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<b>Report To:</b>	<b>Policy &amp; Resources Committee</b>	<b>Date:</b>	<b>6 February 2024</b>
<b>Report By:</b>	<b>Head of Organisational Development, Policy &amp; Communications</b>	<b>Report No:</b>	<b>PR/03/24/RB/MR</b>
<b>Contact Officer:</b>	<b>Morna Rae</b>	<b>Contact No:</b>	<b>07385434459</b>
<b>Subject:</b>	<b>Workforce Information and Activity Report (WIAR) 2022/2023</b>		

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## 1.0 PURPOSE AND SUMMARY

- 1.1  For Decision  For Information/Noting
- 1.2 The purpose of this report is to advise the Policy and Resources Committee of key workforce information and activity for the year 1 April 2022 to 31 March 2023. This annual report has been provided to the Corporate Management Team in recent years to support workforce planning and has been submitted to the Policy and Resources Committee the past three years to provide members with a useful overview of workforce activity and analysis.
- 1.3 The Workforce Information and Activity Report is designed to be informative and to encourage participation in organisational development and workforce planning activity. The content includes key information on attendance, performance and workforce demographics.
- 1.4 The latest yearly Workforce Information and Activity Report is attached as Appendix 1, which includes a comparison with the previous two years in key areas.

## 2.0 RECOMMENDATIONS

- 2.1 It is recommended that the Policy and Resources Committee notes the content of the Workforce Information and Activity Report for 2022/2023 outlined in Appendix 1.

**Morna Rae**  
**Head of Organisational Development, Policy & Communications**

### **3.0 BACKGROUND AND CONTEXT**

- 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 also 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 is 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 have been developed quarterly for the full Council and by Directorate. A yearly WIAR (full Council) is also produced at the end of each financial year which includes comparisons with other years in the interests of showing trends and other developments. Reports are distributed across services, through Service Managers and Team Leaders. The Health and Social Care Partnership quarterly WIAR also includes NHS information and is presented to the Staff Partnership Forum.
- 3.3 The report content includes attendance, performance and workforce demographics which assist in focussing on and analysing trends across the workforce. The content of the WIAR is considered by the Workforce Development Group to help inform key workforce planning action and HR policy decisions. The content of these reports is also shared and discussed with the trade unions at regular liaison meetings.
- 3.4 It should be noted that for the year of 2022/2023, due to the requirements to reprioritise work within the HR/OD service the WIAR quarterly reports were not issued. However the format has been refined and this has recommenced with the Q2 2023/24 reports being shared with Services in December 2023 and the annual report has now been produced. The 2022-23 report is available in Appendix 1.

### **ATTENDANCE MANAGEMENT**

- 3.5 There has been an increase in absence levels reported for 2022/23, with 11.19 workdays lost per employee compared to 8.29 days in 2021/22, 6.92 days in 2020/21 and 9.18 in 2019/20. The increase can be partly attributed to Covid-19 sickness absence no longer being a separate special reported category and is included within the sickness absence recording. It should also be appreciated that the increase seen in Inverclyde is common across Scotland. The Local Government Benchmarking Framework (LGBF) includes comparative statistics for sickness absence days per employee. It notes that across the country staff absence levels are at the highest ever reported, citing workforce pressures exacerbated by recruitment issues, NHS backlogs and treatment delays alongside increasing mental health issues.
- 3.6 The LGBF data shows:

#### **Sickness absence days per employee (non-teacher) 2022-23**

- Inverclyde figure of 11.3 days
- Scotland figure of 13.2 days
- Inverclyde ranks 6 out of 32 local authority areas
- Lowest figure in our "family group"

#### **Sickness absence days per teacher 2022-23**

- Inverclyde figure of 6.8 days
- Scotland figure of 6.8 days
- Inverclyde ranks 16 out of 32 local authority areas
- Mid ranking in our "family group"

- 3.7 Effective absence management is a priority for the Corporate Management Team and alongside wider work to support employee health and wellbeing the following actions have been agreed:
- Increased uptake of attendance management training;
  - Roll out of self-referrals to Occupational Health;
  - Update of Supporting Employee Attendance policy and procedure, and
  - Improvements to the system for notification, recording and monitoring of absences.

## WORKFORCE COMPOSITION

- 3.8 For the year 2022/23 the statutory reported Joint Staffing Watch figures have been used to provide this information to ensure consistency across Council reporting. Key insights are:

- Number of employees has decreased in the past year from 4294 in 2021/22 to 4155 in 2022/23; and, the full time equivalent (FTE) employees has decreased from 3570.76 FTE in 2021/22 to 3446.1 FTE in 2022/23.
- 54% of employees are full time and 46% are part time. This is a change from last year where 52% were full time and 48% were part time.
- For the second year in a row, 78% of employees are permanent with 22% having a temporary employee status for 2022/23.
- Employee turnover has increased in 2022/23 to 11.57%, from 10.09% for 2021/22.
- 28% of our employees are aged over 56 years old compared to 6% aged under 25 years old. This is typical of the sector and remains unchanged from 2021/22.
- 75% of our employees are female and 25% are male, this is a 1% change in last year where 76% were female and 24% were male.

