

EAST AYRSHIRE COUNCIL

SOCIAL WORK COMMITTEE – 11 SEPTEMBER 2003

ABSENCE MANAGEMENT – QUARTER 1 and 2 2003

Report by the Director of Educational and Social Services

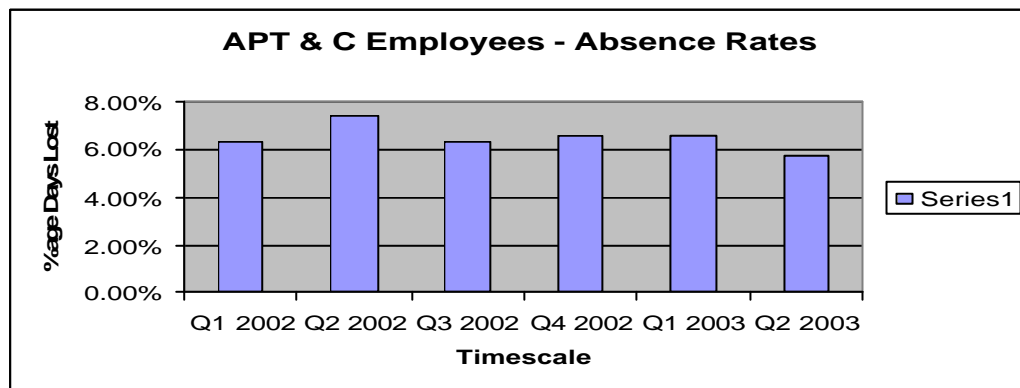
1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to advise the Social Work Committee of staff absence rates for Social Services, including Resource Support and Support to Communities, for the quarterly periods ending 31 March and 30 June 2003.

2. APT & C EMPLOYEES

- 2.1 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 of 6.57% for Quarter 1 and 5.73% for Quarter 2. Graph 1 below compares this information with calendar year 2002.

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



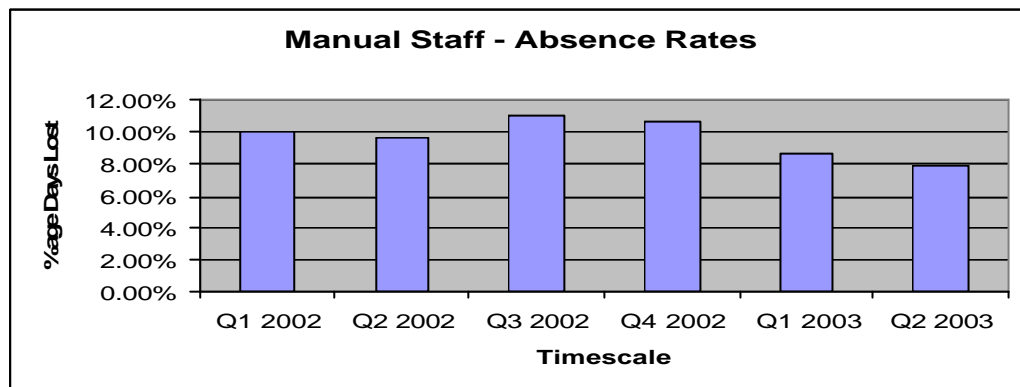
- 2.2 For the reporting period ended 31 March 2003 a total of 2,607 working days were lost. Of this figure 1,154 days were lost for medically certified absences covering a period of more than 4 weeks. For quarter 2 the figure for long term absences rises slightly to 1,237 days. Appendix 1 (attached) details the causes of absence for Social Work staff.

- 2.3 The general trend as demonstrated in Graph 1 (above) is favourable and results from developments within the Department's Personnel section and additional support from Corporate Personnel to address employee absence monitoring and increase support for employees.

3. MANUAL EMPLOYEES

- 3.1 The Council target for Manual absence rate has been set at 5%. The statistics for Quarter 1 is 8.74% and for Quarter 2 7.82% highlight an absence rate of 10.69%. Graph 2 below details the information for the calendar year 2002.

Graph 2 – Manual Employees Absence Rate for 2002



- 3.2 For the Quarter 1 a total of 953 days lost were for medically certified absences covering more than 4 weeks. For Quarter 2 the figure is 1,134 days. As with APT & C staff the Director continues to take positive action to reduce these statistics.
- 3.3 The trend for Quarters 1 and 2 2003 shows a favourable trend when compared previous years. As reported in section 2.3 (above) this may be in part attributed to the increasing emphasis on managerial and employee support delivered from the Departmental and Corporate Personnel Sections.

4. OBSERVATIONS

- 4.1 A significant amount of activity is in place to manage staff absence levels within the department. Directorate staff and other senior managers work closely with the Head of Personnel to ensure the implementation of corporate absence procedures and support for all employees.

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.

6. RECOMMENDATIONS

6.1 Committee is asked to:

- (i) agree to the Director and senior officers continuing to take appropriate action to ensure support mechanisms are available for staff to assist the reduction of absence levels; and
- (ii) otherwise note the contents of this report.

John Mulgrew
Director of Educational and Social Services

EC/JBS
25 August 2003

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

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

Service Unit	Total	Category - Reason For Absence (Total Days Lost)												
		1	2	3	4	5	6	7	8	9	10	11	12	1
Community Care	2,712	169	26	21	63	99	138	31	733	616	320	78	126	29
Children & Families	370	6	23		9	27	11		58	101	62	73		
Criminal Justice	192			4	9		43			129	2		5	
Directorate	7					5	1	1						
Resources	117				1	39	5	6	53					1
Quality & Planning	282	1	20	8	19	25	33	8	25	30	102		1	1
Community Support	289				45	2	14	6	1	128	20		8	6
Total	3,969	176	69	33	146	197	245	52	870	1,004	506	151	140	38
% Of Total Lost Days		4.4	1.7	0.8	3.7	5.0	6.2	1.3	21.9	25.3	12.7	3.8	3.5	9.