



Yearly Workforce Information and Activity Report (WIAR)

Full Council

April 2020 to March 2021

Inverclyde
council

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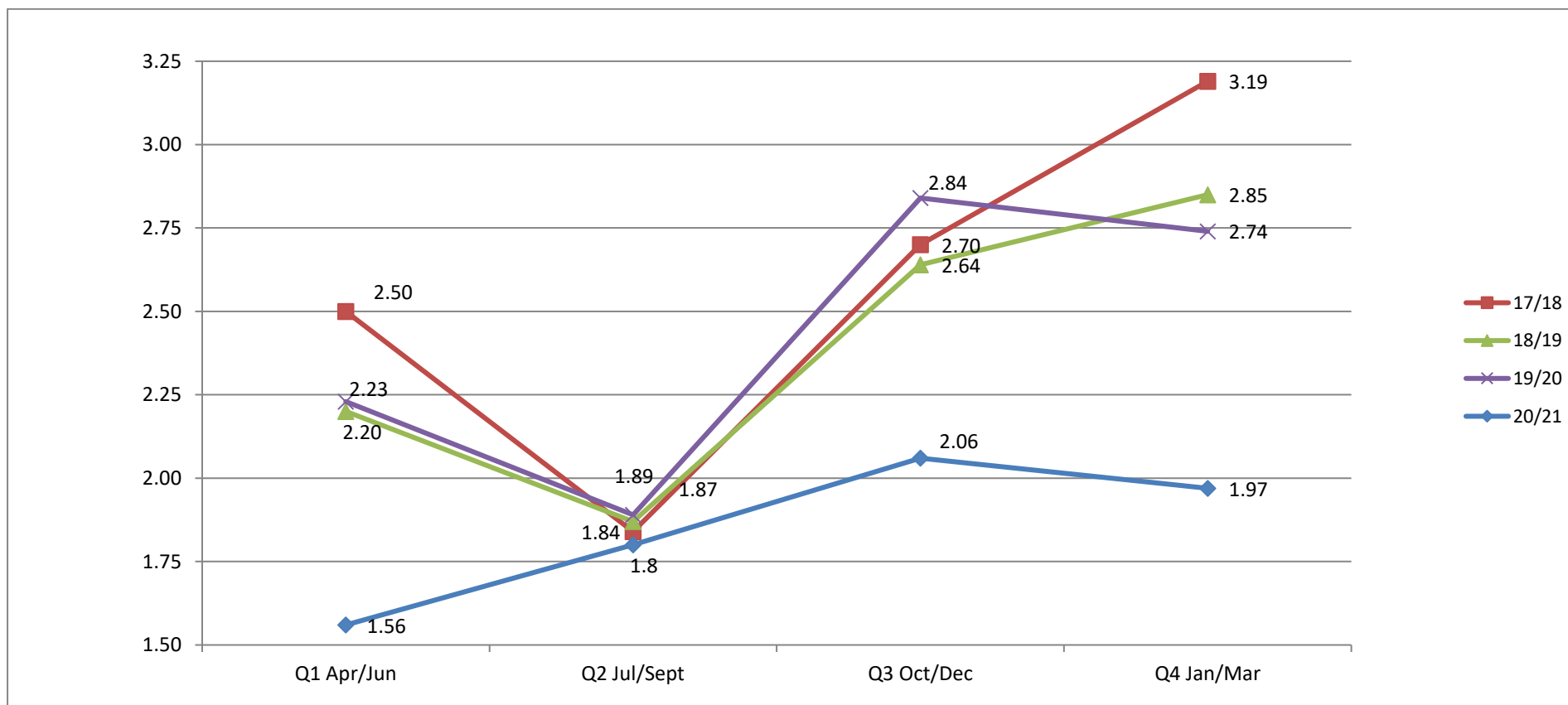
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This Yearly WIAR includes 2020/2021 information and also a comparison against 2017/2018, 2018/19 and 2019/20 (where possible).

1. Attendance and Performance Appraisal Information

a. Absence Chart & Breakdown

This shows the 4 quarters in 17/18, 18/19, 19/20 and 20/21 for comparison. Please note that none of the absence statistics provided in 1a, b, c & d below include covid-19 related absences.