- 3.9 Additional analysis has been undertaken to better understand the reduction in the number of employees. There appears to be an increased number of vacancies along with an increase in turnover. Vacancies primarily appear to be across Education and HSCP, in designations such as Pupil Support Assistant, Early Years Education and Childcare Officer and Support Workers.

## 4.0 PROPOSALS

- 4.1 It is proposed that the Policy and Resources Committee notes the context of the Workforce Information and Activity Report for 2022/2023 outlined in Appendix 1.

## 5.0 IMPLICATIONS

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

SUBJECT	YES	NO
Financial		X
Legal/Risk		X
Human Resources	X	
Strategic (Partnership Plan/Council Plan)	X	

Equalities, Fairer Scotland Duty & Children/Young People's Rights & Wellbeing		X
Environmental & Sustainability		X
Data Protection		X

## 5.2 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					

## 5.3 Legal/Risk

N/A.

## 5.4 Human Resources

The content of the Workforce Information and Activity Report informs organisational development actions and HR Policy.

## 5.5 Strategic

The WIAR analysis supports the delivery of the Council Plan outcomes:

- More people will be in employment with fair pay and conditions;
- Our economy and skills base are developed;
- Our employees are supported and developed.

## 6.0 CONSULTATION

6.1 None.

## 7.0 BACKGROUND PAPERS

7.1 None.



Inverclyde Council

Workforce Information Activity Report

2022-23

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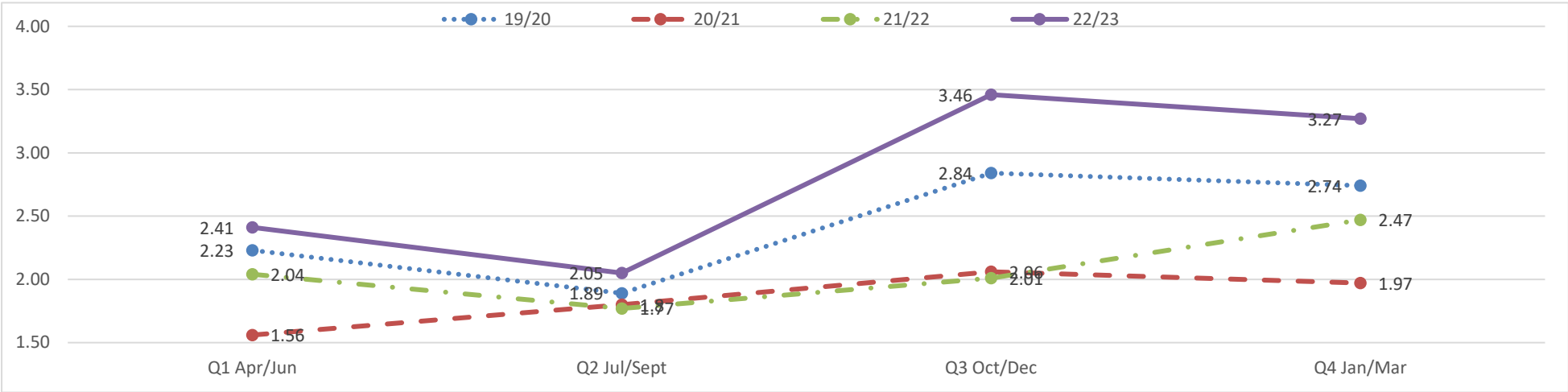
**1. Attendance and Performance Appraisal Information**

Please note that the Directorate structure is prior to the changes implemented in April 2023.

**a. Absence Chart & Breakdown**

This shows the 4 quarters in 19/20, 20/21, 21/22 and 22/23 for comparison.

**Please note that the absence statistics provided for 22/23 below include Covid-19 related absences, unlike previous years being compared.**



	22/23	21/22	20/21	19/20
Work Days Lost per FTE Employee (Inverclyde Council target: 9 days)	11.19	8.29	6.92	9.18

**b. Absence Rates by Directorate Breakdown**

Directorate	Workdays lost per FTE employees in 22/23*	Workdays lost per FTE employee in 21/22	Workdays lost per FTE employee in 20/21	Workdays lost per FTE employee in 19/20
HSCP	12.98	11.05	10.93	12.96
ECOD	10.22	7.15	5.59	7.69
ERR	11.97	8.32	5.59	8.70
CE	3.75	0.91	0.51	0.59
<b>Full Council</b>	<b>11.19</b>	<b>8.29</b>	<b>6.92</b>	<b>9.18</b>

\*These figures include new sickness absences codes of Covid 19 Sickness (inc isolation) and Respiratory Infection for 2022/23.

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

Reason for Absence	% of Workdays lost per FTE employee in 22/23	% 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
Accidents	0.94	0.53	0.41	0.89
Major Medical/Surgery	14.8	14.47	15.54	15.98
Maternity Related Illness	0.94	1.06	1.37	1.56
Mental Health	30.29	33.76	37.38	31.66
Musculoskeletal	17.98	21.88	24.58	20.34
Virus/Short Term*	34.95*	28.30	20.72	29.57

\*This figure includes new sickness absences codes of Covid 19 Sickness (inc isolation) and Respiratory Infection for 2022/23.

