



### **3.0 BACKGROUND**

- 3.1 Workforce Information and Activity Reports (WIAR) were first produced in 2013 to help inform workforce planning decisions by the Extended Corporate Management Team and to inform management of key performance information in relation to the workforce. The content of the reports has been expanded in recent years to encourage organisational development and workforce planning activity across a range of workforce analytics. It's recognised that the continued success of Organisational Development (OD) across the Council very much depends on good workforce data which helps to identify needs in key areas.
- 3.2 Workforce Information and Activity Reports are developed quarterly for the full Council and by Directorate too. A Yearly WIAR (Full Council) is also produced at the end of each (financial) year which includes comparison with other years in the interests of showing trends and other developments. Reports are distributed widely via senior officers and come with a separate 'to do' activity check list. The Health and Social Care Partnership quarterly WIAR also includes NHS side information and is presented to the Staff Partnership Forum.
- 3.3 Over time the report content has become standard and includes attendance, performance and workforce demographics which assist in focussing on and analysing trends across the workforce. The content of these WIAR reports is considered by the Corporate Workforce Planning and Development Group to help inform key workforce planning actions and HR policy decisions. The content of these reports is also shared and discussed with the trade unions at regular liaison meetings.

### **4.0 KEY WORKFORCE INFORMATION AND ACTIVITY SUMMARY**

- 4.1 Attendance is reported annually alongside many other measures via the Local Government Benchmarking Framework (LGBF), each measure is commonly referred to as a Statutory Performance Indicator (SPI). It should be noted that there has been an increase in recorded absence levels reported for 2021/2022 with 8.29 workdays lost per employee compared to 6.92 days in 2020/21. However, this is an improvement compared to absence levels in 2018/19 and 2019/20. It should be noted that around 67% of employees had no days of sick leave for the period 2021/2022.
- 4.2 Performance Appraisal is reported annually as a Key Performance Indicator (KPI) that is for our own internal purposes and the target for completed appraisals is 90%. The 2021/22 analysis shows that 92% of performance appraisals have been returned therefore meeting our target. Due to the current global pandemic managers had an extended deadline from the previous year, until March 2022, to submit these. The appraisal process is supported by 7 core competencies which are applicable to all employees, with senior managers subject to additional 3 competencies.
- 4.3 Employee Demographics and Workforce Planning – provides factual information concerning the composition of our workforce:
- Number of employees has increased in the past year from 4254 in 2020/21 to 4294 in 2021/22; also, the number of FTE employees has increased from 3489.20 FTE in 2020/21 to 3570.76 FTE in 2021/22. The increase in staff numbers is mainly in the area of teaching staff, early years and within the HSCP,
  - 52% of our employees are full time and 48% are part time. This is a change from last year where 51% were part time and 49% were full time.

- 78% of our employees have permanent employee status and 22% of our employees have temporary employee status. In 2020/21 80% of our employees had a permanent status and 20% were temporary. The increase in temporary staff mainly reflects the increased number of temporary funded posts created during the pandemic. The recent temporary to permanent exercise will reduce the number of temporary employees going forward with the changes from 4 to only 2 years service and no longer required to go to CMT for approval.
- Employee turnover sits at 10.09% across the sector. In 2020/21 the turnover rate 7.17%.
- 28% of our employees are aged over 56 years old compared to 6% aged under 25 years old – this is typical of the sector, but we have seen a 1% decrease in employees aged over 56 years.
- 76% of our employees are female and 24% are male. This is the same as last year.

#### 4.4 Other HR/OD Support Activity –

- The number of disciplinary hearings has increased from 26 in 2020/21 to 31 in 2021/22.
- There were 9 Grievances/Dignity and Respect at Work Forms submitted in 2021/22 which is the lower than 2020/21 at 20.
- Approximately 34% of our workforce pay trade union subscriptions via the payroll system. It is estimated that approximately 52% of our work force are trade union members, similar to last year.
- Work/Life balance requests show an upward trend sitting at 107 received for 2021/2022. 61 requests were made in 2020/21.
- 309 employees have utilised the buy and bank leave scheme which is also indicative of an upward trend. In 2020/21 99 employees utilised this scheme.
- 51 employees have taken advantage of our cycle to work scheme, which is an increase from last year – 47 in 2020/21.
- 32 employees participated in our childcare voucher scheme which is a decrease from last year's total of 38.

Further detail on the above areas is covered in the full Workforce Information and Activity Report attached at Appendix 1.

## 5.0 PROPOSALS

- 5.1 It is proposed that the P&R Committee notes the content of the Workforce Information and Activity Report for 2021/2022 outlined in Appendix 1.

## 6.0 IMPLICATIONS

6.1 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed:

SUBJECT	YES	NO	N/A
Financial			X
Legal/Risk			X
Human Resources			X
Strategic (LOIP/Corporate Plan)			X
Equalities & Fairer Scotland Duty			X
Children & Young People's Rights & Wellbeing			X
Environmental & Sustainability			X
Data Protection			X

## 6.2 Finance

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

## 6.3 Legal/Risk

N/A

## 6.4 Human Resources

The content of the Workforce Information and Activity Report will assist to inform organisational development actions and HR Policy.

## 6.5 Strategic

N/A

## 7.0 CONSULTATION

7.1 WIAR reports are widely distributed:

- Chief Executive/Corporate Directors/Heads of Service
- Service Managers/Team Leaders (+ pass on to all employees)
- Trade Union Liaison Group

- HSCP – Staff Partnership Forum

## **8.0 BACKGROUND PAPERS**

- 8.1 Yearly Workforce Information and Activity Report Full council version 2021/2022 (Appendix 1).