	20/21	19/20	18/19	17/18
Work Days Lost per FTE Employee (Inverclyde Council target: 9 days)	6.92	9.18	9.04	9.22

b. Absence Rates by Directorate Breakdown

Directorate	Workdays lost per FTE employee in 20/21	Workdays lost per FTE employee in 19/20	Workdays lost per FTE employee in 18/19	Workdays lost per FTE employee in 17/18
HSCP	10.93	12.96	12.44	14.57
ECOD	5.59	7.69	7.26	6.58
ERR	5.59	8.70	10.12	9.84
CE	0.51	0.59	2.31	3.96
Full Council	6.92	9.18	9.04	9.22

c. Absence Rate Breakdown by Reason for Absence

Reason for Absence	% 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	% of Workdays lost per FTE employee in 17/18
Accidents	0.41	0.89	1.34	1.88
Major Medical/Surgery	15.54	15.98	18.02	20.61
Maternity Related Illness	1.37	1.56	1.55	1.38
Mental Health	37.38	31.66	26.18	26.40
Musculoskeletal	24.58	20.34	19.76	19.70
Virus/Short Term	20.72	29.57	33.15	30.03

d. Employees Days Absence

Number of days off sick	Number of Employees 20/21	Number of Employees 19/20	Number of Employees 18/19	Number of Employees 17/18
9 days or less	870 (20%)	1371 (33%)	1485 (36.5%)	1451 (35%)
10 days or more	728 (17%)	898 (21.5%)	991 (24%)	1007 (25%)
Zero Days absence	2694 (63%)	1876 (45.5%)	1611 (39.5%)	1644 (40%)

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.

	1.4.20	14.4.20	28.4.20	12.5.20	26.5.20	9.6.20	16.7.20	5.8.20	9.9.20	17.11.20	19.1.21	5.2.21	12.3.21	12.04.21
Council	19.0%	19.3%	18.5%	17.5%	17.6%	16.9%	7.5%	7.5%	7.7%	6.1%	7.6%	6.6%	6.4%	6.0%
Homecare	N/A	N/A	27.3%	19.2%	20.2%	18.5%	7.8%	8%	7.9%	5.0%	12.0%	11.2%	8.7%	7.1%
Other HSCP	N/A	N/A	21.87%	14.2%	17.3%	11.22%	6.3%	6.1%	6.2%	4.2%	3.6%	3.9%	3.7%	3.0%
Waste Management	N/A	N/A	29.5%	24.3%	24.0%	23.9%	9%	8.9%	8.6%	8.0%	9.5%	10.7%	8.9%	8.7%
Facilities	N/A	N/A	23.0%	26.1%	22.2%	14.6%	4.5%	4.6%	5.1%	4.6%	8.0%	5.9%	7.2%	7.2%

2. Employee Demographics

a. Employee Numbers & Variances

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

Directorate	Mar 2021 - No. of employees	Mar 2020 - No. of employees	Mar 2019 - No. of employees	Mar 2018 - No. of employees	Full Time Equivalent (FTE*) 2021	Full Time Equivalent (FTE*) 2020	Full Time Equivalent (FTE*) 2019	Full Time Equivalent (FTE*) 2018
HSCP	1,103	1101	1036	1044	874.41	877.95	831.92	840.1
ECOD	2,509	2350	2414	2064	2003.72	1864.50	1906.92	1686.4
ERR	634	651	630	986	603.26	618.74	601.87	810.37
CE	8	7	7	8	7.81	6.8	6.8	7.8
TOTAL	4254	4109	4087	4102	3,489.20	3367.99	3347.51	3344.67

