

# EAST AYRSHIRE COUNCIL

## SOCIAL WORK COMMITTEE – 18 MAY 2006

### ABSENCE MANAGEMENT – QUARTER 4 2005 AND QUARTER 1 2006

#### 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 Work Services, including Resource Support (Social Work), for the quarterly periods 1<sup>st</sup> October 2005 ending 31<sup>st</sup> December 2005 and 1<sup>st</sup> January 2006 ending 31<sup>st</sup> March 2006.

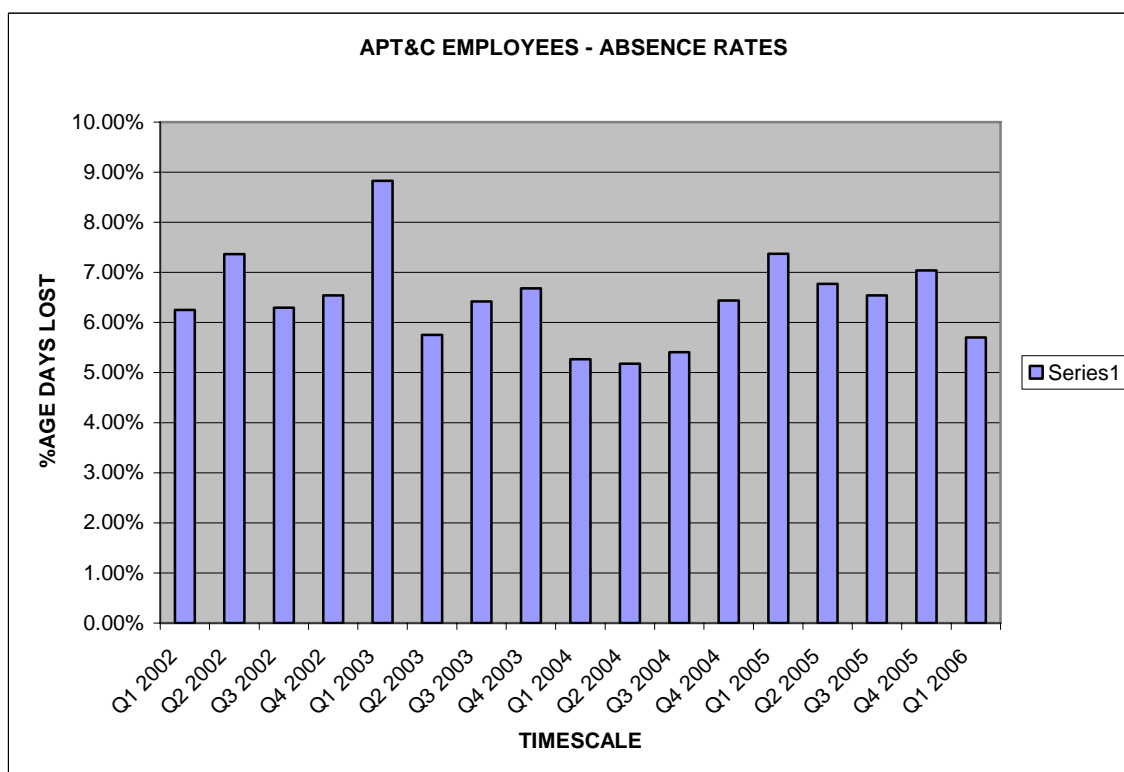
#### 2. HISTORICAL INFORMATION

- 2.1 Historical data for the current reporting period is detailed in tabular form in Appendix 1 to assist members in considering absence rates.

#### 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 Work Services and Resource Support of 7.04% Quarter 4 2005 and 5.56% for Quarter 1 2006. Graph 1 (below) compares this with previous quarters in 2002, 2003, 2004 and 2005.