**d. Employees Days Absence**

Number of days off sick	Number of Employees 22/23	Number of Employees 21/22	Number of Employees 20/21	Number of Employees 19/20
9 days or less	1428 (34%)	1029 (24%)	870 (20%)	1371 (33%)
10 days or more	1077 (26%)	392 (9.1%)	728 (17%)	898 (21.5%)
Zero Days absence	1650 (40%)	2873 (66.9%)	2694 (63%)	1876 (45.5%)

**e. Performance Appraisals**

The target for 22/23 was 90%; the final overall position for 22/23 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 22/23	% Received 21/22	% Received 19/20	% Received 18/19
HSCP	86%	87%	52%	98%
ECOD	97%	93%	8%	97%
ERR	100%	97%	71%	97%
CE	100%	100%	0	100%
<b>Total</b>	<b>94%</b>	<b>92%</b>	<b>35%</b>	<b>97%</b>



**2. Employee Demographics**

Please note that the Directorate structure is prior to the changes implemented in April 2023.

\*All as at date 11 March 2023 is due to using JSW figures for 2022/23.

**a. Employee Numbers & Variances**

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

Directorate	11 Mar 2023 - No. of employees*	Mar 2022 - No. of employees	Mar 2021 - No. of employees	Mar 2020 - No. of employees	Full Time Equivalent (FTE*) 2023	Full Time Equivalent (FTE*) 2022	Full Time Equivalent (FTE*) 2021	Full Time Equivalent (FTE*) 2020
HSCP	1074	1,113	1,103	1101	857.5	889.83	874.41	877.95
ECOD	2454	2,559	2,509	2350	2315.3	2,086.21	2003.72	1864.50
ERR	618	613	634	651	592.5	585.91	603.26	618.74
CE	9	9	8	7	8.8	8.81	7.81	6.8
<b>TOTAL</b>	<b>4155</b>	<b>4294</b>	<b>4254</b>	<b>4109</b>	<b>3446.1</b>	<b>3,570.76</b>	<b>3,489.20</b>	<b>3367.99</b>

**b. Part Time v Full Time Employees**

	11 March 2023*	% of total workforce 2023	March 2022	% of total workforce 2022	March 2021	% of total workforce 2021	March 2020	% of total workforce 2020
Part Time Employees	1909	46	2079	48	2152	51	2037	50
Full time Employees	2246	54	2215	52	2102	49	2072	50

**c. Perm v Temp Employees**

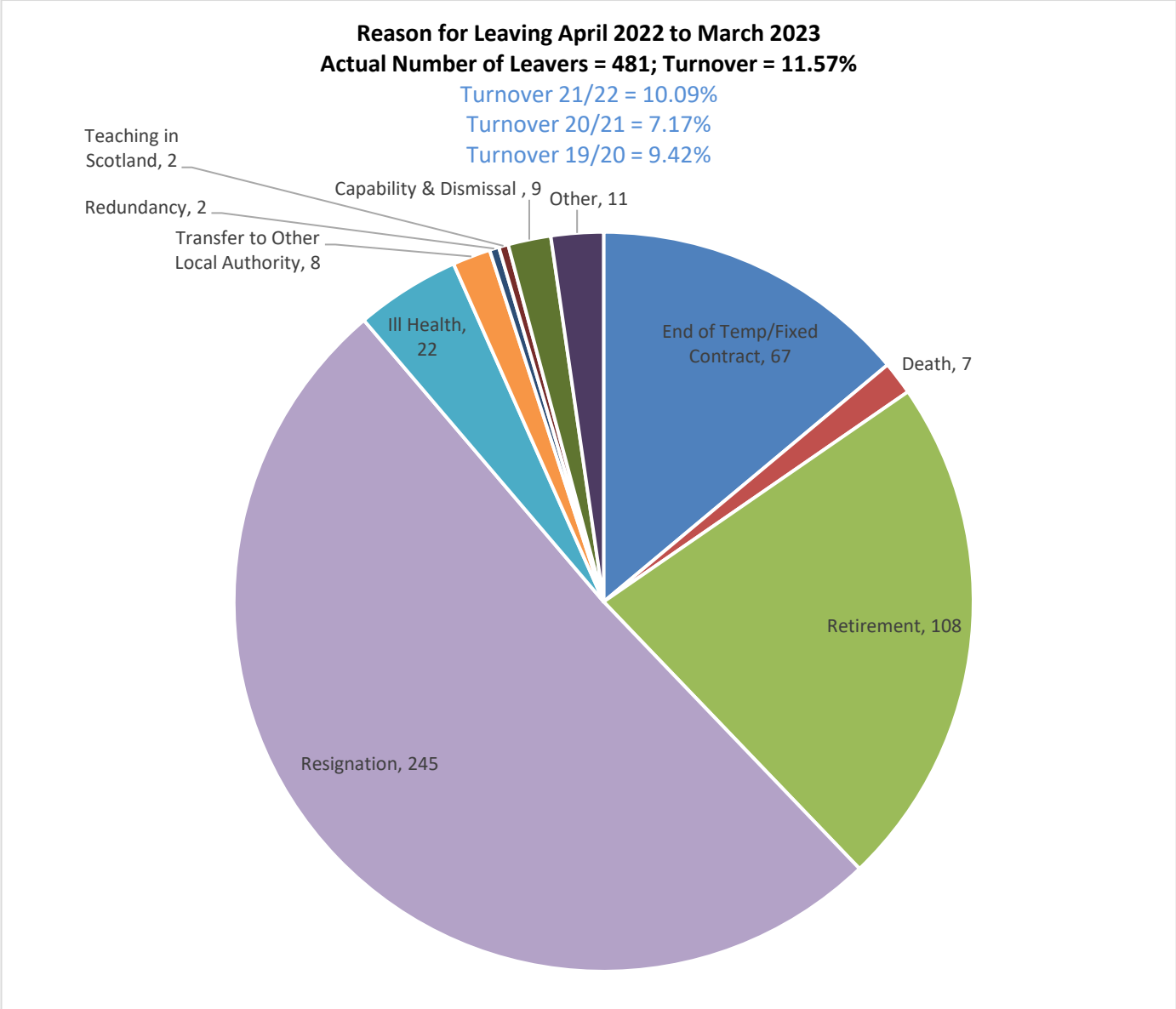
	11 March 2023*	% of total workforce 2023	March 2022	% of total workforce 2022	March 2021	% of total workforce 2021	March 2020	% of total workforce 2020
Permanent Employees (includes Temp Occupied by Perm)	3246	78	3345	78	3392	80	3347	81
Temporary Employees	909	22	949	22	862	20	762	19

