

EAST AYRSHIRE COUNCIL

EDUCATION COMMITTEE – 20 MARCH 2007

DEPARTMENT OF EDUCATIONAL AND SOCIAL SERVICES

**ABSENCE MANAGEMENT REPORT QUARTER 3 & 4(1 JULY – 30 SEPTEMBER 2006 &
1 OCTOBER – 31 DECEMBER 2006)**

Report by Executive Director of Educational and Social Services

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to advise the Committee of absence rates for the Department of Educational and Social Services for the period 1 July – 30 September 2006 and 1 October – 31 December 2006.

2. HISTORICAL INFORMATION

- 2.1 Historical data for this period is detailed in Appendix A and Appendix B to assist members in considering the absence rates.

3. ANALYSIS OF QUARTERLY ABSENCE RATES

- 3.1 The department's absence rates for the period 1 July – 30 September 2006 was 4.71 % for APT & C employees and 2.39 % for Teachers. For the period 1 October – 31 December 2006 was 6.15% for APT & C employees and 3.80% for Teachers. This compares to 3.50% for APT & C employees and 2.71 % for Teachers for the period 1 July – 30 September 2005; and 5.26% for APT & C employees and 2.87% for Teachers for the period 1 October – 31 December 2005.

4. DIRECTOR'S COMMENTS

- 4.1 With regard to the absence levels reported for Quarter 3 & 4, 2006 the following can be noted:

- 4.1.1 There is considerable variation in absence both between groups of employees and at different times of year.

- 4.1.2 Absence rates also vary from one section or establishment to another. The Personnel Section monitors the situation closely and is ensuring that Authority Absence Management procedures are being followed. The Department of Educational and Social Services supports all of the corporate initiatives related to health at work.

4.1.3 During Quarters 3 & 4 in 2006, 31 Absence Reviews and Follow-Up Meetings were held by the Educational Services for APT & C employees. There were 28 referrals to the Occupational Health Service.

4.1.4 A detailed review of individual record cards within each section has been carried out to ensure that the Council's Managing Absence Policy is being adhered to in terms of Absence Review Meetings.

5. FINANCIAL IMPLICATIONS – COST OF ABSENCE

5.1 Not all categories of staff are replaced by temporary employees during absence. In such cases there are no additional direct costs. However, for staff such as teachers and where children with special educational needs are concerned replacement staff have to be found therefore incurring costs. Such costs are built into the 'Supply Cover' budgets of both individual schools and authority staffing budgets.

6. POLICY AND LEGAL IMPLICATIONS

6.1 Absenteeism within Educational and Social Services is being managed in accordance with Council Policy and employment legislation.

7. COMMUNITY PLAN IMPLICATIONS

7.1 Nil.

8. RISK IMPLICATIONS

8.1 Nil.

9. RECOMMENDATIONS

9.1 It is recommended that members:

- (i) Note the contents of this report.

Graham Short
Executive Director of Educational and Social Services

JS/LC
26 February 2007

LIST OF BACKGROUND PAPERS

1. Departmental Return – Quarter 3 & 4, 2006
2. Departmental Return – Quarter 3 & 4, 2005

Members requiring further information should contact Janice Shaw, Personnel Manager (Schools) on 01563 578114.

Implementation Officer – John McCarney, Head of Service: Schools Support

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EDUCATIONAL AND SOCIAL SERVICES COMMITTEE – 20 MARCH 2006

ABSENCE MANAGEMENT REPORT QUARTER 3 & 4 (1 JULY – 31 DECEMBER 2006)
& QUARTER 3 & 4 (1 JULY – 31 DECEMBER 2005)

HISTORICAL DATA

1. ANALYSIS OF QUARTERLY ABSENCE RATES

- 1.1 Absence statistics in the sections within the Department of Educational and Social Services are detailed below to assist members in considering the absence rates.

APT&C EMPLOYEES

Comparison between Quarter 3, 2006 – Quarter 3, 2005

SECTION	Quarter 3 2006	Quarter 3 2005	% INCREASE / DECREASE
Secondary	4.32 %	2.10 %	+ 2.22 %
Primary	2.34 %	5.14 %	- 2.80 %
Special	2.35 %	3.85 %	- 1.50 %
Nursery	8.52 %	3.54 %	+ 4.98 %
Others	1.80 %	2.36 %	- 0.56 %
Total	4.71%	3.50%	+1.21%

TEACHERS

Comparison between Quarter 3 2006 and Quarter 3 2005

SECTION	Quarter 3 2006	Quarter 3 2005	% INCREASE / DECREASE
Secondary	2.50 %	2.50 %	0.00 %
Primary	2.30 %	2.70 %	- 0.40 %
Special	3.60 %	0.30 %	+ 3.30 %
Nursery	1.30 %	4.20 %	- 2.90 %
Others	1.50 %	0.00 %	+ 1.50 %
Total	2.39%	2.71%	-0.32%

APT&C EMPLOYEES

Comparison between Quarter 4, 2006 – Quarter 4, 2005

SECTION	Quarter 4 2006	Quarter 4 2005	% INCREASE / DECREASE
Secondary	7.50 %	4.20 %	+ 3.30 %
Primary	3.58 %	6.69 %	- 3.11 %
Special	3.01 %	2.47 %	+ 0.54 %
Nursery	8.88 %	5.96 %	+ 2.92 %
Others	4.49 %	1.78 %	+ 2.71 %
Total	6.15%	5.26%	+0.89%