*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 2021	% of total workforce 2021	March 2020	% of total workforce 2020	March 2019	% of total workforce 2019	March 2018	% of total workforce 2018
Part Time Employees	2152	51	2037	50	2033	49	2022	49
Full time Employees	2102	49	2072	50	2054	51	2080	51

c. Perm v Temp Employees

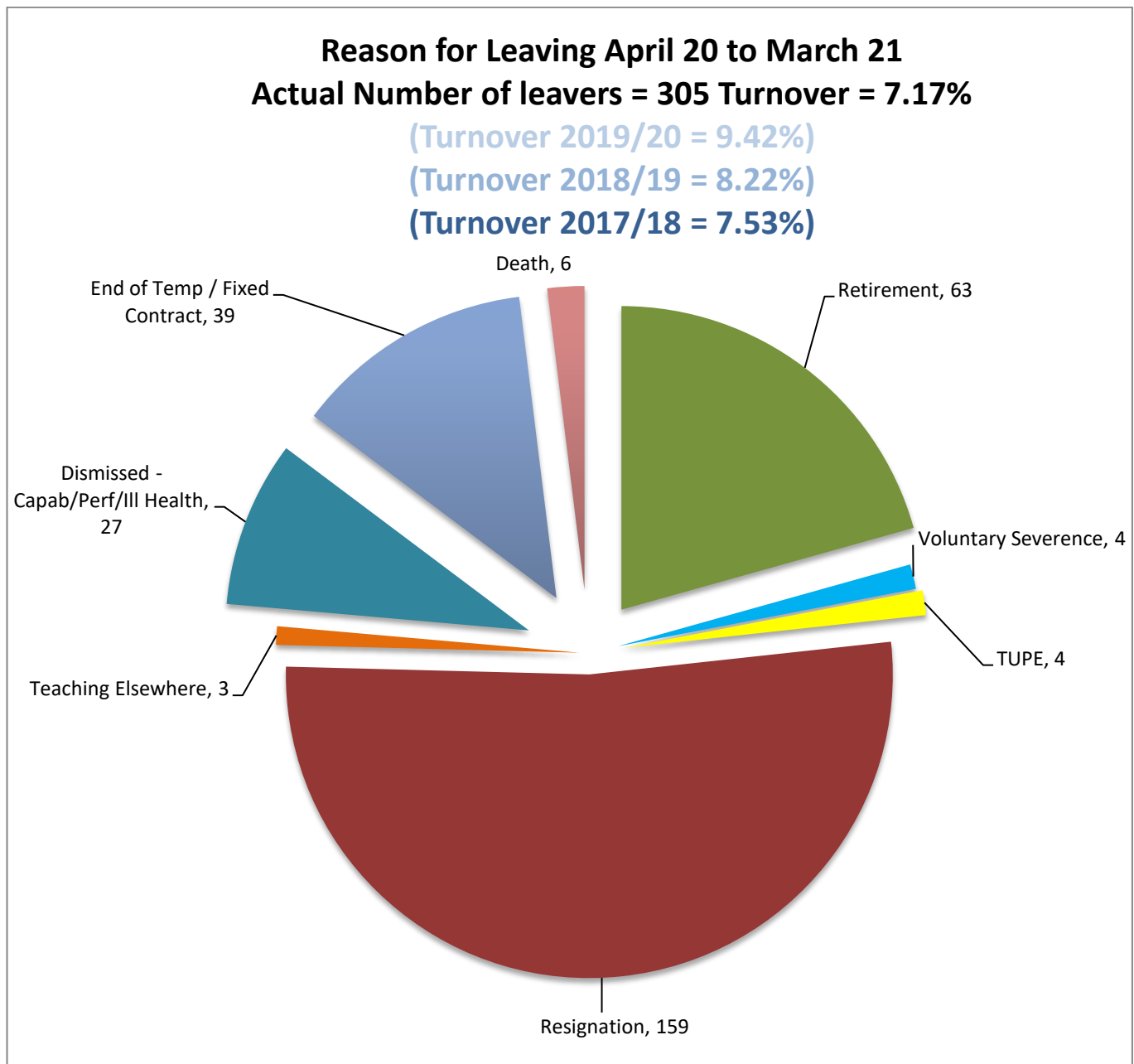
	March 2021	% of total workforce 2021	March 2020	% of total workforce 2020	March 2019	% of total workforce 2019	March 2018	% of total workforce 2018
Permanent Employees (includes Temp Occupied by Perm)	3392	80	3347	81	3401	83	3494	85
Temporary Employees	862	20	762	19	686	17	608	15