**Yearly Workforce Information  
and Activity Report (WIAR)**

Full Council

April 2021 to March 2022

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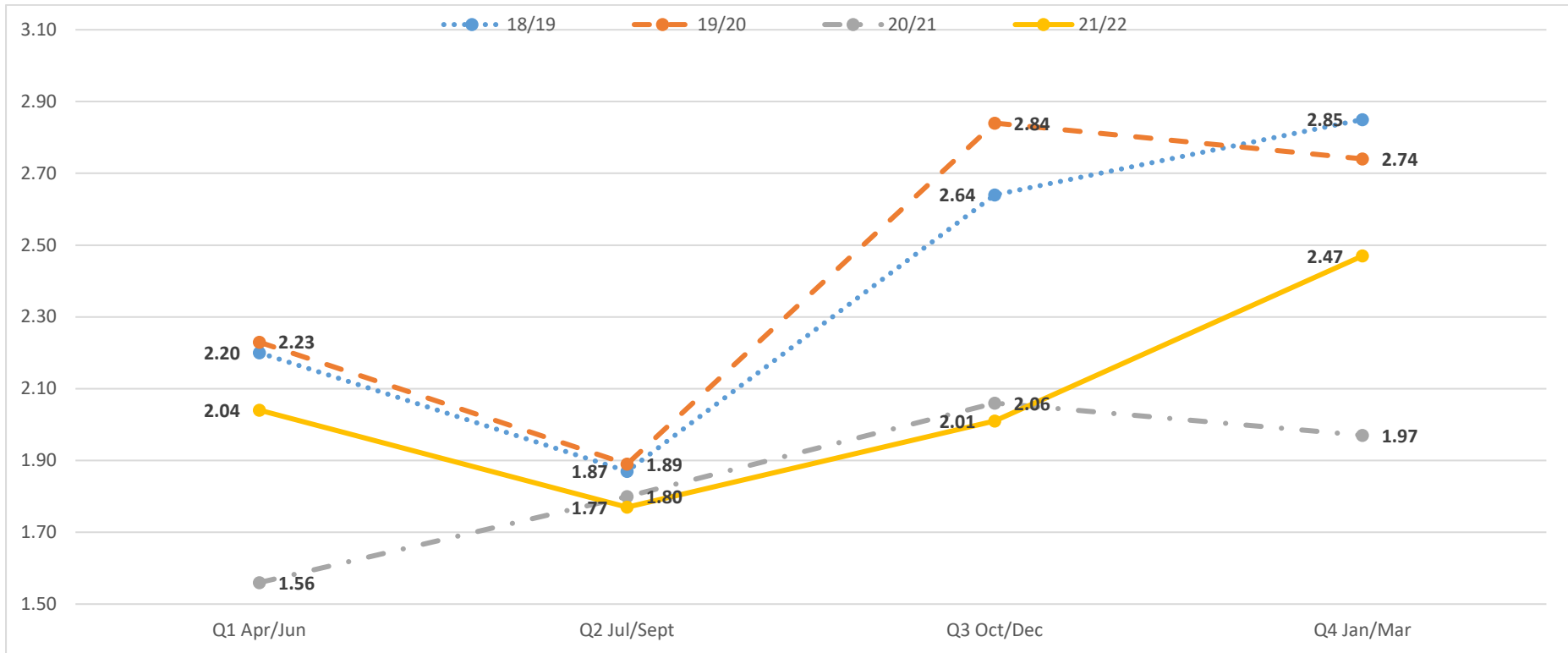
*This Yearly WIAR includes 2021/2022 information and also a comparison against 2018/2019, 2019/20 and 2020/21 (where possible).*



# 1. Attendance and Performance Appraisal Information

## a. Absence Chart & Breakdown

This shows the 4 quarters in 18/19, 19/20, 20/21 and 21/22 for comparison. Please note that none of the absence statistics provided in 1a, b, c & d below include covid-19 related absences.



	21/22	20/21	19/20	18/19
Work Days Lost per FTE Employee (Inverclyde Council target: 9 days)	8.29	6.92	9.18	9.04

**b. Absence Rates by Directorate Breakdown**

Directorate	Workdays lost per FTE employee in 21/22	Workdays lost per FTE employee in 20/21	Workdays lost per FTE employee in 19/20	Workdays lost per FTE employee in 18/19
HSCP	11.05	10.93	12.96	12.44
ECOD	7.15	5.59	7.69	7.26
ERR	8.32	5.59	8.70	10.12
CE	0.91	0.51	0.59	2.31
<b>Full Council</b>	<b>8.29</b>	<b>6.92</b>	<b>9.18</b>	<b>9.04</b>

**c. Absence Rate Breakdown by Reason for Absence**

Reason for Absence	% of Workdays lost per FTE employee in 21/22	% of Workdays lost per FTE employee in 20/21	% of Workdays lost per FTE employee in 19/20	% of Workdays lost per FTE employee in 18/19
Accidents	0.53	0.41	0.89	1.34
Major Medical/Surgery	14.47	15.54	15.98	18.02
Maternity Related Illness	1.06	1.37	1.56	1.55
Mental Health	33.76	37.38	31.66	26.18
Musculoskeletal	21.88	24.58	20.34	19.76
Virus/Short Term	28.30	20.72	29.57	33.15

**d. Employees Days Absence**

Number of days off sick	Number of Employees 21/22	Number of Employees 20/21	Number of Employees 19/20	Number of Employees 18/19
9 days or less	1029 (24%)	870 (20%)	1371 (33%)	1485 (36.5%)
10 days or more	392 (9.1%)	728 (17%)	898 (21.5%)	991 (24%)
Zero Days absence	2873 (66.9%)	2694 (63%)	1876 (45.5%)	1611 (39.5%)

**e. Covid-19 Absence Rates**

The information below is the % absence rates of those off sick relating to covid-19 and this information was reported to P&R on a regular basis. Please note that the methodology used to calculate the COVID absence is different compared to how we calculate all other sickness absence. This data includes all those employees reporting sick, those isolating, those absent with caring responsibilities and shielding at home while unable to work from home.