TEACHERS

Comparison between Quarter 4 2006 and Quarter 4 2005

SECTION	Quarter 4 2006	Quarter 4 2005	% INCREASE / DECREASE
Secondary	3.60 %	2.80 %	- 0.80 %
Primary	4.10 %	3.50 %	+0.60 %
Special	1.20 %	0.40 %	+0.80 %
Nursery	5.50 %	0.10 %	+ 3.60 %
Others	2.10 %	0.10 %	+ 0.50 %
Total	3.80%	2.87%	+ 0.93 %

EAST AYRSHIRE COUNCIL

EDUCATIONAL AND SOCIAL SERVICES COMMITTEE – 20 MARCH 2007

ABSENCE MANAGEMENT REPORT QUARTER 4 2006 - QUARTER 1 2006

HISTORICAL DATA

1. ANALYSIS OF QUARTERLY ABSENCE RATES

- 1.1 Absence statistics in the sections within the Department of Educational and Social Services are detailed below to assist members in considering the absence rates.

APT&C EMPLOYEES

Comparison between Quarter 4 2006 and Quarter 4 2005

SECTION	Q4 2006 (1.10.06 – 31.12.06)	Q4 2005 (1.10.05 – 31.12.05)	% INCREASE / DECREASE
Secondary	7.50 %	4.20%	+ 3.30 %
Primary	3.58 %	6.69 %	- 3.11 %
Special	3.01 %	2.47 %	+ 0.54 %
Nursery	8.88 %	5.96 %	+ 2.92 %
Others	4.49 %	1.78 %	+ 2.71 %
Total	6.15%	5.26%	+0.89%

Comparison between Quarter 3 2006 and Quarter 3 2005

SECTION	Q3 2006 (1.7.06 – 30.9.06)	Q3 2005 (1.7.05 – 30.9.05)	% INCREASE / DECREASE
Secondary	4.32 %	2.10 %	+ 2.22 %
Primary	2.34 %	5.14 %	- 2.80 %
Special	2.35 %	3.85 %	- 1.50 %
Nursery	8.52 %	3.54 %	+ 4.98 %
Others	1.80 %	2.36 %	- 0.56 %
Total	4.71%	3.50%	+1.21%

Comparison between Quarter 2 2006 and Quarter 2 2005

SECTION	Q2 2006 (1.4.06 – 30.6.06)	Q2 2005 (1.4.05 – 30.6.05)	% INCREASE / DECREASE
Secondary	3.32 %	3.50 %	- 0.18 %
Primary	3.25 %	4.15 %	- 0.90 %
Special	3.33 %	1.75 %	+1.58 %
Nursery	6.94 %	4.39 %	+2.55 %
Others	2.27 %	2.54 %	- 0.27 %
Total	4.14%	3.04%	+1.10%

Comparison between Quarter 1 2006 and Quarter 1 2005

SECTION	Q1 2006 (1.1.06 – 31.3.06)	Q1 2005 (1.1.05 – 31.3.05)	% INCREASE / DECREASE
Secondary	4.83 %	4.77 %	+0.06 %
Primary	6.32 %	5.25 %	+1.07 %
Special	6.11 %	7.38 %	- 1.27 %
Nursery	7.52 %	7.84%	- 0.32 %
Others	4.04 %	2.95 %	+ 1.09 %
Total	6.07 %	5.63 %	+ 0.44 %

Council Target: 4%

TEACHERS

Comparison between Quarter 4 2006 and Quarter 4 2005

SECTION	Q4 2006 (1.10.06 – 31.12.06)	Q4 2005 (1.10.05 – 31.12.05)	% INCREASE / DECREASE
Secondary	3.60 %	2.80 %	+ 0.80 %
Primary	4.10 %	3.50 %	+ 0.60 %
Special	1.20 %	0.40 %	+ 0.80 %
Nursery	5.50 %	0.10 %	+ 5.40 %
Others	2.10 %	0.10 %	+ 2.00 %
Total	3.80 %	2.87%	+ 0.93 %

Comparison between Quarter 3 2006 and Quarter 3 2005

SECTION	Q3 2006 (1.7.06 – 30.10.06)	Q3 2005 (1.7.05 – 30.10.05)	% INCREASE / DECREASE
Secondary	2.50 %	2.50 %	0.00 %
Primary	2.30%	2.70 %	- 0.40 %
Special	3.60 %	0.30 %	+ 3.30 %
Nursery	1.30 %	4.20 %	- 2.90 %
Others	1.50 %	0.00 %	+ 1.50 %
Total	2.39%	2.71%	-0.32%

Comparison between Quarter 2 2006 and Quarter 2 2005

SECTION	Q2 2006 (1.4.06 – 30.6.05)	Q2 2005 (1.4.05 – 30.6.05)	% INCREASE / DECREASE
Secondary	2.79 %	3.02 %	- 0.23 %
Primary	3.30 %	3.68 %	- 0.38 %
Special	1.40 %	4.10 %	- 2.70 %
Nursery	5.90 %	2.30 %	+ 3.60%
Others	1.40 %	0.60 %	+ 0.80 %
Total	2.87%	3.11%	-0.24%

Comparison between Quarter 1 2006 and Quarter 1 2005

SECTION	Q1 2006 (1.1.06 – 31.3.06)	Q1 2005 (1.1.05 – 31.3.05)	% INCREASE / DECREASE
Secondary	2.96 %	3.40 %	- 0.44 %
Primary	3.42 %	4.40 %	- 0.98 %
Special	1.90 %	4.20 %	- 2.30 %
Nursery	4.80 %	7.80 %	- 3.00 %
Others	0.80 %	0.80 %	0.00 %
Total	2.87 %	3.82 %	- 0.95 %

Council Target: 4%