d. Modern Apprentice Breakdown

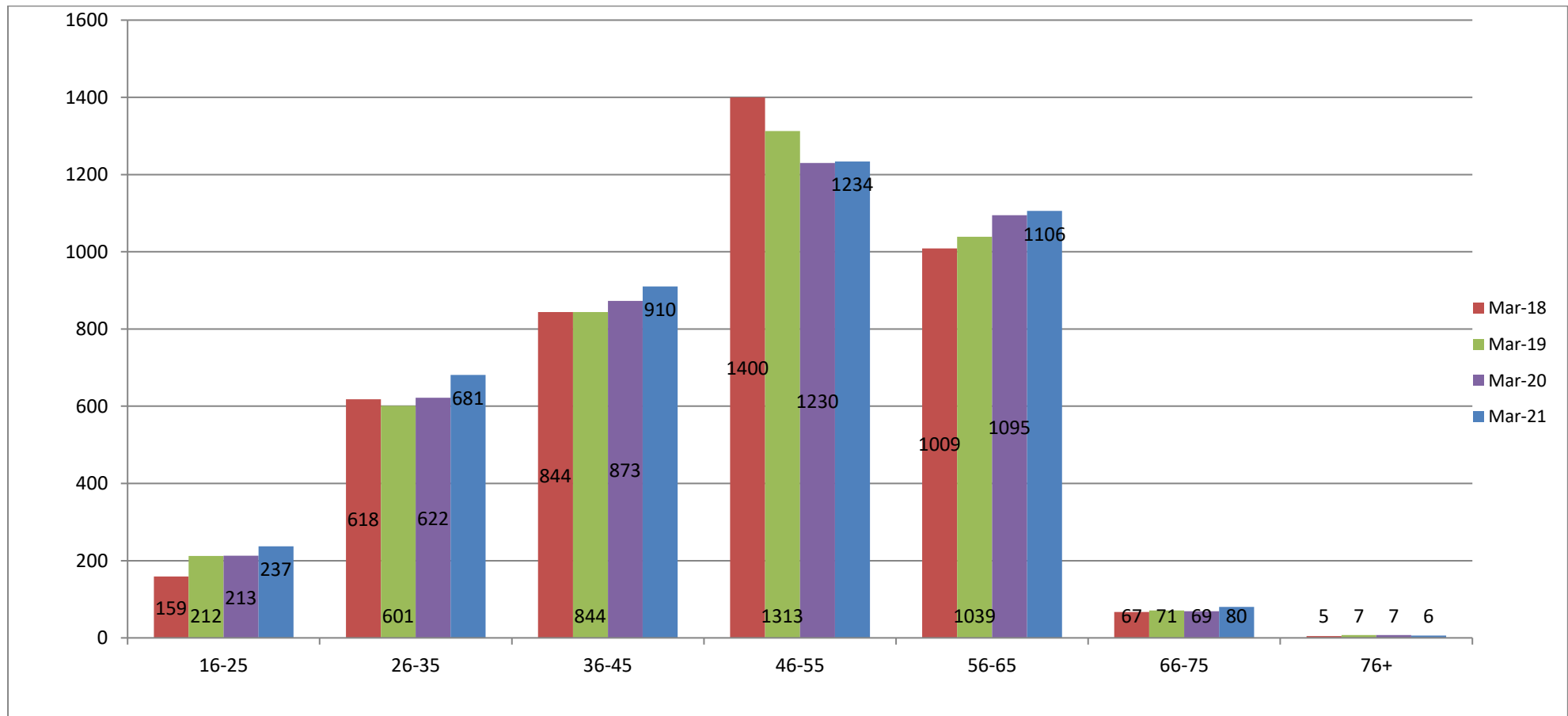
Directorate	No. of Modern Apprentices 20/21	No. of Modern Apprentices 19/20	No. of Modern Apprentices 18/19	No. of Modern Apprentices 17/18
HSCP	3	3	3	4
ECOD	26	24	17	7
ERR	9	9	13	13
CE	0	0	0	1
TOTAL	38	36	33	25

e. Reason for Leaving – Turnover

The pie chart below displays the number of leavers for 20/21 and reasons for leaving.