	12.04.21	07.05.21	02.06.21	23.07.21	03.09.21	04.11.21	21.01.22	11.03.22
Council	6.0%	5.2%	5.0%	5.6%	6.8%	6.2%	6.0%	6.1%
Homecare	7.1%	6.7%	5.4%	7.1%	11.0%	11.5%	11.0%	12.1%
Other HSCP	3.0%	2.5%	2.5%	3.5%	7.1%	7.0%	7.2%	7.6%
Waste Management	8.7%	7.9%	5.9%	6.8%	5.8%	5.0%	3.9%	4.6%
Facilities	7.2%	3.1%	3.2%	3.0%	4.8%	4.1%	6.4%	5.1%

**f. Performance Appraisals**

The target for 21/22 was 90%; the final overall position for 21/22 was 92%. Please note, due to the Covid-19 pandemic PA return stats were not reported on for 2019/20 and 2020/21.

Directorate	% Received 21/22	% Received 19/20	% Received 18/19	% Received 17/18
HSCP	87%	52%	98%	96%
ECOD	93%	8%	97%	90%
ERR	97%	71%	97%	96%
Chief Executive	100%	0	100%	100%
<b>Total</b>	<b>92%</b>	<b>35%</b>	<b>97%</b>	<b>94%</b>

## 2. Employee Demographics

### a. Employee Numbers & Variances

Table includes actual number of employees (full time, part time, temporary & permanent).

Directorate	Mar 2022 - No. of employees	Mar 2021 - No. of employees	Mar 2020 - No. of employees	Mar 2019 - No. of employees	Full Time Equivalent (FTE*) 2022	Full Time Equivalent (FTE*) 2021	Full Time Equivalent (FTE*) 2020	Full Time Equivalent (FTE*) 2019
HSCP	1,113	1,103	1101	1036	889.83	874.41	877.95	831.92
ECOD	2,559	2,509	2350	2414	2,086.21	2003.72	1864.50	1906.92
ERR	613	634	651	630	585.91	603.26	618.74	601.87
CE	9	8	7	7	8.81	7.81	6.8	6.8
<b>TOTAL</b>	<b>4294</b>	<b>4254</b>	<b>4109</b>	<b>4087</b>	<b>3,570.76</b>	<b>3,489.20</b>	<b>3367.99</b>	<b>3347.51</b>

\*Full Time Equivalent is number of full time posts. Please note the increase in employee numbers is due to the additional emergency COVID posts created due to the pandemic, for example, cleaners, teachers, home support workers etc.

### b. Part Time v Full Time Employees

	March 2022	% of total workforce 2022	March 2021	% of total workforce 2021	March 2020	% of total workforce 2020	March 2019	% of total workforce 2019
Part Time Employees	2079	48	2152	51	2037	50	2033	49
Full time Employees	2215	52	2102	49	2072	50	2054	51

### c. Perm v Temp Employees

	March 2022	% of total workforce 2022	March 2021	% of total workforce 2021	March 2020	% of total workforce 2020	March 2019	% of total workforce 2019
Permanent Employees (includes Temp Occupied by Perm)	3345	78	3392	80	3347	81	3401	83
Temporary Employees	949*	22	862	20	762	19	686	17

\*Increase in temporary employees mainly due to additional emergency COVID posts created due to the pandemic.