#### 3.2 Graph 1 – APT & C Absence Rates for 2002 – 2006

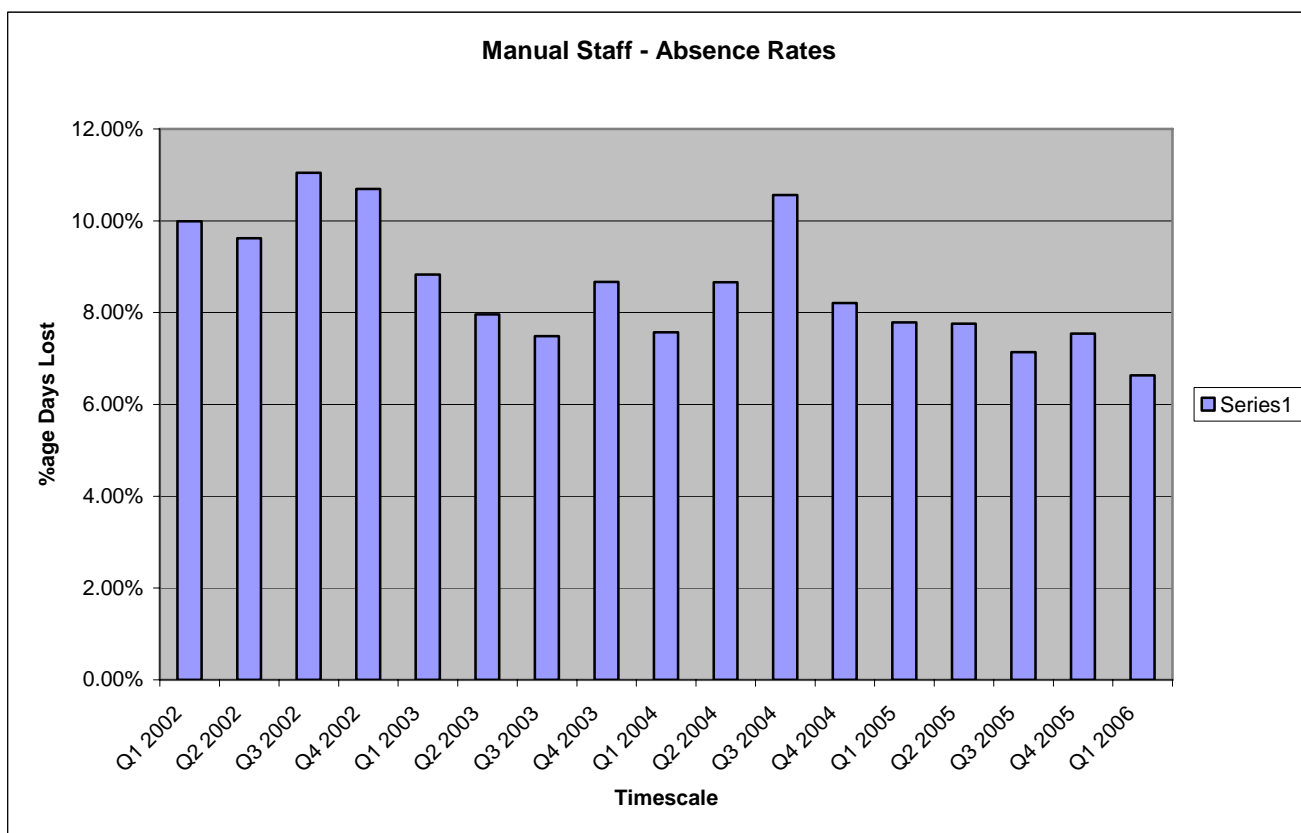


3.3 For Quarter 4 a total of 2463 working days were lost which is an increase of 223 days on Quarter 3. Of this figure 1270 days were lost for medically certified absences covering a period of more than 4 weeks.

3.3.1 For Quarter 1 a total of 2031 working days were lost which is a decrease of 432 days on Quarter 4. Of this figure 850 days were lost for medically certified absences covering a period of more than 4 weeks.

3.4 The Council target for Manual absence rate has been set at 5%. The statistics for Quarter 4 show an actual absence rate of 7.54% for this group of staff and 6.69% for Quarter 1. Graph 2 (below) compares this with previous quarters in 2002, 2003, 2004 and 2005.