**d. Modern Apprentice Breakdown**

<b>Directorate</b>	<b>No. of Modern Apprentices 22/23</b>	<b>No. of Modern Apprentices 21/22</b>	<b>No. of Modern Apprentices 20/21</b>	<b>No. of Modern Apprentices 19/20</b>
HSCP	4	5	3	3
ECOD	35	26	26	24
ERR	34	19	9	9
CE	0	0	0	0
<b>TOTAL</b>	<b>73</b>	<b>50</b>	<b>38</b>	<b>36</b>

**e. Reason for Leaving – Turnover**

The pie chart below displays the number of leavers for 22/23 and reasons for leaving.



Reason for Leaving	No. of Employees
Capability – Ill Health	22
Capability - Performance	5
Dismissal	4

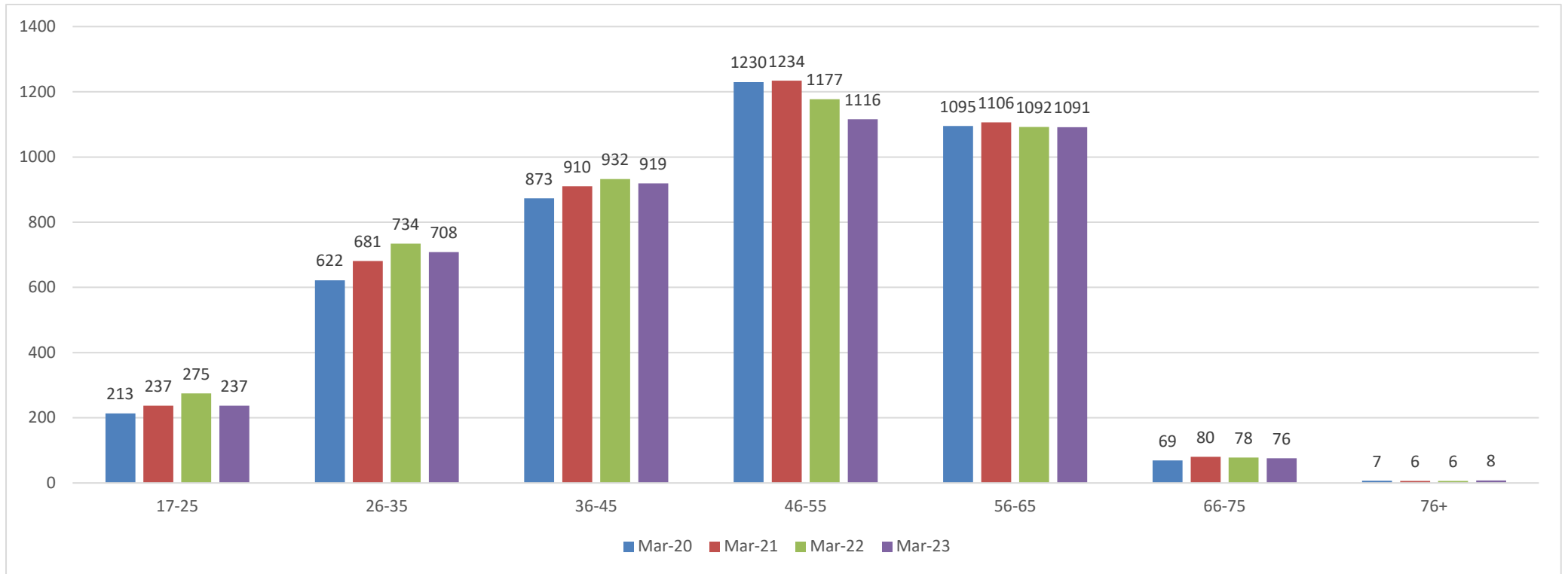
End of Temp/Fixed Contract	67
Redundancy (Voluntary Severance)	2
Resignation – Terms & Conditions	33
Resignation – Personal	107
Resignation – Career Progression	96
Resignation – Work Related	9
Retirement – Ill Health (pension)	14
Retirement – Age (no pension)	4
Retirement – Age (pension)	71
Retirement – Severance	7
Retirement – Efficiency of Service	12
Transfer to other Local Authority	8
Teaching in Scotland	2
Death	7
Other	11
<b>Total</b>	<b>481</b>

