

Report

Report to:	Education Resources Committee
Date of Meeting:	3 March 2020
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Education Resources)

Subject:	Education Resources – Workforce Monitoring – October to December 2019
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for October to December 2019 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 October to December 2019 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 December 2019

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 October to December 2019.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of December 2019 for Education Resources.

The Resource absence figure for December 2019 was 4.6%, which represents a decrease of 0.1% when compared to the previous month and is 1.1% lower than the Council-wide figure. Compared to December 2018, the Resource absence figure has increased by 0.5%.

Based on the absence figures at December 2019 and annual trends, the projected annual average absence for the Resource for 2019/2020 is 3.6%, compared to a Council-wide average figure of 4.6%.

For the financial year 2019/2020, the projected average days lost per employee equates to 7.9 days, compared with the overall figure for the Council of 10.3 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.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 487 referrals were made this period, an increase of 16 when compared with the same period last year.

4.3. Accident/Incident Statistics (Appendix 2)

There were 281 accidents/incidents recorded within the Resource this period, an increase of 56 when compared to the same period last year.

On further analysis of this data, 249 reports relate to physical incidents (89% of the total number reported).

Education Resources (Inclusion) continues to monitor violence at work reports within establishments, target recurring incidents and work together with establishment managers and practitioners to reduce occurrences. Work is ongoing to further develop, review, record and report incidents appropriately to ensure that staff are supported when incidents occur and that strategies are identified with a view to reducing the number of incidents. Where patterns or concerns emerge, more in depth support can be offered including multi agency meetings, outreach support, psychological services, specific planning for the individual child, training and/or guidance.

The updated policy "Promoting Positive Relationships and Understanding Distressed Behaviour" was formally launched at the Inclusion conference on 16 January 2020. All schools and establishments have copies of the policy and an accompanying information pack which includes guidance, approaches and strategies to support schools in preventing and managing distressed behaviour. A review group has been established which will meet termly to monitor the effectiveness and impact of the new policy including assessing the level and number of recorded violent incidents. It is anticipated that as this policy is embedded and distressed behaviours are effectively supported the number of violent incidents being recorded will naturally reduce.

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

There were 6 disciplinary hearings held within the Resource this period, which is a decrease of 2 when compared with the same period last year. Three grievance hearings were held within the Resource this period, which remains unchanged when compared with the same period last year. Six Dignity at Work complaints were raised within the Resource this period, which is an increase of 6 when compared with the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There were 46 leavers in the Resource this period who were eligible for an exit interview. This figure has decreased by 12 when compared with the same period last year. Exit interviews were held with 16 employees.

- 4.6. From September 2019, 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 contract

- 4.7. Appendix 2a provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period October to December 2019, 72 employees in total left employment (FTE 45.99) and managers indicated that 1 (FTE 0.64) post is being filled on a temporary basis and the remaining 71 (FTE 45.35) are being filled.

- 4.8. A reconciliation of existing workforce information at September 2019 showed there were 86 vacant posts in the Resource (FTE 61.34). Of these, 82 (FTE 58.21) were being filled through a recruitment process, budget for 1 post (FTE 0.13) was transferred to another post and the remaining 3 (FTE 3) were being held pending conclusion of the savings discussions. It should be noted that some of the posts which are currently going through the recruitment process may be covered at the present time on a fixed term basis until recruitment has been completed.

5. Staffing Watch (Appendix 3)

- 5.1. There has been a decrease of 7 in the number of employees in post from 14 September to 14 December 2019.

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 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)

24 January 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 Committee – 10 December 2019

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 - 2017/2018, 2018/2019 & 2019/2020
Education Resources

