

EAST AYRSHIRE COUNCIL

SOCIAL WORK COMMITTEE – 23RD MAY 2002

ABSENCE MANAGEMENT REPORT – 1ST January – 31ST March 2002

Report by the Director of Educational and Social Services

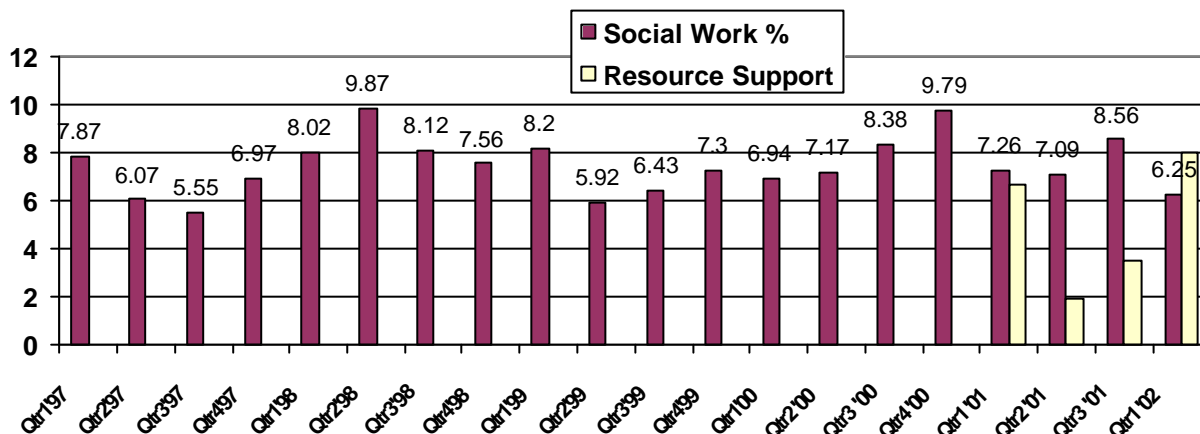
1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to advise members of the Social Work Committee of absence rates for Social Work Services [and Resource Support], for the period ending 31st March 2002.

2. HISTORICAL INFORMATION

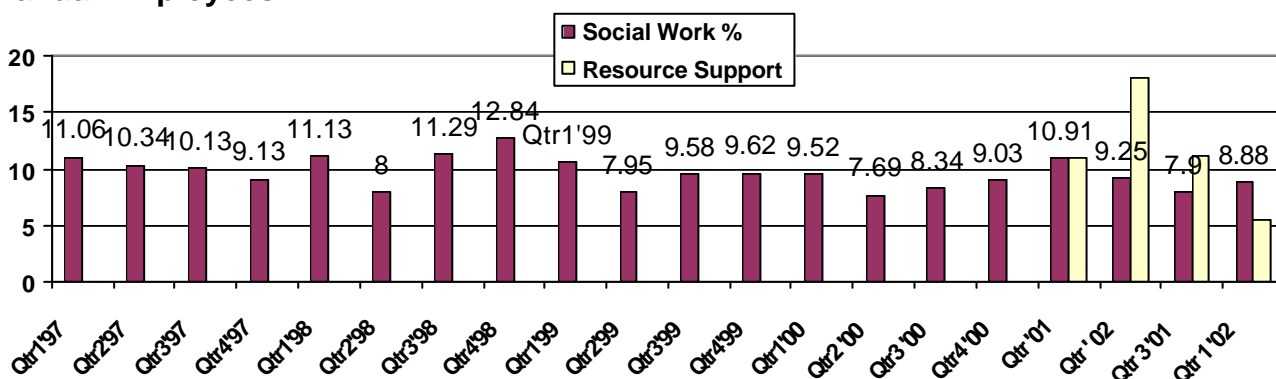
- 2.1 Absence statistics for the period January 1997 to the current reporting quarter are as shown in the following graphs:-

APT&C Employees



The Council Target for APT&C Employees is 4%.

Manual Employees



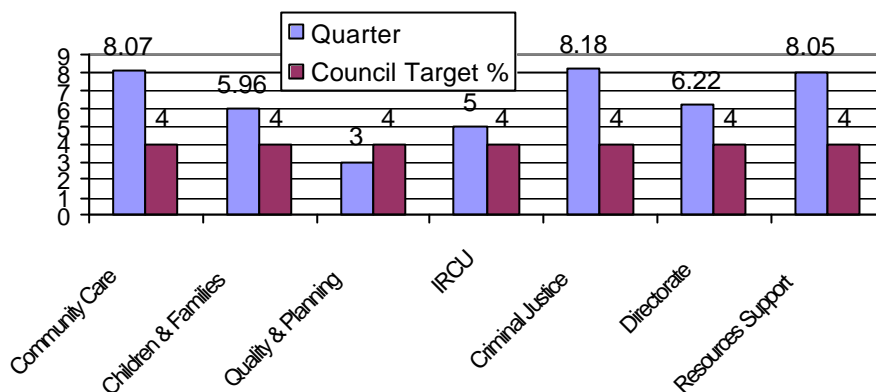
The Council Target for Manual Employees is 5%. Please note that two quarter 4 figures are shown to accommodate the standardisation of absence reporting.