**f. Annual Leave Payment to Leavers**

Directorate	2022/23		2021/22		2020/21	
	Number of Employees	Amount Paid £	Number of Employees	Amount Paid £	Number of Employees	Amount Paid £
HSCP	39	48137.96	28	27,965.35	29	30,792.65
ECOD	78	54905.21	101	69,461.40	56	40,943.11
ERR	3	4744.70	7	7,761.62	8	14,461.17
CE	0	0	0	0	0	0
<b>TOTAL</b>	<b>120</b>	<b>107787.87</b>	<b>136</b>	<b>105,188.37</b>	<b>93</b>	<b>86,196.93</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 2023	6	17	22	27	26	1.8	0.2
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

**h. Gender Breakdown**

Gender	No. Of Employees 11 March 23*	No. Of Employees March 22	No. Of Employees March 21	No. Of Employees March 20	% of Workforce March 23	% of Workforce March 22	% of Workforce March 21	% of Workforce March 20
Female	3134	3270	3259	3110	75.43	76.15	76.61	75.69
Male	1021	1024	995	999	24.57	23.85	23.39	24.31

**i. Employees in Pension Scheme**

Directorate	Number of Employees 22/23	% of Total Employees in Directorate 22/23	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
HSCP	1038	97	1024	92	996	90	966	88
ECOD	2400	98	2372	93	2278	91	2146	90
ERR	592	96	576	94	586	91	588	93
CE	8	89	9	100	7	100	7	100
<b>TOTAL</b>	<b>4038</b>	<b>97</b>	<b>3981</b>	<b>93</b>	<b>3867</b>	<b>91</b>	<b>3707</b>	<b>89</b>

**j. Salary Protection/Responsibility Allowance**

Within 22/23 there was **1** employee paid responsibility allowances, **0** employees paid conserved salaries and **13** employees were paid salary protection. Please note that the figures in brackets are those that are still live and ongoing.

Directorate	2022/23			2021/22			2020/21			2019/20		
	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	1	0	5 (2)	0	0	3 (2)	3	0	1 (1)	0	0	1
ECOD	0	0	8 (3)	0	3 (2)	8 (6)	2	3 (1)	8 (3)	0	2	7 (3)
ERR	0	0	0	0	0	0	2 (2)	0	1	0	0	4

CE	0	0	0	2	0	0	0	0	0	1	0	0
<b>TOTAL</b>	<b>1</b>	<b>0</b>	<b>13</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>

**k. Contractual Overtime**

Over 22/23 there were 17 paid contractual overtime. Please note that the figures in brackets are those that are still live and ongoing.

Directorate	No. of Employees 22/23	No. of Employees 21/22	No. of Employees 20/21	No. of Employees 19/20
HSCP	0	0	0	0
ECOD	3 (3)	8	9 (9)	10 (10)
ERR	14 (14)	15 (13)	12 (12)	14 (14)
CE	0	0	0	0
<b>TOTAL</b>	<b>17</b>	<b>23</b>	<b>21</b>	<b>24</b>

**I. Night Work (Atypical Night Payments)**

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

Directorate	Paid in 22/23		Paid in 21/22		Paid in 20/21		Paid in 19/20	
	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 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	26 (11)	35 (32)	34 (32)	16 (9)	32 (31)	14 (9)	28 (28)	18 (12)
ECOD	0	0	1	0	0	0	0	1
ERR	0	3 (3)	3 (3)	0	4 (4)	13	0	18 (4)
CE	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>26</b>	<b>38</b>	<b>38</b>	<b>16</b>	<b>36</b>	<b>27</b>	<b>28</b>	<b>37</b>

**m. 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 22/23		Paid in 21/22		Paid in 20/21		Paid in 19/20		Paid in 18/19 (from Sept 18 to March 19)*	
	No. of Hours Submitted	Amount £	No. of Hours Submitted	Amount £	No. of Hours Submitted	Amount £	No. of Hours Submitted	Amount £	No. of Hours Submitted	Amount £
HSCP	7,421	75,682.04	6,739	61,823.5	7,284	66,065.89	3032	3032	3032	25,802.32
ECOD	2,706	26,750.08	243	2,280.69	108	979	479	479	479	4,076.29
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>10,127</b>	<b>102,432.12</b>	<b>6,982</b>	<b>64104.19</b>	<b>7,392</b>	<b>67,044.89</b>	<b>3511</b>	<b>3511</b>	<b>3511</b>	<b>29,878.61</b>

**n. Contractual Atypical Allowances**

Contractual Allowance – not paid by timesheet.

Directorate	Number of Employees 22/23	Amount Paid 22/23 £	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 £
HSCP	625	348,087.47	545	263,641.44	483	272,029.96	417	227,564.99
ECOD	57	7,260.37	19	7,466.17	17	6,678.09	14	5,073.92
ERR	82	39,265.25	34	33,786.86	35	42,674.63	39	39,774.99
CE	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>764</b>	<b>394,613.09</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>



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

Please note that the Directorate structure is prior to the changes implemented in April 2023.