f. Age Profile



	% 16-25	% 26-35	% 36-45	% 46-55	% 56-65	% 66-75	% 76+
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
March 2018	4	15	21	34	24.40	1.50	0.10

g. Employees in Pension Scheme

Directorate	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	Number of Employees 17/18	% of Total Employees in Directorate 17/18
HSCP	996	90	966	88	918	88	912	87
ECOD	2278	91	2146	90	2072	86	1873	91
ERR	586	91	588	93	580	92	772	73
CE	7	100	7	100	7	100	8	100
TOTAL	3867	91	3707	89	3577	88	3565	87

h. Salary Protection/Responsibility Allowance

Within 20/21 there was **7** employee paid responsibility allowances, **3** employees' paid conserved salaries and **10** employees were paid salary protection. Please note that the figures in brackets are those that are still live and ongoing.

Directorate	2020/21			2019/20			2018/19			2017/18		
	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	3	0	1 (1)	0	0	1	0	0	3	0	0	1
ECOD	2	3 (1)	8 (3)	0	2	7 (3)	9	6	7 (4)	14	34	2
ERR	2 (2)	0	1	0	0	4	0	0	5 (2)	0	0	3
CE	0	0	0	1	0	0	0	0	1	0	0	0
TOTAL	7	3	10	1	2	12	9	6	16	14	34	6

i. Contractual Overtime

Over 20/21 there were **21** paid contractual overtime. Please note that the figures in brackets are those that are still live and ongoing.

Directorate	No. of Employees 20/21	No. of Employees 19/20	No. of Employees 18/19	No. of Employees 17/18
HSCP	0	0	0	0
ECOD	9 (9)	10 (10)	10 (10)	10
ERR	12 (12)	14 (14)	14 (14)	15
CE	0	0	0	0
TOTAL	21	24	24	25

j. Night Work (Atypical Night Payments)

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

Directorate	Paid in 20/21		Paid in 19/20		Paid in 18/19		Paid in 17/18	
	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 work
HSCP	32 (31)	14 (9)	28 (28)	18 (12)	31 (29)	18 (10)	33 (31)	25
ECOD	0	0	0	1	0	2 (2)	4 (3)	2
ERR	4 (4)	13	0	18 (4)	4 (4)	10	0	11
CE	0	0	0	0	0	0	0	0
TOTAL	36	27	28	37	35	30	37 (34)	38

k. Contractual Atypical Allowances

Contractual Allowance – not paid by timesheet.

Directorate	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 £	Number of Employees 17/18	Amount Paid 17/18 £
HSCP	483	272,029.96	417	227,564.99	446	219,707.01	337	179,948.43
ECOD	17	6,678.09	14	5,073.92	16	5,765.17	45	40,458.53
ERR	35	42,674.63	39	39,774.99	38	39,098.66	10	4,126.26
CE	0	0	0	0	0	0	0	0
TOTAL	535	321,382.68	470	272,413.90	500	264,570.84	392	224,533.22

I. Gender Breakdown

Gender	No. Of Employees March 21	No. Of Employees March 20	No. Of Employees March 19	No. Of Employees March 18	% of Workforce March 21	% of Workforce March 20	% of Workforce March 19	% of Workforce March 18
Female	3259	3110	3088	3089	76.61	75.69	75.56	75.30
Male	995	999	999	1013	23.39	24.31	24.44	24.70

3. Sessional Worker Activity – Workforce Planning

Directorate	No of Sessional Workers March 21	No of Sessional Workers March 20	No of Sessional Workers March 19	No of Sessional Workers March 18
HSCP	137	99	80	98
ECOD	385	347	366	354
(Supply Teachers)	262	212	189	205
ERR	4	2	3	1
TOTAL	788	660	638	658

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

a. Overtime Hours Worked

Directorate	Overtime At 1.5		OT Pub Hols At 2.0		Grand Total 20/21		Grand Total 19/20		Grand Total 18/19		Grand Total 17/18	
	£	Hours	£	Hours	£	Hours	£	Hours	£	Hours	£	Hours
HSCP	315,574.38	14,684.66	38,016.46	1,352.28	353,590.84	16,036.94	424,049.75	20,587.69	329,821.10	17,196.59	253,449.89	12,676.24
ECOD	148,162.49	8,705.01	28,002.99	1,218.80	176,165.48	9,923.81	150,144.22	10,239.10	115,926.73	9,029.80	43,880.53	2,622.57
ERR	506,583.86	26,635.01	12,807.92	467.95	519,391.78	27,102.96	550,920.68	30,339.30	438,661.16	26,015.77	554,527.06	35,021.82
CE	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	970,320.73	50,024.68	78,827.37	3,039.03	1,049,148.10	53,063.71	1,125,114.65	61,166.09	884,408.99	52,242.16	850,857.48	50,320.63

