

EAST AYRSHIRE COUNCIL

SOCIAL WORK COMMITTEE – 20 MAY 2004

ABSENCE MANAGEMENT – QUARTER 1 2004

Report by the Executive Director of Educational and Social Services

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to advise Committee of staff absence rates for Social Services, including Resource Support, for the quarterly period ending 31 March 2004.

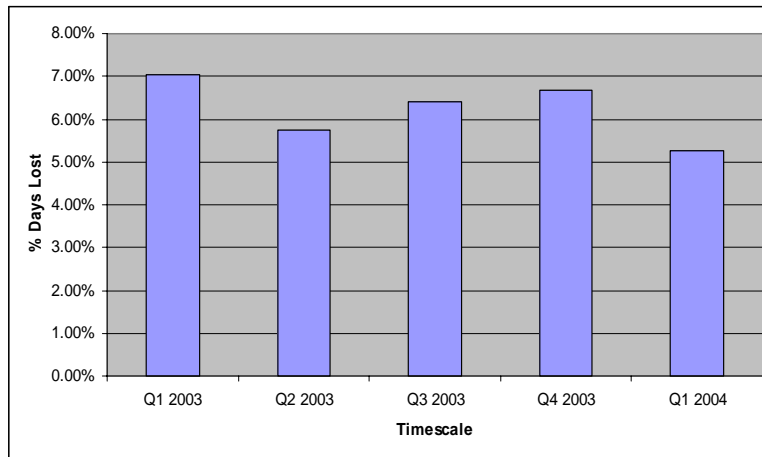
2. HISTORICAL INFORMATION

- 2.1 Historical data for the current reporting period is detailed in tabular form in Appendix A to assist members in considering absence rates.
- 2.2 Following the transfer of Support to Communities personnel and budgets to the Education Committee absence, statistics for this staff group will no longer feature in reports to the Social Work Committee.

3. ANALYSIS OF QUARTERLY ABSENCE RATES

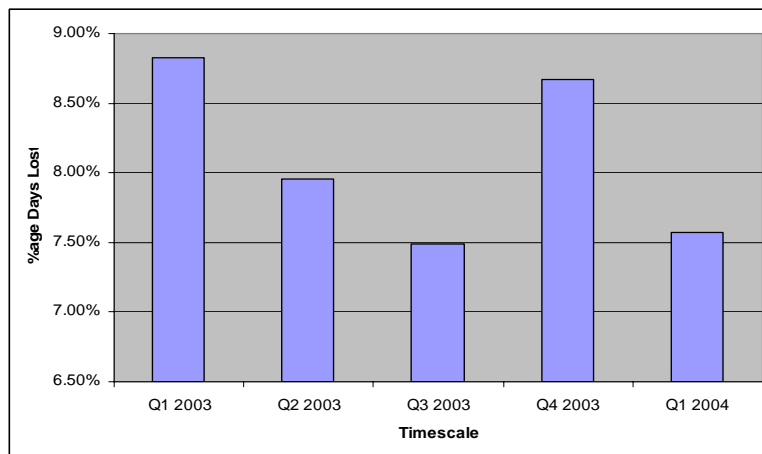
- 3.1 The Council target for APT & C absence rates is 4%. Analysis of information gathered through the corporate personnel system highlights a total absence rate for Social Services and Resource Support of 5.27% for Quarter 1. Graph 1 (below) compares this with previous quarters in 2003.
- 3.2 For the reporting period ended 31 March 2004 a total of 2,032 working days were lost which is a decrease of 271 days on the Quarter 3 amended total. Of this figure 927 days were lost for medically certified absences covering a period of more than 4 weeks.

Graph 1 – APT & C Absence Rates for 2002 / 03 – 2003/04



- 3.3 The Council target for Manual absence rate has been set at 5%. The statistics for Quarter 1 is 7.57%. Graph 2 below details the information for the calendar years 2002 and 2003.

Graph 2 – Manual Employees Absence Rate for 2002/03 – 2003/04



- 3.4 For the Quarter 1 a total of 1,798 days were lost of which 1,174 were for medically certified absences covering more than 4 weeks.