Directorate	No of Sessional Workers March 23	No of Sessional Workers March 22	No of Sessional Workers March 21	No of Sessional Workers March 20
HSCP	232	175	137	99
ECOD	408	455	385	347
<i>(Supply Teachers)</i>	<i>349</i>	<i>291</i>	<i>262</i>	<i>212</i>
ERR	3	4	4	2
<b>TOTAL</b>	<b>992</b>	<b>925</b>	<b>788</b>	<b>660</b>

Quarterly reports are sent out to all services on sessional usage and supply stats are done at the end of every term

**4. Human Resources Support Activity**

Please note that the Directorate structure is prior to the changes implemented in April 2023.

**a. Overtime Hours Worked**

Directorate	Additional Basic At Plain Time		Overtime At 1.5		OT Pub Hols At 2.0		Grand Total 22/23	
	£	Hours	£	Hours	£	Hours	£	Hours
HSCP	512,951.71	42,467.77	355,196.3	16,146.80	20,558.48	750.14	888,706.49	59,364.71
ECOD	377,140.72	33,231.75	181,024.98	20,368.25	50.23	2	558,215.93	53,602
ERR	31,228.77	2,715.55	448,202.24	22,606.78	7,905.94	296.82	487,336.95	25,619.15
CE	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>921,321.20</b>	<b>78,415.07</b>	<b>984,423.52</b>	<b>49,212.83</b>	<b>28,514.74</b>	<b>1,048.96</b>	<b>1,934,259.34</b>	<b>138,585.86</b>

Directorate	Grand Total 21/22		Grand Total 20/21		Grand Total 19/20	
	£	Hours	£	Hours	£	Hours
HSCP	847,537.44	60,974.72	887,227.28	63,432.47	1,044,988.91	76,499.8
ECOD	563,626.44	47,958.01	540,475.30	44,822.22	516,243.93	49,044.59
ERR	483,505.08	25,982.70	581,685.78	32,535.83	603,864.17	35,503.66
CE	0	0	0	0	0	0
<b>TOTAL</b>	<b>1,894,668.96</b>	<b>134,915.43</b>	<b>2,009,388.36</b>	<b>140,790.52</b>	<b>2,165,097.01</b>	<b>161,048.05</b>

**b. Employee Relations Activity**

	2022/23		2021/22		2020/21		2019/20	
Investigations (relating to Disc, Grievance & D&R)	40		31		21		57	
Disciplinary	52		37		26		51	
Grievance & Dignity and Respect Submissions	17		9		20		33	
Absence Cases Supported	220		271		242		281	
Letters of Concern Issued	108		81		40		119	
Union Members (figures collected from check off only) (excluding EIS members)*	1500 (36%)		1454 (34%)		1505 (35%)		1581 (38.48%)	
Trade Union Activity (hours)	6,007.81		4,907.88		3,909.20		4,221.98	
Work Life Balance Request	Received	126	Received	107	Received	61	Received	95
	Approved	120	Approved	89	Approved	55	Approved	91
Male/Female Split (Approved)	18	102						
	1-6	65	1-6	53	1-6	27	(1-6 (A-G))	59

Grades of those approved for Work Life Balance	7 & Above/Teacher	55	7 & Above/Teacher	36	7 & Above/Teacher	28	7 (H) & Above/Teacher	32
TOIL Request for Approval	108		48		62		114	
TOIL Taken (days)	63		36		29		71	

Note: The trade union membership will be an underestimate as not all members pay fees via payroll deduction. In addition 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 22/23		New Employee Survey 21/22		New Employee Survey 20/21		New Employee Survey 19/20	
	Sent	Completed	Sent	Completed	Sent	Completed	Sent	Completed
CE	1	1	0	0	0	0	0	0
HSCP	125	19	138	36	131	44	75	21
ECOD	220	37	252	50	230	50	156	51
ERR	46	15	53	14	52	10	42	6
Not Known	0	2	0	7	0	16	0	5
<b>Total</b>	<b>392</b>	<b>74</b>	<b>443</b>	<b>107</b>	<b>413</b>	<b>120</b>	<b>273</b>	<b>83</b>

Number of Leavers Surveys sent and completed

Directorate	Leaver Survey 22/23		Leaver Survey 21/22		Leaver Survey 20/21		Leaver Survey 19/20	
	Sent	Completed	Sent	Completed	Sent	Completed	Sent	Completed
CE	0	0	1	0	1	0	0	0
HSCP	115	17	116	40	91	25	70	23
ECOD	218	41	221	63	133	40	134	39
ERR	40	7	58	14	22	10	37	15
Not Known	0	1	0	11	0	31	0	26
<b>Total</b>	<b>373</b>	<b>66</b>	<b>396</b>	<b>128</b>	<b>247</b>	<b>106</b>	<b>241</b>	<b>103</b>

**New Start and Leaver Job Satisfaction Responses**

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

Answer Choices	Responses 22/23		Responses 21/22		Responses 20/21		Responses 19/20	
	Leavers	New Starts	Leavers	New Starts	Leavers	New Starts	Leavers	New Starts
Excellent	12	29	42	60	27	67	22	43
Good	38	33	65	39	60	37	65	30
Average	10	10	15	5	14	3	11	1
Poor	6	2	6	1	5	2	5	6
Not Answered	0	0	0	2	0	11	0	3
<b>Total</b>	<b>66</b>	<b>74</b>	<b>128</b>	<b>107</b>	<b>106</b>	<b>120</b>	<b>103</b>	<b>83</b>

**5. Organisational Development Support Activity**

Please note that the Directorate structure is prior to the changes implemented in April 2023.