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

Additional Basic

Directorate	Additional Basic At Plain Time 20/21		Additional Basic At Plain Time 19/20		Additional Basic At Plain Time 18/19		Additional Basic At Plain Time 17/18	
	£	Hours	£	Hours	£	Hours	£	Hours
HSCP	533,636.26	47,395.53	620,939.16	55,912.11	538,701.67	52,438.65	528,858.37	52,052.57
ECOD	364,309.82	34,898.41	366,099.71	38,805.49	294,254.99	35,707.61	185,818.02	19,341.95
ERR	62,294.00	5,432.87	52,943.49	5,164.36	52,890.38	5,549.29	213,444.89	27,773.56
CE	0	0	0	0	0	0	0	0
TOTAL	960,240.08	87,726.81	1,039,982.36	99,881.96	£885,847.04	93,695.55	928,121.28	99,168.08

b. Employee Relations Activity

	2020/21		2019/20		2018/19		2017/18	
Investigations (relating to Disc, Grievance & D&R)	21		57		56		58	
Disciplinary	26		51		49		43	
Grievance & Dignity and Respect Submissions	20		33		33		14	
Absence Cases Supported	242		281		281		295	
Letters of Concern Issued	40		119		106		113	
Union Members (figures collected from check off only) (excluding EIS members)*	1505 (35%)		1581 (38.48%)		1631 (39.90%)		1638 (39.93%)	
Trade Union Activity (hours)	3,909.20		4,221.98		4,159.68		3,942.56	
Work Life Balance Request	Received	61	Received	95	Received	87	Received	83
	Approved	55	Approved	91	Approved	78	Approved	73
Grades of those approved for Work Life Balance	1-6	27	(1-6 (A-G))	59	A-G	47	A-G	42
	7 & Above/Teacher	28	7 (H) & Above/Teacher	32	H & Above/Teacher	31	H & Above/Teacher	31
TOIL Request for Approval	62		114		193		114	
TOIL Taken (days)	29		71		92		64.5	

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 20/21		New Employee Survey 19/20		New Employee Survey 18/19		New Employee Survey 17/18	
	Sent	Completed	Sent	Completed	Sent	Completed	Sent	Completed
CE	0	0	0	0	0	0	2	1
HSCP	131	44	75	21	90	28	70	23
ECOD	230	50	156	51	89	30	159	44
ERR	52	10	42	6	42	19	54	12
Not Known	0	16	0	5	0	7	0	10
Total	413	120	273	83	221	84	285	90

Number of Leavers Surveys sent and completed

Directorate	Leaver Survey 20/21		Leaver Survey 19/20		Leaver Survey 18/19		Leaver Survey 17/18	
	Sent	Completed	Sent	Completed	Sent	Completed	Sent	Completed
CE	1	0	0	0	0	0	1	0
HSCP	91	25	70	23	66	23	42	11
ECOD	133	40	134	39	198	49	117	44
ERR	22	10	37	15	45	15	31	7
Not Known	0	31	0	26	0	32	0	25
Total	247	106	241	103	309	119	191	87

New Start and Leaver Job Satisfaction Responses

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

Answer Choices	Responses 20/21		Responses 19/20		Responses 18/19		Responses 17/18	
	Leavers	New Starts	Leavers	New Starts	Leavers	New Starts	Leavers	New Starts
Excellent	27	67	22	43	30	41	13	34
Good	60	37	65	30	55	33	59	42
Average	14	3	11	1	27	2	6	3
Poor	5	2	5	6	7	1	9	2
Not Answered	0	11	0	3	0	7	0	9
Total	106	120	103	83	119	84	87	90

