

Report

Report to:	Education Resources Committee
Date of Meeting:	10 December 2019
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Education Resources)

Subject:	Education Resources – Workforce Monitoring – August and September 2019
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for August and September 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 August and September 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 September 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 August and September 2019.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

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

The Resource absence figure for September 2019 was 3.3%, which represents an increase of 1.3% when compared to the previous month and is 1.2% lower than the Council-wide figure. Compared to September 2018, the Resource absence figure has increased by 0.3%.

Based on the absence figures at July 2019 and annual trends, the projected annual average absence for the Resource for 2019/2020 is 3.5%, compared to a Council-wide average figure of 4.5%.

For the financial year 2019/2020, the projected average days lost per employee equates to 6.8 days, compared with the overall figure for the Council of 9.7 days per employee.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 287 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 111 accidents/incidents recorded within the Resource this period, an increase of 7 when compared to the same period last year.

On further analysis of this data, 94 reports relate to physical incidents (85% of the total number reported). The staff and Resource continue to use the "Promoting Positive Behaviour and Relationships" Information Pack. The mandatory Learn Online module that was developed is available and all staff will complete this.

HQ Education officers continue to monitor the monthly activity and contact is made with every school from which a physical incident report is received. Where patterns or concerns emerge, more in depth support can be offered including multi agency meetings, behaviour outreach support, psychological services, adapted curriculum and activities, and training or guidance for school staff on keeping themselves safe in challenging circumstances. Work is also ongoing within Education Resources to monitor violence at work reports within establishments, target recurring incidents and work together 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.

The Promoting Positive Relationships and Behaviour information pack is currently being reviewed by Education Resources and this review is taking account of the violence at work protocols.

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

There were 2 disciplinary hearings held within the Resource this period, which is a decrease of 2 when compared with the same period last year. One grievance hearing was held within the Resource this period, which is an increase of 1 when compared with the same period last year. One dignity at work hearing was held within the Resource this period, which is an increase of 1 when compared with the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There were 115 leavers in the Resource this period. This figure has increased by 23 when compared with the same period last year. Exit interviews were held with 7 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 three options:-

- ◆ plan to hold for savings
- ◆ fill on a fixed term basis pending savings

- ♦ transfer budget to another post

4.7. In September 2019, 29 employees in total left employment and managers indicated that the budget for 1 FTE of these would be transferred to another post. The remaining 28 are being filled.

4.8 A reconciliation of existing workforce information at 10 October 2019, showed there were 61.21 FTE vacant posts in the Resource. Of these, 58.21 FTE were being filled through a recruitment process and the remaining 3 were being held pending savings discussions. It should be noted that some of the posts at recruitment may be currently covered on a fixed term basis pending recruitment.

5 Staffing Watch (Appendix 3)

5.1 There has been an increase of 248 in the number of employees in post from 8 June 2019 to 14 September 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. Other Implications (Including Environmental and Risk Issues)

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

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 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)

1 November 2019

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 – 1 October 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		October	2.4	2.2		October	3.3	3.2		October	4.1	4.4					
November	5.0	5.7		November	3.5	3.5		November	4.1	4.4		November	4.8	5.1					
December	5.3	5.4		December	3.8	3.1		December	4.4	4.1		December	5.1	4.8					
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	2.8	Annual Average	3.2	3.4	3.5	Annual Average	4.2	4.4	4.5				
Average Apr-Sep	3.6	3.7	3.5	Average Apr-Sep	1.8	1.8	2.3	Average Apr-Sep	2.5	2.6	2.8	Average Apr-Sep	3.7	4.0	4.1				
No of Employees at 30 September 2019				3038	No of Employees at 30 September 2019				3881	No of Employees at 30 September 2019				6919	No of Employees at 30 September 2019				15781

For the financial year 2019/20, the projected average days lost per employee equates to 6.8 days.

EDUCATION RESOURCES

	Aug-Sep 2018	Aug-Sep 2019
MEDICAL EXAMINATIONS		
Number of Employees Attending	45	35
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	8	30
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	111	138
REFERRALS TO EMPLOYEE SUPPORT OFFICER		
	83	82
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY		
	24	2
TOTAL	271	287

CAUSE OF ACCIDENTS/INCIDENTS	Aug-Sep 2018	Aug-Sep 2019
Over 7 day absences	0	2
Minor	2	4
Violent Incident: Physical****	94	94
Violent Incident: Verbal*****	8	11
Total Accidents/Incidents	104	111

*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	Aug-Sep 2018	Aug-Sep 2019
Total Number of Hearings	4	2

Time Taken to Convene Hearing Aug - Sep 2019

0-3 Weeks
2

4-6 Weeks
0

Over 6 Weeks
0

RECORD OF GRIEVANCE HEARINGS	Aug-Sep 2018	Aug-Sep 2019
Number of Grievances	0	1
Number Resolved at Stage 2	0	1

RECORD OF DIGNITY AT WORK	Aug-Sep 2018	Aug-Sep 2019
Number of Incidents	0	1
Still in Process	0	1

ANALYSIS OF REASONS FOR LEAVING	Aug-Sep 2018	Aug-Sep 2019
Career Advancement	7	1
Moving Outwith Area	2	4
Further Education	5	0
Childcare/caring responsibilities	1	1
Other	7	1
Number of Exit Interviews conducted	22	7

Total Number of Leavers Eligible for Exit Interview	92	115
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Percentage of interviews conducted	24%	6%
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**JOINT STAFFING WATCH RETURN
EDUCATION RESOURCES**

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

1. As at 8 June 2019

	MALE		FEMALE		TOTAL
	F/T	P/T	F/T	P/T	
Teachers	676	59	2213	722	3670
Other	133	87	459	2051	2730
Total Employees	809	146	2672	2773	6400

*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	1.03	0	0	0	0	0	4	3352.3	3357.33
Other	1	1261.17	430.72	133.98	29.8	13.00	4	61.14	15.4	1950.21