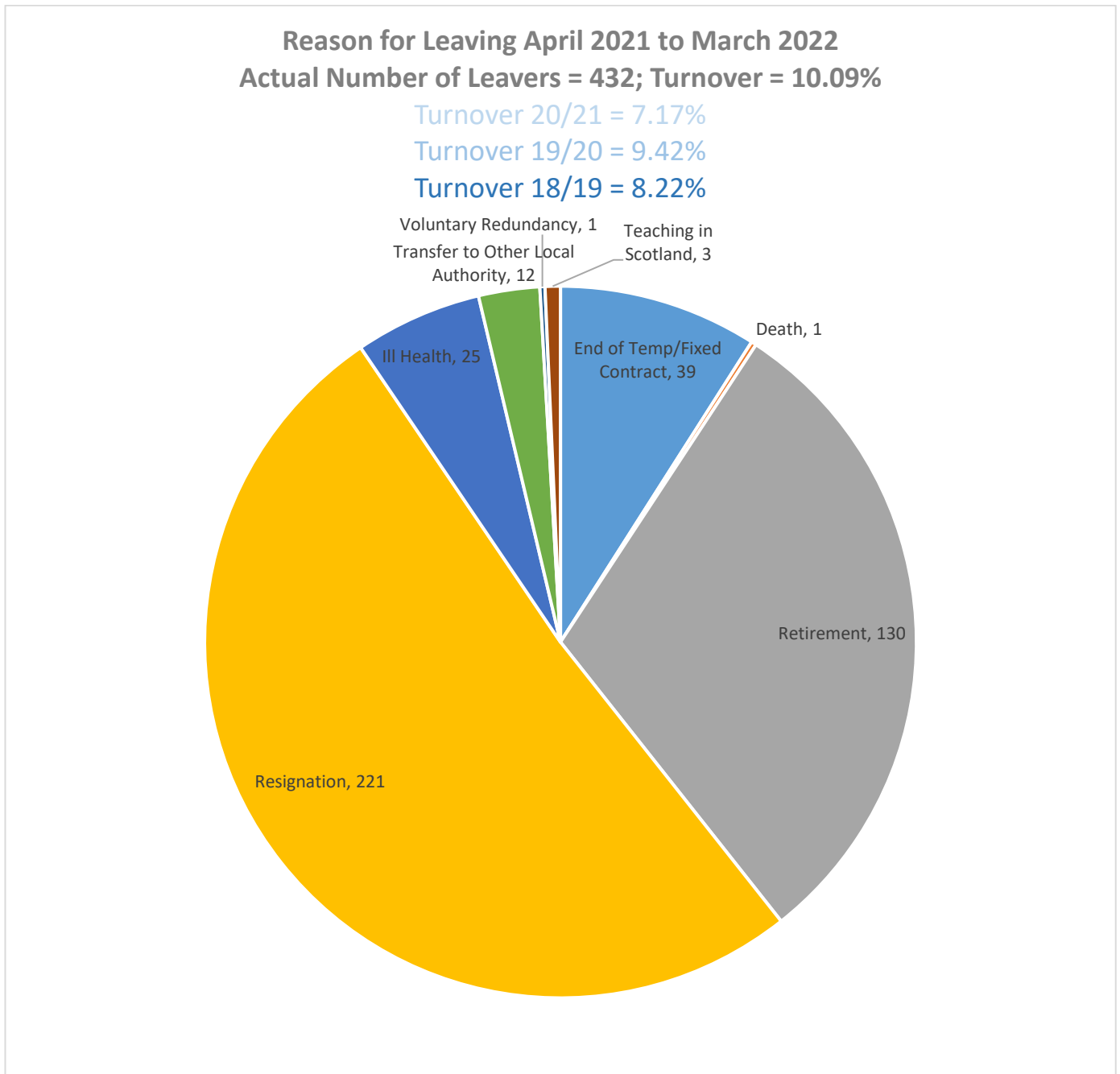
### d. Modern Apprentice Breakdown

Directorate	No. of Modern Apprentices 21/22	No. of Modern Apprentices 20/21	No. of Modern Apprentices 19/20	No. of Modern Apprentices 18/19
HSCP	5	3	3	3

ECOD	26	26	24	17
ERR	19	9	9	13
CE	0	0	0	0
<b>TOTAL</b>	<b>50</b>	<b>38</b>	<b>36</b>	<b>33</b>

**e. Reason for Leaving – Turnover**

The pie chart and table below displays the number of leavers for 21/22 and reasons for leaving.



<b>Reason for Leaving</b>	<b>No. of Employees</b>
Capability – Ill Health	25
End of Temp/Fixed Contract	39
Redundancy (Voluntary Severance)	1
Resignation – Terms & Conditions	19
Resignation – Personal	101
Resignation – Career Progression	94
Resignation – Work Related	7
Retirement – Ill Health (pension)	14

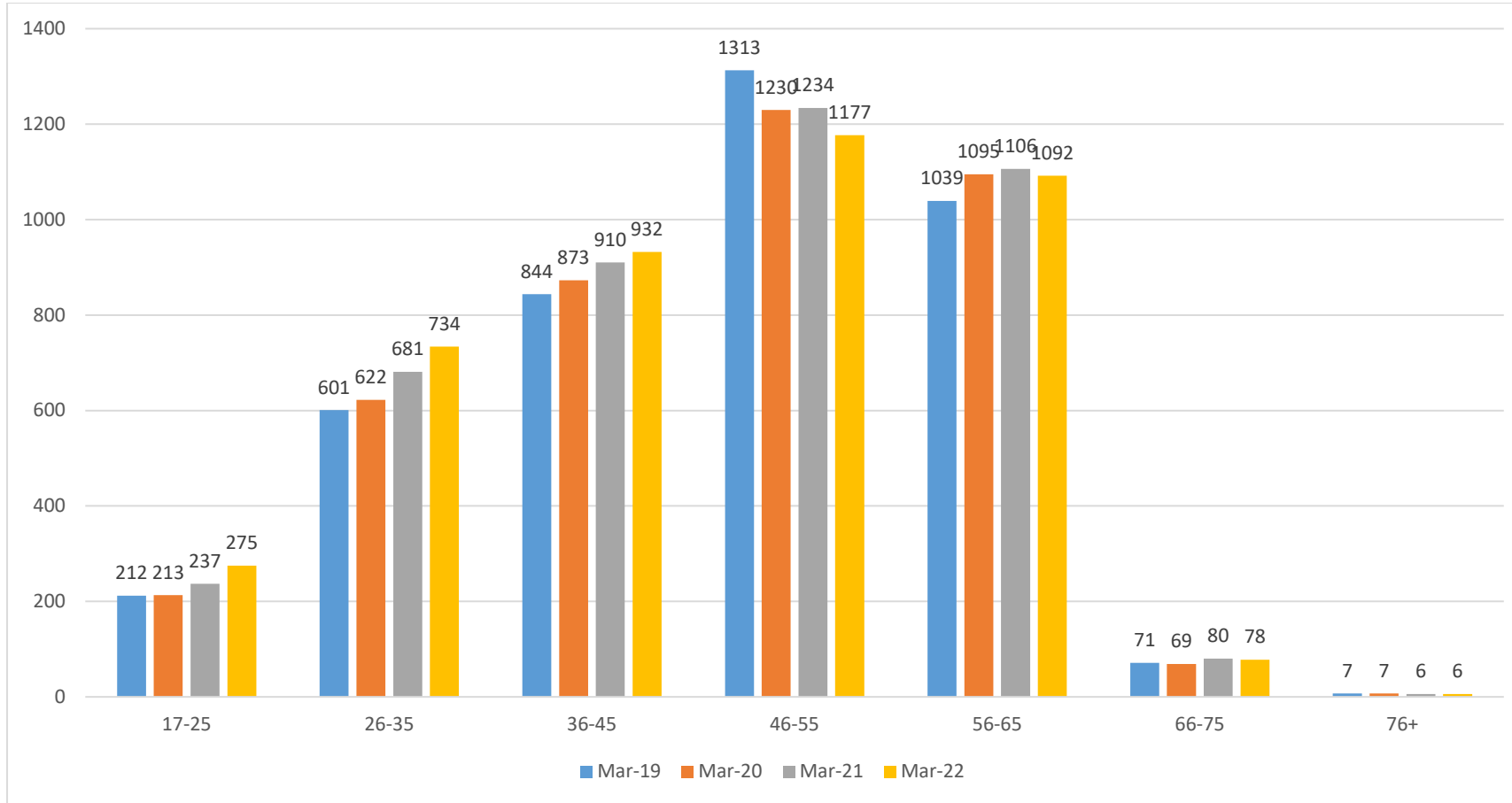
Retirement – Age (no pension)	5
Retirement – Age (pension)	68
Retirement – Severance	8
Retirement – Efficiency of Service	35
Transfer to other Local Authority	12
Teaching in Scotland	3
Death	1