5. Organisational Development Support Activity

a. Training Activity

	20/21	19/20	18/19	17/18
Port Glasgow Training Suite Open (Days)	256	255	251	249
Computer Room Booked (Days)	43	213	212	206
Room 1 Booked (Days)	57	215	195	204
Room 2 Booked (Days)	89	195	211	223

Corporate Training Course Attended	110	499	947	730
E-Learning Courses Completed	9693	7181	9431	4502

b. Employee Participation & Job Evaluation Activity

Employees Registered as First Aiders	109
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Employees in Buy & Bank Leave Scheme 2021	99	Amount:	£48,702.63
<i>Employees in Buy & Bank Leave Scheme 2020</i>	<i>224</i>	<i>Amount:</i>	<i>£106,308.43</i>
<i>Employees in Buy & Bank Leave Scheme 2019</i>	<i>190</i>	<i>Amount:</i>	<i>£85,842.72</i>
<i>Employees in Buy & Bank Leave Scheme 2018</i>	<i>169</i>	<i>Amount:</i>	<i>£80,771.11</i>

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

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

c. Quarterly Reports Produced – Workforce Panning

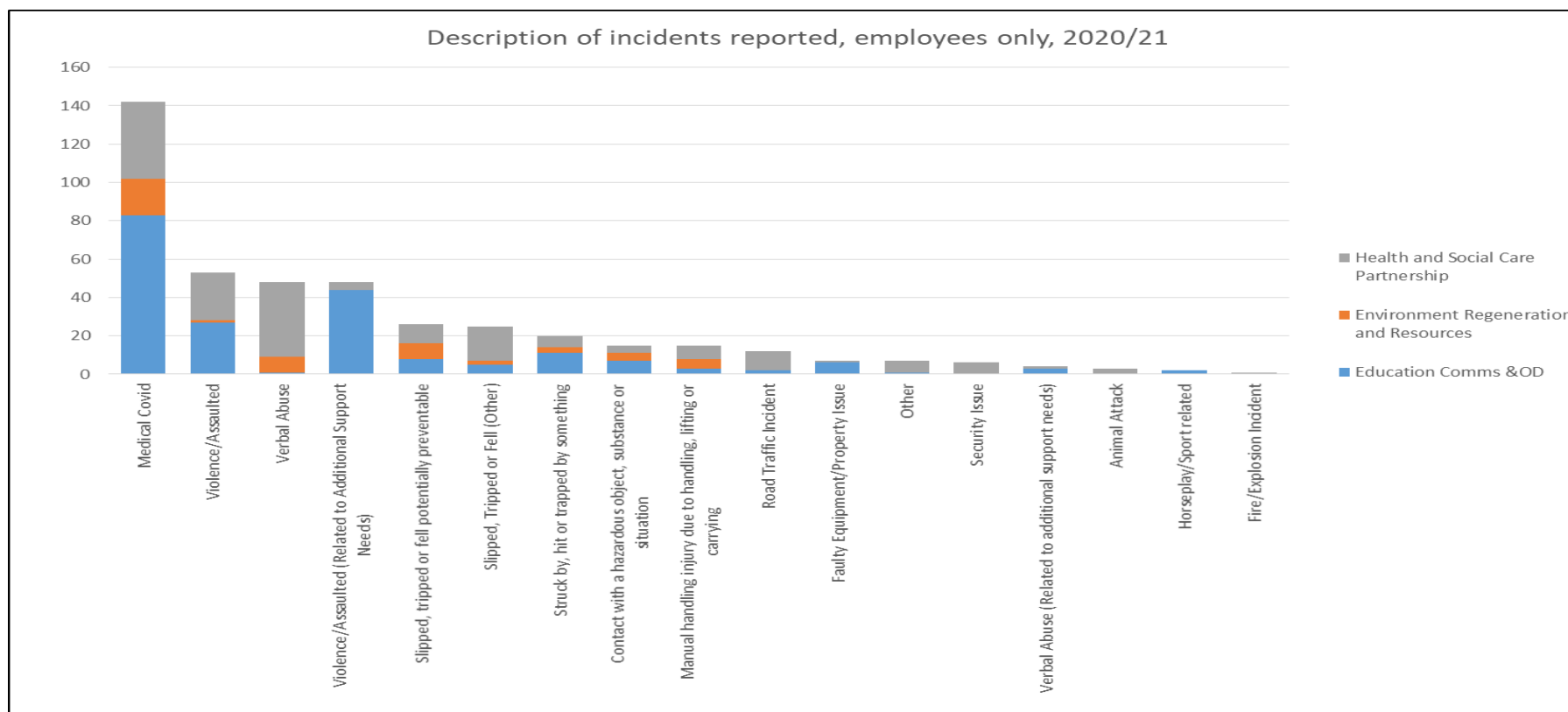
Project Descriptions
Sessional Workers Usage
Temporary End Date
Absence Management
Vacancy Reports
Job Sizing Spreadsheet
Supply Teacher Stats

