

EAST AYRSHIRE COUNCIL

EDUCATION COMMITTEE – 14 SEPTEMBER 2004

ABSENCE MANAGEMENT REPORT (1 APRIL 2003 – 31 MARCH 2004)

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 April 2003 – 31 March 2004.

2. HISTORICAL INFORMATION

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

3. ANALYSIS OF QUARTERLY ABSENCE RATES

- 3.1 The department's average absence rates over the period 1 April 2003 – 31 March 2004 was 6.50 % for APT & C employees and 3.74 % for Teachers. This compares to 5.55% for APT & C employees and 3.09 % for Teachers for the period 1 April 2002 – 31 March 2003.

4. DIRECTOR'S COMMENTS

- 4.1 There is considerable variation in absence both between groups of employees and at different times of year. With regard to the absence levels reported for the year the following can be noted:
- 4.1.1 Much of the rise in APT & C employees absence level can be attributed to the long running early years workers dispute and strike action. The impact of the action had a direct effect on the absence rates in the nursery sector, as is clearly illustrated in the data for each quarter.
- 4.1.2 Some of the rise in the teachers absence rate may be attributed to a number of teachers who have been teaching on long term illness leave.
- 4.1.3 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 Education and Social Services supports all of the corporate initiatives related to health at work.
- 4.1.4 Absence Reviews and Follow-Up Meetings were held by the Educational and Social Services. There were 57 referrals to the Occupational Health Service.

4.1.5 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. LEGAL/POLICY IMPLICATIONS

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

7. RECOMMENDATIONS

7.1 It is recommended that members:

- (i) Note the contents of this report.

John Mulgrew
Executive Director (Educational and Social Services)
26 August 2004

JS/KG

LIST OF BACKGROUND PAPERS

1. Departmental Return – Quarter 2, 2003 - Quarter 1, 2004
2. Departmental Return – Quarter 2, 2002 – Quarter 1, 2003

Members wishing 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 – 14 SEPTEMBER 2004

ABSENCE MANAGEMENT REPORT QUARTER 2, (1 APRIL 2003) –
QUARTER 1, (31 MARCH 2004)

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 2 2003 – Quarter 1 2004 and Quarter 2 2002 – Quarter 1 2003

SECTION	Q2 2003 – Q1 2004	Q2 2002 – Q1 2003	% INCREASE / DECREASE
Secondary	3.38 %	4.49 %	- 1.11 %
Primary	4.77 %	5.33 %	- 0.56 %
Special	4.58 %	5.33 %	- 0.75 %
Nursery	15.48 %	7.96 %	+ 7.52 %
Others	2.69 %	3.51 %	- 0.82 %

TEACHERS

Comparison between Quarter 2 2003 – Quarter 1 2004 and Quarter 2 2002 – Quarter 1 2003

SECTION	Q2 2003 – Q1 2004	Q2 2002 – Q1 2003	% INCREASE / DECREASE
Secondary	3.68 %	3.12 %	+ 0.56 %
Primary	5.02 %	4.23 %	+ 0.79 %
Special	1.86 %	2.44 %	- 0.58 %
Nursery	1.25 %	1.42 %	- 0.17 %
Others	0.52 %	0.91 %	- 0.39 %