**f. Annual Leave Payment to Leavers**

Directorate	2021/22		2020/21		2019/20	
	Number of Employees	Amount Paid £	Number of Employees	Amount Paid £	Number of Employees	Amount Paid £
HSCP	28	27,965.35	29	30,792.65	17	20,414.20
ECOD	101	69,461.40	56	40,943.11	93	73,507.02
ERR	7	7,761.62	8	14,461.17	11	20,843.56
CE	0	0	0	0	0	0
<b>TOTAL</b>	<b>136</b>	<b>105,188.37</b>	<b>93</b>	<b>86,196.93</b>	<b>121</b>	<b>114,764.78</b>

Where possible, the goal is to limit as majority of leavers should take unused annual leave before leaving. There has been an increase in the payment of annual leave during the Covid pandemic due to employees being unable to take their balance of leave prior to departure.

**g. Age Profile**



	% 16-25	% 26-35	% 36-45	% 46-55	% 56-65	% 66-75	% 76+
March 2022	6	17	22	27	26	1.81	0.19
March 2021	6	16	21	29	26	1.80	0.20
March 2020	5	15	21	30	26.90	1.90	0.20



March 2019	5	15	21	32	25.10	1.70	0.20
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#### h. Employees in Pension Scheme

Directorate	Number of Employees 21/22	% of Total Employees in Directorate 21/22	Number of Employees 20/21	% of Total Employees in Directorate 20/21	Number of Employees 19/20	% of Total Employees in Directorate 19/20	Number of Employees 18/19	% of Total Employees in Directorate 18/19
HSCP	1024	92	996	90	966	88	918	88
ECOD	2372	93	2278	91	2146	90	2072	86
ERR	576	94	586	91	588	93	580	92
CE	9	100	7	100	7	100	7	100
<b>TOTAL</b>	<b>3981</b>	<b>93</b>	<b>3867</b>	<b>91</b>	<b>3707</b>	<b>89</b>	<b>3577</b>	<b>88</b>

#### i. Salary Protection/Responsibility Allowance

Within 21/22 there was **2** employee paid responsibility allowances, **3** employees' paid conserved salaries and **11** employees were paid salary protection. Please note that the figures in brackets are those that are still live and ongoing.

Directorate	2021/22			2020/21			2019/20			2018/19		
	Resp Allowance	Conservation (teachers only)	Salary Protection (SJC only)	Resp Allowance	Conservation (teachers only)	Salary Protection (SJC only)	Resp Allowance	Conservation (teachers only)	Salary Protection (SJC only)	Resp Allowance	Conservation (teachers only)	Salary Protection (SJC only)
HSCP	0	0	3 (2)	3	0	1 (1)	0	0	1	0	0	3
ECOD	0	3 (2)	8 (6)	2	3 (1)	8 (3)	0	2	7 (3)	9	6	7 (4)
ERR	0	0	0	2 (2)	0	1	0	0	4	0	0	5 (2)
CE	2	0	0	0	0	0	1	0	0	0	0	1
<b>TOTAL</b>	<b>2</b>	<b>3</b>	<b>11</b>	<b>7</b>	<b>3</b>	<b>10</b>	<b>1</b>	<b>2</b>	<b>12</b>	<b>9</b>	<b>6</b>	<b>16</b>

### j. Contractual Overtime

Over 21/22 there were **23** paid contractual overtime. Please note that the figures in brackets are those that are still live and ongoing.

Directorate	No. of Employees 21/22	No. of Employees 20/21	No. of Employees 19/20	No. of Employees 18/19
HSCP	0	0	0	0
ECOD	8	9 (9)	10 (10)	10 (10)
ERR	15 (13)	12 (12)	14 (14)	14 (14)
CE	0	0	0	0
<b>TOTAL</b>	<b>23</b>	<b>21</b>	<b>24</b>	<b>24</b>

### k. Night Work (Atypical Night Payments)

Please note that the figures in brackets are those that are still live and ongoing.

Directorate	Paid in 21/22		Paid in 20/21		Paid in 19/20		Paid in 18/19	
	No. of employees working nights as normal work pattern	No. of employees occasionally undertaking night	No. of employees working nights as normal work pattern	No. of employees occasionally undertaking night	No. of employees working nights as normal work pattern	No. of employees occasionally undertaking night	No. of employees working nights as normal work pattern	No. of employees occasionally undertaking night
HSCP	34 (32)	16 (9)	32 (31)	14 (9)	28 (28)	18 (12)	31 (29)	18 (10)
ECOD	1	0	0	0	0	1	0	2 (2)
ERR	3 (3)	0	4 (4)	13	0	18 (4)	4 (4)	10
CE	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>38</b>	<b>16</b>	<b>36</b>	<b>27</b>	<b>28</b>	<b>37</b>	<b>35</b>	<b>30</b>

### I. Sleepover Payments

\*Sleepover payments changed in September 2018 and are now paid as an hourly rate. Tables below illustrates the allowance paid up to August 2018, and the other table details the hours paid since September 2018.

Directorate	Paid in 21/22		Paid in 20/21		Paid in 19/20		Paid in 18/19 (from Sept 18 to March 19)*		Paid in 18/19 (from April 18 to August 18)*	
	No. of Hours Submitted	Amount £	No. of Hours Submitted	Amount £	No. of Hours Submitted	Amount £	No. of Hours Submitted	Amount £	No. of allowances paid	Amount £
HSCP	6,739	61,823.5	7,284	66,065.89	8,205.75	74,185.23	3032	25,802.32	438	15,509.58
ECOD	243	2,280.69	108	979	2,605.5	23,510.93	479	4,076.29	177	6,253.57
ERR	0	0	0	0	0	0	0	0	0	0
CE	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>6,982</b>	<b>64104.19</b>	<b>7,392</b>	<b>67,044.89</b>	<b>10,811.25</b>	<b>97,696.16</b>	<b>3511</b>	<b>29,878.61</b>	<b>615</b>	<b>21,763.15</b>

### m. Contractual Atypical Allowances

Contractual Allowance – not paid by timesheet.