**a. Training Activity**

	22/23	21/22	20/21	19/20
Port Glasgow Training Suite Open (Days)	256	255	256	255
Computer Room Booked (Days)	4	61	43	213
Room 1 Booked (Days)	172	52	57	215
Room 2 Booked (Days)	0	38	89	195

Corporate Training Course Attended	435	211	110	499
E-Learning Courses Completed	5354	7746	9693	7181

**b. Training Matrix for Senior Managers Activity**

(Grade 10 and above)

Directorate	2022/23		2021/22		2020/21		2019/20	
	No. Mandatory Course	No. of courses completed	No. Mandatory Course	No. of courses completed	No. Mandatory Course	No. of courses completed	No. Mandatory Course	No. of courses completed
HSCP	453	17	462	33	339	21	445	177
ECOD	223	31	224	20	158	12	223	110
ERR	393	22	378	27	370	8	408	245
CE	35	7	35	5	24	0	24	11
<b>Total</b>	<b>1104</b>	<b>77</b>	<b>1099</b>	<b>85</b>	<b>891</b>	<b>41</b>	<b>1100</b>	<b>543</b>

No. of mandatory courses is the total number of courses for every manager, as per the training matrix (including those required to be completed yearly, 3 yearly, 5 yearly and one off courses).

**c. Employee Participation & Job Evaluation Activity**

Employees Registered as First Aiders	2023	105	2022	91	2021	109
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Employees in Buy & Bank Leave Scheme 2023	386	Amount:	£207,020.88
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 Cycle to Work Scheme	22/23	26	21/22	51	20/21	47	19/20	64
Employees in Childcare Voucher Scheme	22/23	25	21/22	32	20/21	38	19/20	87

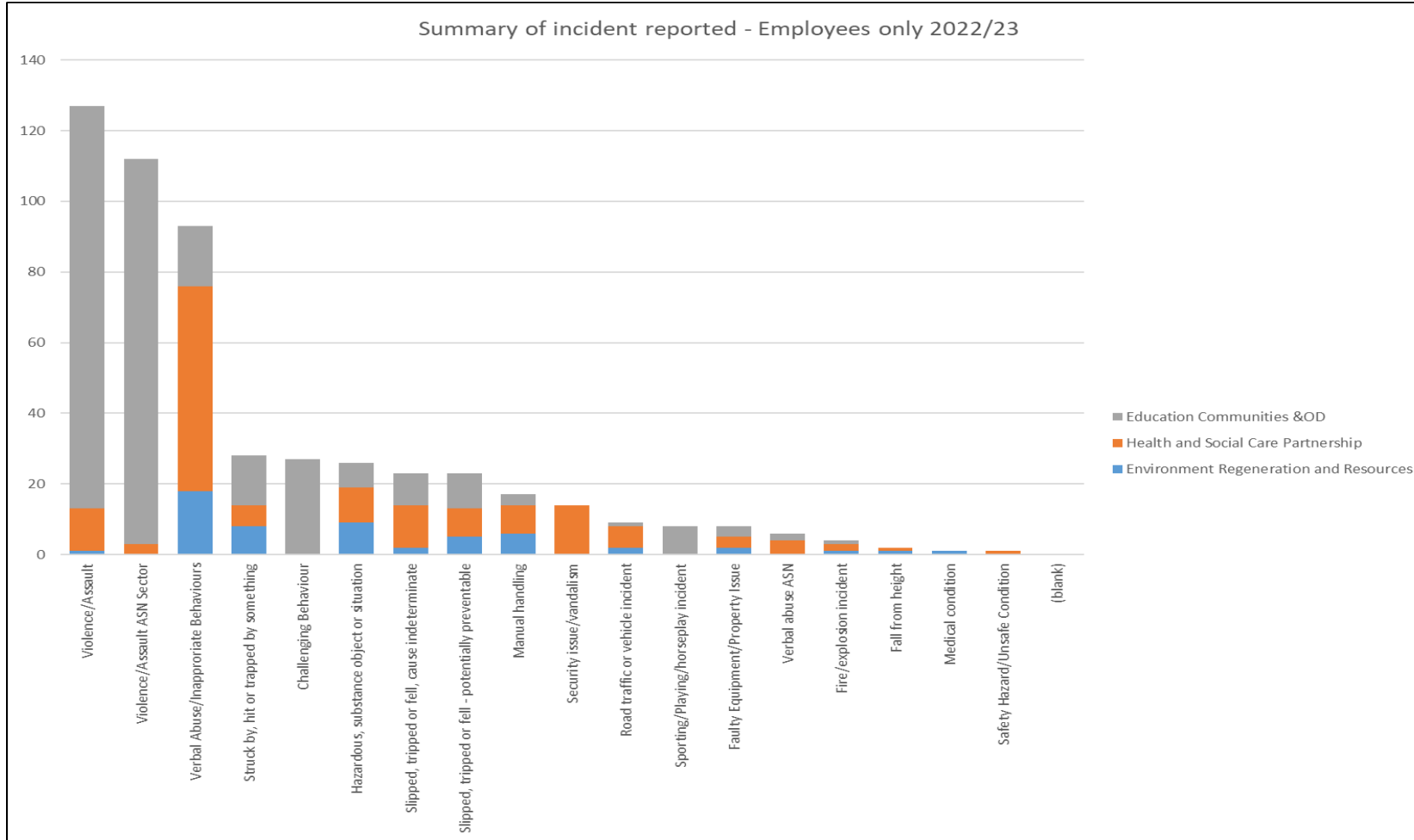
Job Evaluation Requests Received	22/23	52	21/22	87	20/21	57	19/20	60
Job Evaluation Appeals Received	22/23	0	21/22	0	20/21	0	19/20	0