APT&C				Teachers				Resource Total				Council Wide							
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020				
April	4.0	4.1	3.5	April	2.1	1.9	2.9	April	2.9	2.8	3.2	April	3.9	4.1	4.0				
May	4.7	4.5	4.2	May	2.7	2.1	3.2	May	3.5	3.1	3.6	May	4.2	4.2	4.4				
June	3.6	4.4	3.8	June	2.2	2.3	2.7	June	2.8	3.2	3.2	June	3.9	4.3	4.4				
July	2.1	2.4	2.4	July	0.8	1.0	1.2	July	1.3	1.6	1.7	July	3.0	3.4	3.4				
August	2.7	2.7	2.8	August	1.0	1.2	1.3	August	1.7	1.8	2.0	August	3.2	3.6	3.7				
September	4.3	4.1	4.3	September	2.2	2.2	2.5	September	3.0	3.0	3.3	September	4.0	4.4	4.5				
October	4.6	4.7	4.5	October	2.4	2.2	2.6	October	3.3	3.2	3.5	October	4.1	4.4	4.6				
November	5.0	5.7	5.8	November	3.5	3.5	3.8	November	4.1	4.4	4.7	November	4.8	5.1	5.5				
December	5.3	5.4	5.5	December	3.8	3.1	3.8	December	4.4	4.1	4.6	December	5.1	4.8	5.7				
January	5.2	5.1		January	3.0	3.3		January	3.9	4.1		January	5.0	4.9					
February	5.5	5.3		February	3.0	4.0		February	4.0	4.5		February	5.0	5.2					
March	4.7	5.0		March	2.9	3.9		March	3.7	4.4		March	4.7	4.9					
Annual Average	4.3	4.5	4.4	Annual Average	2.5	2.6	2.9	Annual Average	3.2	3.4	3.6	Annual Average	4.2	4.4	4.6				
Average Apr-Dec	3.9	4.1	4.1	Average Apr-Dec	2.1	2.1	2.7	Average Apr-Dec	2.8	2.9	3.3	Average Apr-Dec	3.9	4.2	4.5				
No of Employees at 31 December 2019				3030	No of Employees at 31 December 2019				3868	No of Employees at 31 December 2019				6898	No of Employees at 31 December 2019				15653

For the financial year 2019/20, the projected average days lost per employee equates to 7.9 days.

EDUCATION RESOURCES

	Oct-Dec 2018	Oct-Dec 2019
MEDICAL EXAMINATIONS		
Number of Employees Attending	71	99
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	66	33
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	168	176
REFERRALS TO EMPLOYEE SUPPORT OFFICER	162	174
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	4	5
TOTAL	471	487

CAUSE OF ACCIDENTS/INCIDENTS	Oct-Dec 2018	Oct-Dec 2019
Over 7 day absences	3	3
Over 3 day absences**	1	1
Minor	8	9
Violent Incident: Physical****	199	249
Violent Incident: Verbal*****	14	19
Total Accidents/Incidents	225	281

*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	Oct-Dec 2018	Oct-Dec 2019
Total Number of Hearings	8	6

Time Taken to Convene Hearing Oct - Dec 2019

0-3 Weeks
3

4-6 Weeks
2

Over 6 Weeks
1

RECORD OF GRIEVANCE HEARINGS	Oct-Dec 2018	Oct-Dec 2019
Number of Grievances	3	3
Number Resolved at Stage 2	3	2
Still in Progress	0	1

RECORD OF DIGNITY AT WORK	Oct-Dec 2018	Oct-Dec 2019
Number of Incidents	0	6
Still in Process	0	6

ANALYSIS OF REASONS FOR LEAVING	Oct-Dec 2018	Oct-Dec 2019
Career Advancement	8	3
Poor Relationship with Manager/Colleagues	1	2
Moving Outwith Area	2	0
Personal Reasons	0	1
Childcare/caring responsibilities	1	1
Other	8	9
Number of Exit Interviews conducted	20	16

Total Number of Leavers Eligible for Exit Interview	58	46
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Percentage of interviews conducted	34%	35%
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	Oct - Dec 2019		Reconciliation figure Apr - Sept 2019		Cumulative total	
	FTE*	H/C**	FTE	H/C	FTE	H/C
Terminations/Leavers	45.99	72	61.34	86	107.33	158
Being replaced	45.35	71	58.21	82	103.56	153
Held pending savings			3	3	3	3
Filled on fixed term basis						
Budget transfer to other post	0.64	1	0.13	1	0.77	2
End of fixed term contract						

* Full time equivalent

** Head count/number of employees

**JOINT STAFFING WATCH RETURN
EDUCATION RESOURCES**

1. As at 14 December 2019

		MALE		FEMALE		TOTAL				
		F/T	P/T	F/T	P/T					
	Teachers	700	57	2284	722	3763				
	Other	140	81	491	2166	2878				
	Total Employees	840	138	2775	2888	6641				
	*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	0.69	0.00	0.00	0.00	0.00	0.00	2.00	3454.60	3457.29
Other	1.00	1366.39	442.15	140.75	31.80	13.00	4.00	60.43	7.80	2067.32

1. As at 14 September 2019

		MALE		FEMALE		TOTAL				
		F/T	P/T	F/T	P/T					
	Teachers	699	58	2296	714	3767				
	Other	139	82	481	2179	2881				
	Total Employees	838	140	2777	2893	6648				
	*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	2.00	3462.50	3464.5
Other	1.00	1367.59	439.20	135.41	30.80	13.00	4.00	59.93	11.40	2062.33