Directorate	Number of Employees 21/22	Amount Paid 21/22 £	Number of Employees 20/21	Amount Paid 20/21 £	Number of Employees 19/20	Amount Paid 19/20 £	Number of Employees 18/19	Amount Paid 18/19 £
HSCP	545	263,641.44	483	272,029.96	417	227,564.99	446	219,707.01
ECOD	19	7,466.17	17	6,678.09	14	5,073.92	16	5,765.17
ERR	34	33,786.86	35	42,674.63	39	39,774.99	38	39,098.66
CE	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>598</b>	<b>304,894.47</b>	<b>535</b>	<b>321,382.68</b>	<b>470</b>	<b>272,413.90</b>	<b>500</b>	<b>264,570.84</b>

### n. Gender Breakdown

Gender	No. Of Employees March 22	No. Of Employees March 21	No. Of Employees March 20	No. Of Employees March 19	% of Workforce March 22	% of Workforce March 21	% of Workforce March 20	% of Workforce March 19
Female	3270	3259	3110	3088	76.15	76.61	75.69	75.56
Male	1024	995	999	999	23.85	23.39	24.31	24.44

### **3. Sessional Worker Activity – Workforce Planning**

<b>Directorate</b>	<b>No of Sessional Workers March 22</b>	<b>No of Sessional Workers March 21</b>	<b>No of Sessional Workers March 20</b>	<b>No of Sessional Workers March 19</b>
HSCP	175	137	99	80
ECOD	455	385	347	366
<i>(Supply Teachers)</i>	291	262	212	189
ERR	4	4	2	3
<b>TOTAL</b>	<b>925</b>	<b>788</b>	<b>660</b>	<b>638</b>

Quarterly reports are sent out to all services on sessional usage and supply stats are done at the end of every term. Increase in sessional staff is due to covid cover.

#### 4. Human Resources Support Activity

##### a. Overtime Hours Worked

Directorate	Additional Basic At Plain Time		Overtime At 1.5		OT Pub Hols At 2.0		Grand Total 21/22	
	£	Hours	£	Hours	£	Hours	£	Hours
HSCP	517,080.85	45,281.28	307,334.43	14,828.05	23,122.16	865.39	847,537.44	60,974.72
ECOD	382,694.91	36,555.85	180,843.33	11,398.18	88.20	3.98	563,626.44	47,958.01
ERR	15,527.61	1,430.55	460,613.22	24,257.90	7,364.25	294.25	483,505.08	25,982.70
CE	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>915,303.37</b>	<b>83,267.68</b>	<b>948,790.98</b>	<b>50,484.13</b>	<b>30,574.61</b>	<b>1163.62</b>	<b>1,894,668.96</b>	<b>134,915.43</b>

Directorate	Grand Total 20/21		Grand Total 19/20		Grand Total 18/19	
	£	Hours	£	Hours	£	Hours
HSCP	887,227.28	63,432.47	1,044,988.91	76,499.8	868,522.77	69,635.24
ECOD	540,475.30	44,822.22	516,243.93	49,044.59	410,181.72	44,737.41
ERR	581,685.78	32,535.83	603,864.17	35,503.66	491,551.54	31,565.06
CE	0	0	0	0	0	0
<b>TOTAL</b>	<b>2,009,388.36</b>	<b>140,790.52</b>	<b>2,165,097.01</b>	<b>161,048.05</b>	<b>1,770,256.03</b>	<b>145,937.71</b>

Note: the above figures do not include the additional 8.3% holiday pay

**b. Employee Relations Activity**

	2021/22		2020/21		2019/20		2018/19	
Investigations (relating to Disc, Grievance & D&R)	31		21		57		56	
Disciplinary	37		26		51		49	
Grievance & Dignity and Respect Submissions	9		20		33		33	
Male/Female split	4	5						
Absence Cases Supported	271		242		281		281	
Letters of Concern Issued	81		40		119		106	
Union Members (figures collected from check off only) (excluding EIS members)*	1454 (34%)		1505 (35%)		1581 (38.48%)		1631 (39.90%)	
Trade Union Activity (hours)	4,907.88		3,909.20		4,221.98		4,159.68	
Work Life Balance Request	Received	107	Received	61	Received	95	Received	87
	Approved	89	Approved	55	Approved	91	Approved	78
Male/Female Split (Approved)	8	81						
Grades of those approved for Work Life Balance	1-6	53	1-6	27	(1-6 (A-G))	59	A-G	47
	7 & Above/Teacher	36	7 & Above/Teacher	28	7 (H) & Above/Teacher	32	H & Above/Teacher	31
TOIL Request for Approval	48		62		114		193	
TOIL Taken (days)	36		29		71		92	

Note: EIS numbers not available as not paid by payroll deduction, also some members moved to check off.