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.

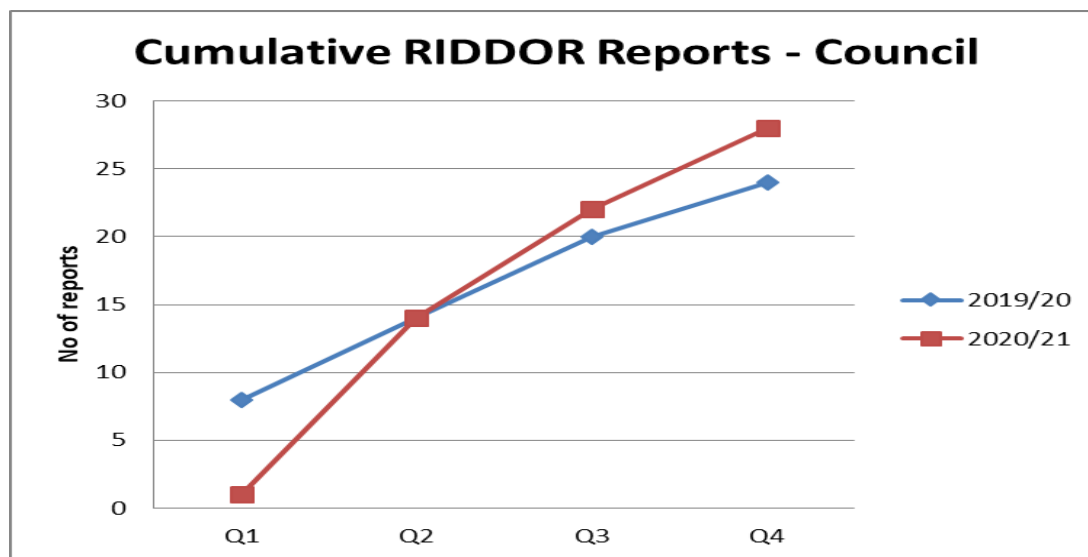
a. **Causes of Accidents**

The graph below shows the causes of accidents to employees by directorate. Due to the requirement to report certain covid related infections to the HSE the Council requires that covid illness is reported via the Council's incident reporting system so that they can be investigated for any work related vector. 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	2020/21	2019/20	2018/19	2017/18
HSCP	7	9	4	8
ECOD	17	2	11	4
ERR	4	11	13	9
TOTAL	28	22	28	21

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.

Directorate	ECOD		ERR		HSCP	
Reason	Hours Lost	Cost	Hours Lost	Cost	Hours Lost	Cost
Slipped, tripped or fell potentially preventable			365.00	£4,320.10	717.00	£8,928.09
Contact with a hazardous object, substance or situation	65.00	£691.60	281.20	£5,148.77	256.00	£2,723.84
Manual handling injury due to handling, lifting or carrying	199.80	£2,807.19	186.00	£2,045.48	152.00	£1,617.28
Struck by, hit or trapped by something	60.20	£656.96			344.00	£3,660.16
Violence/Assaulted (Related to Additional Support Needs)	112.00	£2,819.04				£0.00
Road Traffic Incident	74.00	£1,480.74				£0.00
Slipped, Tripped or Fell (Other)	28.00	£704.76	29.50	£358.13	29.25	£311.22
Other					16.50	£175.56
Horseplay/Sport related						
Grand Total	539.00	£9,160.29	861.70	£11,872.48	1514.75	£17,416.15