**6. Health and Safety Activity**

Please note that the Directorate structure is prior to the changes implemented in April 2023.

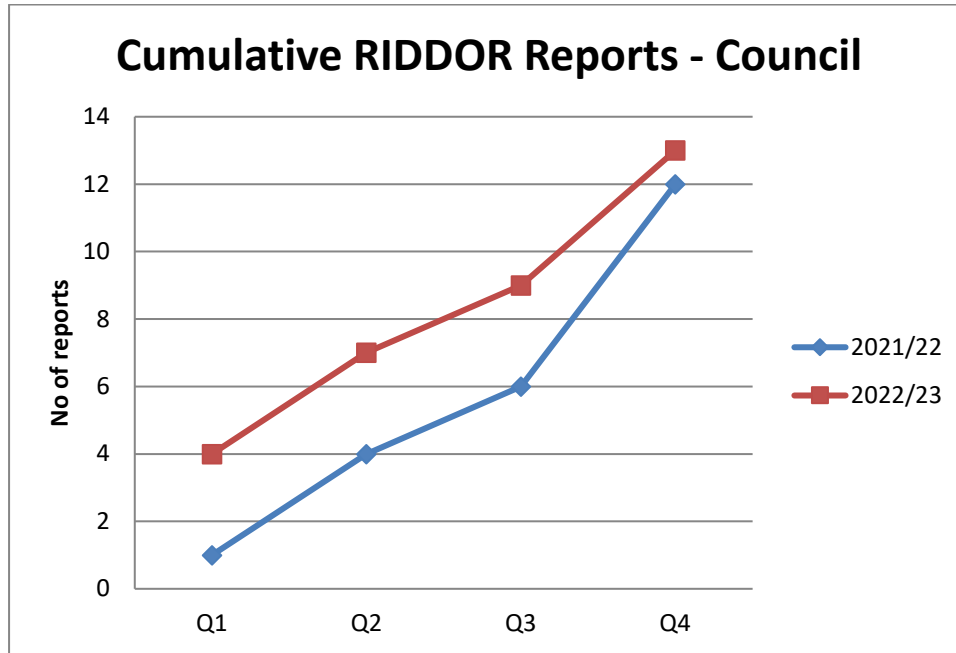
**a. Causes of Accidents**

The graph below shows the causes of accidents to employees by directorate.



**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.

Directorate	2022/23	2021/22	2020/21	2019/20
HSCP	0	1	7	9
ECOD	6	2	17	2
ERR	7	9	4	11
<b>TOTAL</b>	<b>13</b>	<b>12</b>	<b>28</b>	<b>22</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.

	ECOD		ERR		HSCP		All	
Incident/Directorate	Hours Lost	Cost	Hours Lost	Cost	Hours Lost	Cost	Total Hours Lost	Total Cost
Slipped, tripped or fell – potentially preventable	728.00	£30,120.37	502.00	£6,245.72	251.80	£3,016.96	1481.80	£39,383.05
Moving and handling	1561.40	£26,059.77	156.00	£2,009.41	17.00	£205.87	1734.40	£28,275.05
Faulty Equipment/Property Issue	1516.30	£16,800.60	0.00	£0.00	58.00	£642.64	1574.30	£17,443.24
Violence/Assault	159.80	£4,113.25	0.00	£0.00	835.00	£12,825.60	994.80	£16,938.85
Hazardous substance, object or situation	14.00	£215.04	873.40	£11,746.60	0.00	£0.00	887.40	£11,961.64
Slipped, tripped or fell, cause indeterminate	628.27	£8,018.96	0.00	£0.00	80.00	£902.88	708.27	£8,921.84
Violence/Assault ASN Sector	294.10	£7,493.44	0.00	£0.00	0.00	£0.00	294.10	£7,493.44
Road Traffic or Vehicle Incident	0.00	£0.00	539.00	£7,141.75	0.00	£0.00	539.00	£7,141.75
Struck by, hit or trapped by something	12.60	£350.38	0.00	£0.00	2.50	£30.28	15.10	£380.65
<b>Grand Total</b>	<b>4914.47</b>	<b>£93,171.81</b>	<b>2070.40</b>	<b>£27,143.48</b>	<b>1244.30</b>	<b>£17,624.22</b>	<b>8229.17</b>	<b>£137,939.50</b>