

EAST AYRSHIRE COUNCIL

EDUCATION COMMITTEE - 6 FEBRUARY 2001

ABSENCE MANAGEMENT REPORT 1999/00 AND PART YEAR 2000/01

Report by Director of Educational and Social Services

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to advise Members of the Education Committee of absence rates for Education employees within the Department of Educational and Social Services in the financial year 1999/00 and in the 2 quarters to date in 2000/2001.

2. BACKGROUND

- 2.1 East Ayrshire Council has approved a Managing Absence policy and procedures, which have been discussed and agreed with the Trade Unions.

3. DEPARTMENTAL ABSENCE RATES

- 3.1 The total absence rates for Staff, Teachers and Manual Workers for the reporting period in 1999/2000 and the 2 quarters completed in 2000/2001 are noted in the table below. A more detailed analysis of the nature of absence (ie self certified, medically certified, industrial injury and unauthorised absences) is attached in Appendix A.

	APT&C %	TEACHERS %	MANUAL %	OVERALL %
Total 1999/2000	4.1	4.29	5.35	4.77
June 2000	4.24	4	5	4.56
September 2000	3.71	2.62	6	3.86

- 3.2 The above table shows an overall improvement in the attendance of staff in the Education Department. However, there is room for improvement by reducing the additional costs incurred in covering employee absences. Additional costs are incurred through the use of temporary employees especially in schools where replacement staff are required immediately to allow the service to be delivered and support offered to pupils particularly in the area of special educational needs.

4. ABSENCE MANAGEMENT SYSTEMS

- 4.1 The corporate policy and procedures of the Council encourage regular contact between local Management and staff and the absent employee. Monitoring of absence in the education department is ongoing to try to reduce staff absence.
- 4.2 Standard Circular 73 outlines the procedures for managing absence for teachers.

5. FINANCIAL IMPLICATIONS

- 5.1 High absence rates cause additional expenditure to be incurred in many Education settings where employees' absences must be covered to ensure a direct service is provided to individuals.

6. LEGAL/POLICY IMPLICATIONS

Nil

7. RECOMMENDATIONS

- 7.1 It is recommended that Members of the Education Committee:
- (i) note the absence rates contained in the report; and
 - (ii) otherwise note the contents of the report.

John Mulgrew
Director of Educational and Social Services

JS/CT
17 January 01

LIST OF BACKGROUND PAPERS

1. Managing Absence, Guidance Notes for Managers – September 1996
2. Standard Circular 73, managing absence for teachers

For further information on this report please contact Janice Shaw, Personnel Manager (Schools) 01563 576045

APPENDIX A

Year End 1997/98	APT&C		Teachers		Manual Workers		Total	
Work Days Available	63,609.75		171,436.83		703.5		235,750.08	
	LWD	%	LWD	%	LWD	%	LWD	%
Self Certified	1233	1.9	3890.48	2.3	52	7.4	5175.48	2.2
Medically Certified	2093.25	3.3	3755.5	2.2	110	15.6	5958.75	2.5
Industrial Injury	47	0.07	0	0	0	0	47	0.02
Unauthorised	0	0	0	0	0	0	0	0
Total	3373.25	5.3	7645.98	4.5	162	23	11181.23	4.7

Quarter ended June 1998	APT&C		Teachers		Manual Workers		Total	
Work Days Available	28,193.5		84,311.09		279.5		112,784.09	
	LWD	%	LWD	%	LWD	%	LWD	%
Self Certified	321.5	1.1	1598.9	2	3	1	1923.4	1.7
Medically Certified	702	2.5	1929	2	31	12.2	2662	2.4
Industrial Injury	0	0	0.95	0	0	0	0.95	0
Unauthorised	0	0	0	0	0	0	0	0
Total	1023.5	3.6	3528.85	4	34	12.2	4586.35	4.1

Quarter ended September 1998	APT&C		Teachers		Manual Workers		Total	
Work Days Available	22,359.5		81,248.3		1948		105,555.8	
	LWD	%	LWD	%	LWD	%	LWD	%
Self Certified	316	1.4	1025.68	1	12	0.6	1353.68	1.3
Medically Certified	482	2.2	1432.64	2	91	4.7	2005.64	1.9
Industrial Injury	0	0	0	0	0	0	0	0
Unauthorised	0	0	0	0	0	0	0	0
Total	798	3.6	2458.32	3	103	5.3	3359.32	3.2

Quarter ended December 1998	APT&C		Teachers		Manual Workers		Total	
Work Days Available	30,115		85,227.35		2281.5		117,623.85	
	LWD	%	LWD	%	LWD	%	LWD	%
Self Certified	613	2	1970.26	2	10	0.4	2593.26	2.2
Medically Certified	647	2.1	1742.82	2	73	3.2	2462.82	2.1
Industrial Injury	0	0	59	0	0	0	59	0
Unauthorised	0	0	0	0	0	0	0	0
Total	1260	4.1	3772.08	4	83	3.6	5115.08	4.3

AGENDA