### c. New Start and Leavers Survey

Number of New Starts Surveys sent and completed

Directorate	New Employee Survey 21/22		New Employee Survey 20/21		New Employee Survey 19/20		New Employee Survey 18/19	
	Sent	Completed	Sent	Completed	Sent	Completed	Sent	Completed
CE	0	0	0	0	0	0	0	0
HSCP	138	36	131	44	75	21	90	28
ECOD	252	50	230	50	156	51	89	30
ERR	53	14	52	10	42	6	42	19
Not Known	0	7	0	16	0	5	0	7
<b>Total</b>	<b>443</b>	<b>107</b>	<b>413</b>	<b>120</b>	<b>273</b>	<b>83</b>	<b>221</b>	<b>84</b>

Number of Leavers Surveys sent and completed

Directorate	Leaver Survey 21/22		Leaver Survey 20/21		Leaver Survey 19/20		Leaver Survey 18/19	
	Sent	Completed	Sent	Completed	Sent	Completed	Sent	Completed
CE	1	0	1	0	0	0	0	0
HSCP	116	40	91	25	70	23	66	23
ECOD	221	63	133	40	134	39	198	49
ERR	58	14	22	10	37	15	45	15
Not Known	0	11	0	31	0	26	0	32
<b>Total</b>	<b>396</b>	<b>128</b>	<b>247</b>	<b>106</b>	<b>241</b>	<b>103</b>	<b>309</b>	<b>119</b>

### New Start and Leaver Job Satisfaction Responses

Overall, how would you rate your employment experience to date?

Answer Choices	Responses 21/22		Responses 20/21		Responses 19/20		Responses 18/19	
	Leavers	New Starts	Leavers	New Starts	Leavers	New Starts	Leavers	New Starts
Excellent	42	60	27	67	22	43	30	41
Good	65	39	60	37	65	30	55	33
Average	15	5	14	3	11	1	27	2
Poor	6	1	5	2	5	6	7	1
Not Answered	0	2	0	11	0	3	0	7

<b>Total</b>	<b>128</b>	<b>107</b>	<b>106</b>	<b>120</b>	<b>103</b>	<b>83</b>	<b>119</b>	<b>84</b>
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## **5. Organisational Development Support Activity**

### **a. Training Activity**

	<b>21/22</b>	<b>20/21</b>	<b>19/20</b>	<b>18/19</b>
Port Glasgow Training Suite Open (Days)	255	256	255	251
Computer Room Booked (Days)	61	43	213	212
Room 1 Booked (Days)	52	57	215	195
Room 2 Booked (Days)	38	89	195	211

Corporate Training Course Attended	211	110	499	947
E-Learning Courses Completed	7746	9693	7181	9431

### **b. Employee Participation & Job Evaluation Activity**

Employees Registered as First Aiders	2022	91	2021	109	2020	105
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Employees in Buy & Bank Leave Scheme 2022	309	Amount:	£155,591.80
Employees in Buy & Bank Leave Scheme 2021	99	Amount:	£48,702.63
Employees in Buy & Bank Leave Scheme 2020	224	Amount:	£106,308.43
Employees in Buy & Bank Leave Scheme 2019	190	Amount:	£85,842.72

Employees in Cycle to Work Scheme	21/22	51	20/21	47	19/20	64	18/19	75	17/18	76
Employees in Childcare Voucher Scheme	21/22	32	20/21	38	19/20	87	18/19	106	17/18	117

Job Evaluation Requests Received	21/22	87	20/21	57	19/20	60	18/19	76	17/18	55
Job Evaluation Appeals Received	21/22	0	20/21	0	19/20	0	18/19	1	17/18	1

### **c. Quarterly Reports Produced – Workforce Panning**

<b>Project Descriptions</b>
Sessional Workers Usage
Temporary End Date
Absence Management
Job Sizing Spreadsheet