4. DIRECTOR'S COMMENTS

- 4.1 Long term absence remains a significant issue within the Department, representing 45.6% of APT & C staff absences and 65.3% of manual absences.

Appendix 2 details the causes for staff absence. The predominant causes relate to musculo-skeletal, stress and recovery from operations. Committee will note that previous reports have indicated the positive steps being taken in these areas to support staff and managers.

4.2 The Head of Social Work has agreed to enhance Personnel support with the temporary appointment, for six months, of a Managing Absence Co-ordinator, responsible for supporting line managers through :-

- Training for absence management procedures;
- Developing closer links with Occupational Health, ensuring early intervention; and
- Providing monthly reports to managers from the Corporate Personnel system.

5. FINANCIAL / LEGAL / POLICY IMPLICATIONS

5.1 As there is no budget within Social Services to provide cover for absent staff, and services must be maintained, costs are managed within the total resources available.

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

5.3 Funding for the temporary Managing Absence Co-ordinator will be met from savings achieved through better management of absence.

6. RECOMMENDATIONS

6.1 It is recommended that Social Work Committee:-

- (i) note the contents of this report.

John Mulgrew
Executive Director of Educational and Social Services

EC/JBS
3 May 2004

LIST OF BACKGROUND PAPERS

Nil

Any member wishing further information should contact Euan Couperwhite, Head of Resource Support at (01563) 576090.

IMPLEMENTATION OFFICER : EUAN COUPERWHITE

APPENDIX 1

SOCIAL WORK COMMITTEE – 20 MAY 2004

ABSENCE MANAGEMENT REPORT – QUARTER 1 2004

HISTORICAL DATA

Comparison between Quarter 4 2003 and Quarter 1 2004

SECTION	Q4 2003 DAYS LOST	Q1 2004 DAYS LOST	% INCREASE/ DECREASE
Community Care	2,712	2,858	+ 5.4%
Children & Families	370	367	- 0.8%
Criminal Justice	192	136	- 29.2%
Directorate	7	2	- 71.4%
Resources	117	0	-100%
Quality & Planning	282	330	+ 17.0%
Resource Support	289	137	- 52.6%

Comparison between Quarter 1 2003 and Quarter 1 2004

SECTION	Q1 2003 DAYS LOST	Q1 2004 DAYS LOST	% INCREASE/ DECREASE
Community Care	2,714	2,858	+ 5.3%
Children & Families	428	367	- 14.3%
Criminal Justice	123	136	+ 10.6%
Directorate	8	2	- 75.0%
Resources	163	0	- 100%
Quality & Planning	360	330	- 8.3%
Resource Support	0	137	+100%

REASONS FOR ABSENCES

1 Angina/Heart Problem	5 Viral Infection	9 Stress/Debility etc	13 Other Reasons
2 Asthma	6 Stomach/Abdominal	10 Operations/Recovery	
3 Bronchitis	7 Migraine	11 Workplace Injury	
4 Colds/Flu	8 Musculo-Skeletal	12 Injury Non Work	

		Category - Reason For Absence (Total Days Lost)													
Service Unit	Total Days Lost	Total	1	2	3	4	5	6	7	8	9	10	11	12	13
Community Care	2,858	2,858	131	33	15	168	261	145	33	702	554	509	27	16	264
Children & Families	367	367	0	15	0	23	36	44	14	52	66	15	80	5	17
Criminal Justice	136	136	0	0	0	0	23	3	6	10	89	0	0	0	5
Directorate	2	2	0	0	0	0	0	2	0	0	0	0	0	0	0
Quality & Planning	330	330	0	0	0	41	39	29	2	62	60	59	5	32	1
Resource Support	137	137	0	0	0	7	5	9	16	4	30	23	0	39	4
Total	3,830	3,830	131	48	15	239	364	232	71	830	799	606	112	92	291
% Of Total Lost Days			3.4	1.3	0.4	6.2	9.5	6.1	1.9	21.7	20.9	15.8	2.9	2.4	7.6