3. ANALYSIS OF CURRENT QUARTER ABSENCE RATES

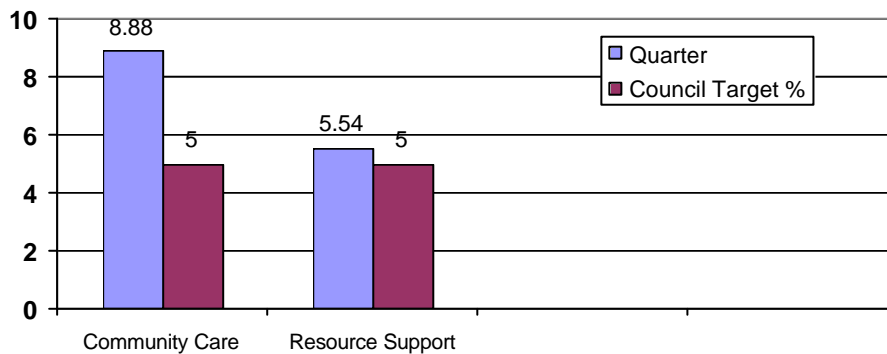
3.1 The total absence rate for Social Work and Resource Support is 7.11%. Social Work's total absence rate for the quarter 7.08% [with APT&C Employees reporting 6.23% and Manual Employees 8.88%]. Resource Support's total absence rate for the quarter is 7.56% [with APT&C Employees reporting 8.05% and Manual Workers 5.54%]. Members are asked to note that days lost through industrial injury are no longer included in the statistics because of requirements by the Scottish Executive for standardise absence reporting for the Performance Indicator.

The following charts illustrate the analysis for the quarter ended 31st March 2002 analysed by work area

APT&C Employees



Manual Employees



3.2 The following charts illustrate the analysis of absence for the quarter ended 31ST March 2002 by employee category in total days lost.

APT&C Employees

	QUARTER 2 '01	QUARTER 1 '02
Self Certified	385	643
Medically Certified	2254	2038
Total Days Lost	2639	2681

Manual Employees

	QUARTER 2 '01	QUARTER 1 '02
Self Certified	190	261
Medically Certified	1234	1433
Total Days Lost	1424	1694

3.3 As indicated to Committee previously, several areas currently give cause for concern, and the subsequent management actions identified and taken during this quarter to address the issue are listed in the table below

MANAGEMENT ACTION	PROGRESS IN THE REPORTING PERIOD
Targeting resources towards managing absence	88% of employees reported as long term absence attended either an absence management meeting/follow up meeting.
Improve the process of medical referrals	<ol style="list-style-type: none"> 1- Referral to the Occupational Health Service at an earlier stage of absence. 2 Meeting waiting time target of 3 weeks for medical referrals. 3 Increased involvement of the Occupational Health Nurse – health screening and workplace assessments
Increase use of Occupational Health Service	<p>Additional sessions purchased from the Employee Counselling Service.</p> <p>Additional medical appointments with Occupational Health Service</p> <p>Individual case discussions arranged, as required, with Occupational Health/ Personnel Representative and Line Manager ensuring an integrated and multi-disciplinary approach to managing absence.</p>

3.4 Attached in appendix A is an analysis of reasons for absence analysed by Social Work Service Unit and Total Staff Absent. Appendix B analyses the Total Days Lost by Service Unit and Reason for Absence.

4. DIRECTOR'S COMMENTS

Members are asked to note that there has been a significant increase in the amount of activity in managing absence within Social Work/Resource Support. Tackling the issue has been given the highest priority and senior managers are working closely with the Head of Personnel to ensure the Corporate Absence Procedures are implemented and to seek support and guidance on best practice.

5. FINANCIAL IMPLICATIONS

5.1 The Social Work and Resource Support Revenue Budgets do not have additional resources to cover employee absences. However, as services have to be maintained the costs are managed within the total resources available.

6. LEGAL/POLICY IMPLICATIONS

Nil.

7. CONCLUSIONS

The statistical information contained within the report reflects the high priority that Social Work gives to managing absence in a fair and consistent manner for all employees. Continuing to utilise and expand on key initiatives such as Occupational Health Service to their full potential will enable the Department to successfully provide a range of supports to employees during absences from work.

8. RECOMMENDATIONS

8.1 The Social Work Committee is asked to note the contents of this report.

John Mulgrew
Director of Educational and Social Services
7 May 2002

Enclosures (2)

LIST OF BACKGROUND PAPERS – Nil

Any Member wishing further information should contact Allan Y McDougall, Head of Resource Support at 01563-576090 or Steven Moore Head of Social Work at 01563-576920

AGENDA