

DEVELOP OUR WORKFORCE HOW ARE WE DOING?

SBC Modern Apprentices 2016/17



Case Study Work Opportunities

19 year old Murdo Allison is currently undertaking a Modern Apprenticeship (MA) in Craft Bakery Skills at Earlston High School. He began his MA in August 2015 as he saw it as an opportunity to create a career in catering through gaining a work based qualification. His day to day role sees him preparing and baking a variety of cakes, pastries and tray bakes. He is also heavily involved in other kitchen duties in the School such as preparing other meals and the service of the meals. Murdo said "The MA has really helped me with my communication skills through the customer service aspect." During the School summer holiday Murdo has been given the opportunity to work in the kitchen at SBC HQ where he is learning different skills - cooking different types of meals; dealing with a different set of customers. He also took part in SBC's Cook of the Year event where four Border school cooks compete to make a main meal and a dessert with a maximum cost of £1.90. Murdo said "I really enjoyed the experience and it was nice to be put forward for the competition."

- benefits • communication • staff development • flexibility • benefits • communication • staff development •

Our performance during Q1 2016/17

<p>SBC ABSENCE RATE</p> <p>4.1% of working days were lost, on average, due to absence as of June 2016</p> <p>(No change from Q1 15/16)</p>	<p>WORK OPPORTUNITIES</p> <p>59 work opportunities are being supported by SBC through our "Work Opportunities Policy" as of Q1 2016/17</p>  <p>(down from 63 in Q1 15/16)</p>		<p>SBC STAFF BENEFIT SCHEME</p> <p>34.1% of employees have registered their discount card on the Employee Benefit Scheme website since October 2015</p>
<p>E-LEARNING COMPLETIONS</p> <p>4,034 e-learning completions were achieved using our in-house e-learning tool, SBLearn, in Q1 2016/17</p> <p>Up from 1,702 in Q1 15/16)</p>	<p>APPRENTICESHIPS</p> <p>42 apprentices are employed with SBC as of Q1 2016/17</p> <p>(up from 25 in Q1 15/16)</p>	<p>APPRENTICESHIPS</p> <p>69% male 31% female across various departments such as Human Resources, Engineering, Finance</p>	<p>51 applications have been approved for the Car Salary Sacrifice Scheme since October 2015</p> <p>686 applications have been approved for the Technology Salary Sacrifice Scheme since October 2015</p>



Priority 6: Developing our Workforce – Executive Quarterly PIs

Short Name	Trend Chart	Value	Commentary	Compared to same time last year	Status against Target	Managed By
Percentage of Working Days Lost - Council Average	<p>CP06-P14 Percentage of Working Days Lost - Council Average</p> <p>5.00% 4.50% 4.00% 3.50% 3.00% 2.50% 2.00% 1.50% 1.00% .50% .00%</p> <p>Q1 2015/16 Q2 2015/16 Q3 2015/16 Q4 2015/16 Q1 2016/17</p> <p>■ Quarters — Family Group (previous yr) - Av. — SBC (previous yr) - Av. — Scotland (previous yr) - Av.</p>	4.10%	<p>How are we performing: Through effective implementation of our absence management policy the % of working days lost due to absence has been consistently stable across the year finishing marginally above the target of 4% at 4.1% for the last 3 quarters</p> <p>Actions we are taking to improve/maintain performance: Each Service, including SB Cares, continues to receive a monthly detailed report on absence rates in order that managers and HR advisors can work together to tackle areas where rates are higher than the target</p>			Ian Angus
Number of e-learning completions – All Departments	<p>CP06-P07 Number of e-learning completions - All Depts</p> <p>8,000 7,000 6,000 5,000 4,000 3,000 2,000 1,000 0</p> <p>Q1 2015/16 Q2 2015/16 Q3 2015/16 Q4 2015/16 Q1 2016/17</p> <p>■ Quarters — Family Group (previous yr) - Av. — SBC (previous yr) - Av. — Scotland (previous yr) - Av.</p>	4,034	<p>How are we performing: During Q1 2016/17, there were 4034 e-learning completions, of which 1600 (40%) were mandatory modules including the new "Prevent" module (developed as part of the UK government' strategy to deal with terrorism)</p> <p>Actions we are taking to improve/maintain performance: When all PC users log in each morning, a reminder pops up about mandatory training, in order that we work towards 100% of PC users completing mandatory modules. Work is ongoing to ensure that those employees who don't have regular access to a PC can access the valuable training resources including mandatory training</p>			Clair Hepburn

Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2016 (Q1 2016/17)

Short Name	Trend Chart	Value	Commentary	Compared to same time last year	Status against Target	Managed By												
CP06-P46 Percentage of staff with a registered Vectis card on the Scottish Borders Staff Benefits website	<p>CP06-P46 Percentage of staff with a registered Vectis card on the Scottish Borders Staff Benefits website</p> <table border="1"> <caption>CP06-P46 Percentage of staff with a registered Vectis card on the Scottish Borders Staff Benefits website</caption> <thead> <tr> <th>Quarter</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Q1 2015/16</td> <td>~31%</td> </tr> <tr> <td>Q2 2015/16</td> <td>~31%</td> </tr> <tr> <td>Q3 2015/16</td> <td>~32%</td> </tr> <tr> <td>Q4 2015/16</td> <td>~33%</td> </tr> <tr> <td>Q1 2016/17</td> <td>34.1%</td> </tr> </tbody> </table> <p>Legend: ■ Quarters, — Family Group (previous yr) - Av., — SBC (previous yr) - Av., — Scotland (previous yr) - Av.</p>	Quarter	Percentage	Q1 2015/16	~31%	Q2 2015/16	~31%	Q3 2015/16	~32%	Q4 2015/16	~33%	Q1 2016/17	34.1%	34.1%	<p>Observations: Following the launch of the new employee benefit scheme there has been a positive response, with 34% of employees with a discount card registering the card on the Scottish Borders Employee Benefit Scheme website. In addition to this the salary sacrifice scheme part of the employee benefits scheme has seen the following:</p> <ul style="list-style-type: none"> • Car Salary Sacrifice Scheme – 51 applications approved (42 in Q4 15/16, 26 Q3 15/16) • Technology Salary Sacrifice Scheme – 686 applications approved (311 in Q3 15/16) and 375 this quarter 			Ian Angus
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CP06-P45 Work Opportunities Scheme - Current Total Work Opportunities (incl. ESS supported employees)	<p>CP06-P45 CP06-P45 Work Opportunities Scheme - Current Total Work Opportunities (incl. ESS supported employees)</p> <table border="1"> <caption>CP06-P45 CP06-P45 Work Opportunities Scheme - Current Total Work Opportunities (incl. ESS supported employees)</caption> <thead> <tr> <th>Quarter</th> <th>Number of Opportunities</th> </tr> </thead> <tbody> <tr> <td>Q1 2015/16</td> <td>~63</td> </tr> <tr> <td>Q2 2015/16</td> <td>~53</td> </tr> <tr> <td>Q3 2015/16</td> <td>~56</td> </tr> <tr> <td>Q4 2015/16</td> <td>~56</td> </tr> <tr> <td>Q1 2016/17</td> <td>59</td> </tr> </tbody> </table> <p>Legend: ■ Quarters, — Family Group (previous yr) - Av., — SBC (previous yr) - Av., — Scotland (previous yr) - Av.</p>	Quarter	Number of Opportunities	Q1 2015/16	~63	Q2 2015/16	~53	Q3 2015/16	~56	Q4 2015/16	~56	Q1 2016/17	59	59	<p>Observations: There are currently 59 opportunities being provided within SBC through the Work Opportunities Policy. A breakdown is provided below.</p> <p>(Note that the total of 59 includes the 6 employees who are employed through the Employment Support Scheme, which has remained at 6 for the last year, and is therefore not included in the graphs below)</p>			Cathie Fancy
Quarter	Number of Opportunities																	
Q1 2015/16	~63																	
Q2 2015/16	~53																	
Q3 2015/16	~56																	
Q4 2015/16	~56																	
Q1 2016/17	59																	
<p>SBC and NHS have partnered together to offer 4 opportunities for Looked After Children. These opportunities will provide 4 looked after young people with employability training whilst gaining a qualification and a supported work experience placement which will hopefully lead to a Modern Apprenticeship within the host organisations following a successful placement.</p> <p>SBC have also partnered up with NHS Borders and Borders College to bring a Project SEARCH site to the borders. In its first year Project Search will provide 8 young people who have a learning disability or autism a 1 years internship within the Borders General Hospital. The internship will provide the young people with employability skills through qualifications and 3 work experience rotations. The Young people will be supported by a tutor from Borders College and a Job Coach from SBC Employment Support Service. The goal of this project is for each intern to secure sustainable paid employment at the end of their Internship.</p>																		

Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, August 2016 (Q1 2016/17)

Short Name	Trend Chart	Value	Commentary	Compared to same time last year	Status against Target	Managed By																														
CP06-P31 Work Opportunities Scheme - Current Employability Fund Posts	<p>Executive - Supported Employment excl. ESS</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>CP06-P31P</th> <th>CP06-P32P</th> <th>CP06-P37P</th> </tr> </thead> <tbody> <tr> <td>Q1 2015/16</td> <td>1</td> <td>22</td> <td>25</td> </tr> <tr> <td>Q2 2015/16</td> <td>0</td> <td>11</td> <td>38</td> </tr> <tr> <td>Q3 2015/16</td> <td>0</td> <td>7</td> <td>40</td> </tr> <tr> <td>Q4 2015/16</td> <td>0</td> <td>10</td> <td>37</td> </tr> <tr> <td>Q1 2016/17</td> <td>1</td> <td>9</td> <td>42</td> </tr> </tbody> </table>	Quarter	CP06-P31P	CP06-P32P	CP06-P37P	Q1 2015/16	1	22	25	Q2 2015/16	0	11	38	Q3 2015/16	0	7	40	Q4 2015/16	0	10	37	Q1 2016/17	1	9	42	1	<p>Observations: SBC have a contract for 23 Employability Fund Stage 3 places which are utilised borders wide through work experience placements in various locations engaging with public sector organisations and large and small businesses within the Scottish Borders.</p>			Cathie Fancy						
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CP06-P32 Work Opportunities Scheme - Current Student Placements	<p>Executive - Supported Employment excl. ESS</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>CP06-P31P</th> <th>CP06-P32P</th> <th>CP06-P37P</th> </tr> </thead> <tbody> <tr> <td>Q1 2015/16</td> <td>1</td> <td>22</td> <td>25</td> </tr> <tr> <td>Q2 2015/16</td> <td>0</td> <td>11</td> <td>38</td> </tr> <tr> <td>Q3 2015/16</td> <td>0</td> <td>7</td> <td>40</td> </tr> <tr> <td>Q4 2015/16</td> <td>0</td> <td>10</td> <td>37</td> </tr> <tr> <td>Q1 2016/17</td> <td>1</td> <td>9</td> <td>42</td> </tr> </tbody> </table>	Quarter	CP06-P31P	CP06-P32P	CP06-P37P	Q1 2015/16	1	22	25	Q2 2015/16	0	11	38	Q3 2015/16	0	7	40	Q4 2015/16	0	10	37	Q1 2016/17	1	9	42	9	<p>Observations: We are currently recruiting students for the summer, we had a large response from an advert from students looking for work over the summer period and managers are encouraged to contact HRSS if they are looking for a student over the summer period.</p>			Cathie Fancy						
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CP06-P37 Work Opportunities Scheme - Current Modern Apprentices employed within SBC	<p>Executive - Supported Employment excl. ESS</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>CP06-P31P</th> <th>CP06-P32P</th> <th>CP06-P37P</th> </tr> </thead> <tbody> <tr> <td>Q1 2015/16</td> <td>1</td> <td>22</td> <td>25</td> </tr> <tr> <td>Q2 2015/16</td> <td>0</td> <td>11</td> <td>38</td> </tr> <tr> <td>Q3 2015/16</td> <td>0</td> <td>7</td> <td>40</td> </tr> <tr> <td>Q4 2015/16</td> <td>0</td> <td>10</td> <td>37</td> </tr> <tr> <td>Q1 2016/17</td> <td>1</td> <td>9</td> <td>42</td> </tr> </tbody> </table>	Quarter	CP06-P31P	CP06-P32P	CP06-P37P	Q1 2015/16	1	22	25	Q2 2015/16	0	11	38	Q3 2015/16	0	7	40	Q4 2015/16	0	10	37	Q1 2016/17	1	9	42	42	<p>Observations: There are currently 29 male and 13 female apprentices in SBC.</p>			Cathie Fancy						
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