### 3.5 Graph 2 – Manual Employees Absence Rate for 2002 – 2006



3.5.1 For Quarter 4 a total of 1907 days were lost, which represents an overall increase in Manual staff absences of 48 days. Of this total 1129 days lost were for medically certified absences covering more than 4 weeks.

3.5.2 For Quarter 1 a total of 1942 days were lost, which represents an overall increase in Manual staff absences of 35 days. Of this total 1089 days lost were for medically certified absences covering more than 4 weeks.

## 4. EXECUTIVE DIRECTOR'S COMMENTS

4.1 The overall absence rate of 6.06% is the lowest reported since 2003.

4.2 Long term absence remains a significant issue within the Department.

As previously reported the predominant causes of absence continue to relate to muscular-skeletal conditions, stress and recovery from operations. These issues are similar to previous quarters; however Members will also note that referrals made to Occupational Health Service, as a department, increased by 6.8% from the previous Quarter and equates to 62% of the Councils total referrals to Occupational Health.

- 4.3 Absenteeism within Educational and Social Work Services is being actively managed in accordance with Council policy and employment legislation and a range of actions are being progressed to address this issue.

## **5. FINANCIAL IMPLICATIONS**

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

## **6. RECOMMENDATIONS**

- 6.1 Committee is asked to:
- (i) note the contents of this report.

**Graham Short**  
**Executive Director of Educational and Social Services**  
**6/5/06**  
**Enc (2)**

### **LIST OF BACKGROUND PAPERS**

Nil

Any member wishing further information should contact:  
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**IMPLEMENTATION OFFICER: JACKIE DONNELLY**

**SOCIAL WORK COMMITTEE**

**ABSENCE MANAGEMENT REPORT – QUARTER 4 2005**

**HISTORICAL DATA**

**Comparison between Quarter 3 2005 and Quarter 4 2005**

<b>SECTION</b>	<b>Q3 2005 DAYS LOST%</b>	<b>Q4 2005 DAYS LOST%</b>	<b>% INCREASE/ DECREASE</b>
Community Care	7.62	7.24	-0.38
Children & Families & Criminal Justice	6.04	8.12	+2.08
Resource Support	4.35	5.56	+1.21
Resources	3.71	6.49	+2.78

**Comparison between Quarter 4 2004 and Quarter 4 2005**

<b>SECTION</b>	<b>Q4 2004 DAYS LOST %</b>	<b>Q4 2005 DAYS LOST %</b>	<b>% INCREASE/ DECREASE</b>
Community Care	7.78	7.24	-0.54
Children & Families & Criminal Justice	8.6	8.12	-0.48
Resource Support	5.47	5.56	+0.09
Resources	3.29	6.49	+3.2

## SOCIAL WORK COMMITTEE

## ABSENCE MANAGEMENT REPORT – QUARTER 1 2006

## HISTORICAL DATA

## Comparison between Quarter 4 2005 and Quarter 1 2006

<b>SECTION</b>	<b>Q4 2005 DAYS LOST%</b>	<b>Q1 2006 DAYS LOST%</b>	<b>% INCREASE/ DECREASE</b>
Community Care	7.24	6.02	-1.22
Children & Families & Criminal Justice	8.12	6.80	-1.32
Resource Support	5.56	6.27	+0.71
Resources	6.49	4.95	-1.54

## Comparison between Quarter 1 2005 and Quarter 1 2006

<b>SECTION</b>	<b>Q1 2005 DAYS LOST %</b>	<b>Q1 2006 DAYS LOST %</b>	<b>% INCREASE/ DECREASE</b>
Community Care - Adults	N/A	5.03	N/A
Community Care – Locality	N/A	5.99	N/A
Community Care - Older	N/A	6.84	N/A
<b>Total Community Care</b>	7.88	6.02	-1.86
Children & Families	8.96	6.57	-2.39
Criminal Justice	8.47	7.42	-1.05
Resources	5.11	5.29	+0.18