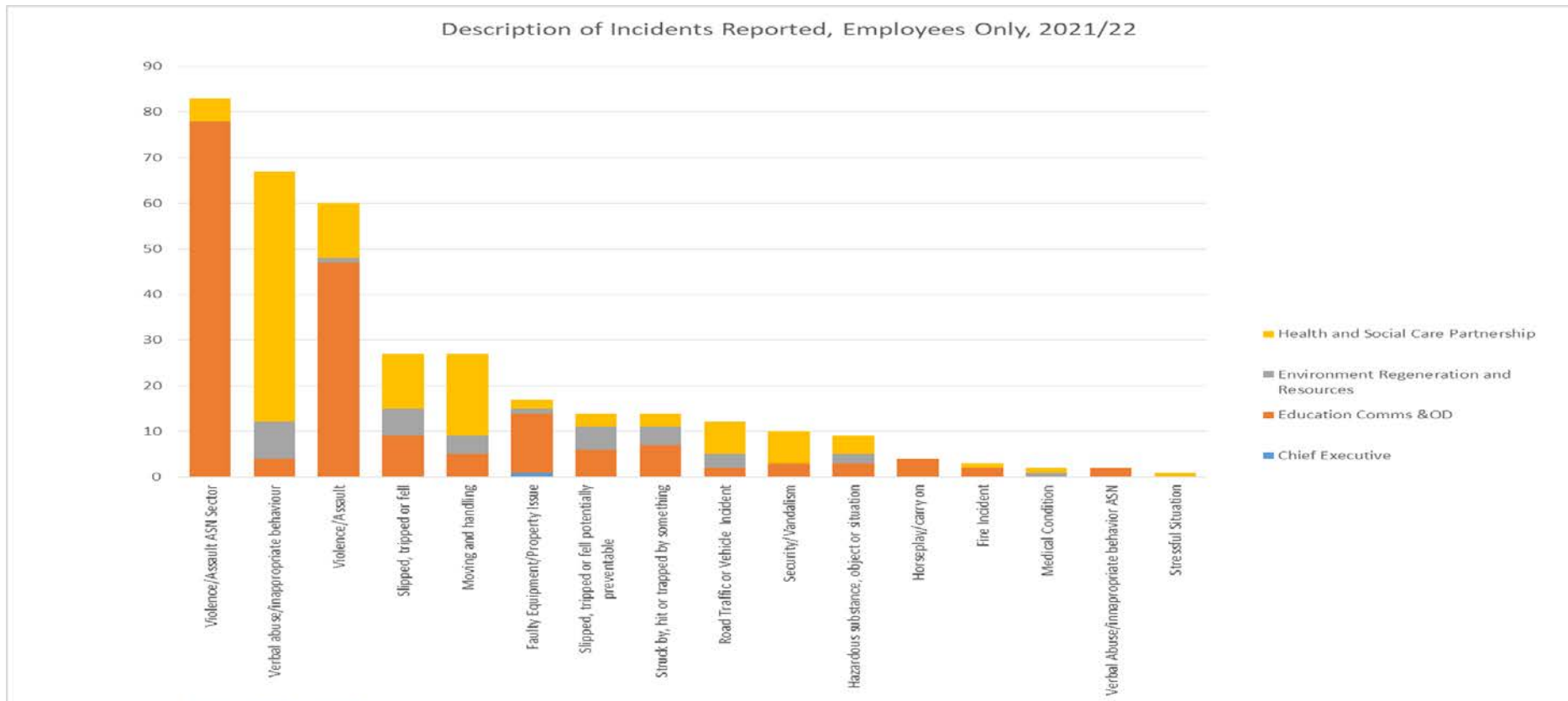


## 6. Health and Safety Activity

*Guidance: consider training needs and ensuring employees have the appropriate training and that it is recorded. Ensure risk assessments are carried out and are reviewed after accidents and incidents and that employees have been briefed on the contents.*

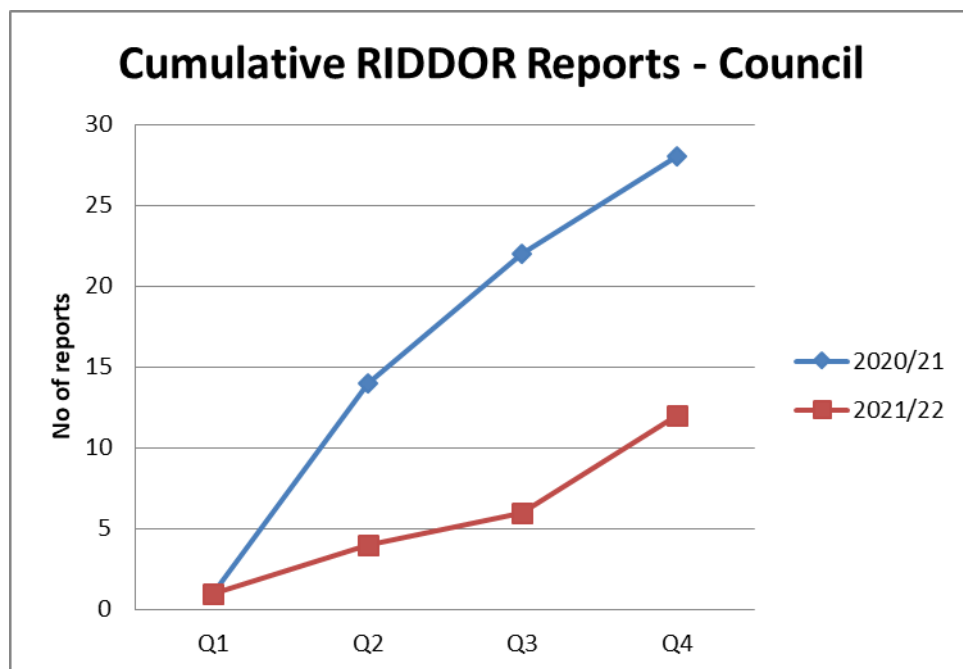
### a. **Causes of Accidents**

The graph below shows the causes of accidents to employees by directorate. Due to the requirement to report certain Covid-19 related infections to the HSE the Council requires that Covid-19 illness is reported via the Council’s incident reporting system so that they can be investigated for any work-related factor. Where the employee has been working from home or has not been in the workplace then these incidents will not require to be recorded via the incident reporting mechanism. This may result in discrepancies between the figures presented below and absence management statistics.



**b RIDDOR 2013**

The Graph shows the cumulative number of incidents which have been reported to the Health and Safety Executive under the requirements of the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013



The table below shows the cumulative number of RIDDOR incidents reported by directorate. Please note: - There was an increase in the number of RIDDOR reports within Education Services due to the requirement to report 9 COVID related incidents in Sept/Oct 2020. The RIDDOR reporting requirements for COVID related incidents changed shortly after this and these incidents would no longer meet the requirement for reporting.

Directorate	2021/22	2020/21	2019/20	2018/19
HSCP	1	7	9	4
ECOD	2	17	2	11
ERR	9	4	11	13
<b>TOTAL</b>	<b>12</b>	<b>28</b>	<b>22</b>	<b>28</b>

**c Cost of Incidents**

Incidents can result in employees being absent from work during the quarter being reported on, the table below shows the number of workdays lost for each category of incident reported and the cost of time lost based on salary. These figures may rise where time lost spans more than one quarter.

Incident/Directorate	ECOD		ERR		HSCP		All	
	Hours Lost	Cost	Hours Lost	Cost	Hours Lost	Cost	Total Hours Lost	Total Cost
Slipped, tripped or fell	390	£10,618.00	1309.8	£17,409.68	213.2	£2,456.33	1913	£30,484.01
Slipped, tripped or fell potentially preventable	84.92	£891.15	618.5	£7,780.73			703.42	£8,671.88
Moving and handling	21	£207.90	111	£1,252.82	459	£5,084.82	591	£6,545.54
Road Traffic or Vehicle Incident					353.5	£3,914.38	353.5	£3,914.38
Struck by, hit or trapped by something	111	£1,163.28	45.5	£515.16	24	£265.92	180.5	£1,944.36
Violence/Assault ASN Sector	74	£819.92					74	£819.92
Violence/Assault	22.21	£303.39			21	£242.76	43.21	£546.15
Faulty Equipment/Property Issue	5.5	£53.45					5.5	£53.45
<b>Grand Total</b>	<b>708.63</b>	<b>£14,057.08</b>	<b>2084.8</b>	<b>£26,958.39</b>	<b>1070.7</b>	<b>£11,964.21</b>	<b>3864.13</b>	<b>£52,979.69</b>