents (91% of the total number reported).

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

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

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

There were 78 leavers in the Resource this period who were eligible for an exit interview. This figure has increased by 28 when compared with the same period last year. Exit interviews were held with 23% of employees compared with 24% 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 July to August 2021, 228 (177.28 FTE) employees in total left employment. Managers indicated that 225 (174.60 FTE) posts were being replaced, 1 post (1.0 FTE) is being filled on a fixed term basis, 1**

post (0.68 FTE) is planned to be removed for savings and 1 post (1.0 FTE) is due to the end of a fixed term contract.

## **5. Staffing Watch**

- 5.1. There has been an increase of 155 in the number of employees in post from 13 March 2021 to 12 June 2021.

## **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 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)**

30 September 2021

## **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

## **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 - 2019/2020, 2020/2021 & 2021/2022**  
**Education Resources**

APT&C				Teachers				Resource Total				Council Wide				
	2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022		2019 / 2020	2020 / 2021	2021 / 2022	
April	3.5	3.9	4.8	April	2.9	2.9	2.5	April	3.2	3.3	3.5	April	4.0	4.4	4.3	
May	4.2	2.2	5.7	May	3.2	1.4	3.2	May	3.6	1.8	4.4	May	4.4	3.1	4.9	
June	3.8	1.8	4.7	June	2.7	0.9	2.6	June	3.2	1.3	3.5	June	4.4	2.7	4.7	
July	2.4	1.3	3.4	July	1.2	0.5	1.1	July	1.7	0.9	2.1	July	3.4	2.3	4.0	
August	2.8	2.7	3.8	August	1.3	1.2	2.0	August	2.0	1.8	2.8	August	3.7	3.1	4.7	
September	4.3	4.8		September	2.5	2.7		September	3.3	3.6		September	4.5	4.2		
October	4.5	5.4		October	2.6	3.2		October	3.5	4.1		October	4.6	4.8		
November	5.8	6.6		November	3.8	4.6		November	4.7	5.5		November	5.5	5.8		
December	5.5	6.5		December	3.8	4.7		December	4.6	5.5		December	5.7	5.6		
January	5.1	4.8		January	3.4	2.7		January	4.2	3.6		January	5.3	4.8		
February	5.7	4.7		February	3.8	2.5		February	4.6	3.5		February	5.6	4.8		
March	7.1	5.6		March	4.8	2.9		March	5.8	4.1		March	6.2	4.9		
Annual Average	4.6	4.2	5.1	Annual Average	3.0	2.5	2.9	Annual Average	3.7	3.3	3.9	Annual Average	4.8	4.2	4.8	
Average Apr-Aug	3.3	2.4	4.5	Average Apr-Aug	2.3	1.4	2.3	Average Apr-Aug	2.7	1.8	3.3	Average Apr-Aug	4.0	3.1	4.5	
No of Employees at 31 August 2021			3309	No of Employees at 31 August 2021			4200	No of Employees at 31 August 2021			7509	No of Employees at 31 August 2021			16424	

For the financial year 2021/22, the projected average days lost per employee equates to 7.9 days.

Appendix 2		
EDUCATION RESOURCES		
	July - Aug 2020	July - Aug 2021
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	24	32
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	4	15
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	46	64
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>	59	60
<b>REFERRALS TO COGNITIVE BEHAVIOUR THERAPY</b>	2	4
<b>TOTAL</b>	135	175
CAUSE OF ACCIDENTS/INCIDENTS	July - Aug 2020	July - Aug 2021
Specified Injuries*	0	0
Over 7 day absences	0	0
Over 3 day absences**	0	0
Minor	0	1
Near Miss	0	0
Violent Incident: Physical****	12	43
Violent Incident: Verbal*****	0	3
<b>Total Accidents/Incidents</b>	12	47
<p>*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.</p> <p>**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.</p> <p>***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.</p> <p>****Physical violent incidents are included in the "Specified" figures, where applicable, to provide the "Total Specified" figures.</p> <p>*****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.</p> <p>*****Physical Violent Incidents and ***** Verbal Violent Incidents are included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.</p>		
RECORD OF DISCIPLINARY HEARINGS	July - Aug 2020	July - Aug 2021
Total Number of Hearings	1	5
Total Number of Appeals	0	0
Appeals Pending	0	0
<b>Time Taken to Convene Hearing Jun - Aug 2021</b>		
0-3 Weeks	4-6 Weeks	Over 6 Weeks
2	1	2
RECORD OF GRIEVANCE HEARINGS	July - Aug 2020	July - Aug 2021
Number of Grievances	2	0
Number Resolved at Stage 1	0	0
Number Resolved at Stage 2	0	0
Number Resolved at Stage 3	0	0
Still in Progress	2	0
RECORD OF DIGNITY AT WORK	July - Aug 2020	July - Aug 2021
Number of Incidents	0	0
Number Resolved at Informal Stage	0	0
Number Resolved at Formal Stage	0	0
Number of Appeals	0	0
Appeals in Process	0	0
Still in Process	0	0
ANALYSIS OF REASONS FOR LEAVING	July - Aug 2020	July - Aug 2021
Career Advancement	1	5
Poor Relationship with Manager/Colleagues	1	1
Moving Outwith Area	1	3
Personal Reasons	0	0
Travelling Difficulties	0	1
Further Education	4	4
Childcare/caring responsibilities	2	1
Dissatisfaction With Terms and Conditions	1	0
Other	2	3
<b>Number of Exit Interviews conducted</b>	12	18
<b>Total Number of Leavers Eligible for Exit Interview</b>	50	78
<b>Percentage of interviews conducted</b>	24%	23%

Reason	Jul-Aug 2021		Cumulative total	
	FTE	H/C	FTE	H/C
Terminations/Leavers	177.28	228	233.63	305
Being replaced	174.61	225	227.38	297
Filling on a temporary basis	1.00	1	1.00	1
Plan to transfer this budget to another post	0.00	0	0.74	1
End of fixed term contract	1.00	1	3.00	3
Held pending service Review	0.00	0	0.84	2
Plan to remove for savings	0.68	1	0.68	1

**JOINT STAFFING WATCH RETURN  
EDUCATION RESOURCES**

**As at 12 June 2021**

	MALE		FEMALE		TOTAL
	F/T	P/T	F/T	P/T	
Teachers	681	70	2308	776	3835
Other	146	86	614	2236	3082
Total Employees	827	156	2922	3012	6917

\*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	0.00	0.00	4.60	3501.00	3505.6
Other	1.00	1194.02	863.18	143.43	51.64	12.60	4.00	58.63	0.00	2328.5

**As at 13 March 2021**

	MALE		FEMALE		TOTAL
	F/T	P/T	F/T	P/T	
Teachers	685	71	2311	778	3845
Other	141	81	563	2218	3003
Total Employees	826	152	2874	2996	6848

\*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	3509.40	3515
Other	1.00	1080.74	824.42	138.29	49.04	12.06	4.00	58.73	4.80	2173.08



