

JMcK/AS

20 June 2017

Mr Stewart Inglis

Response sent by email to:

request-406959-8dab5fac@whatdotheyknow.com

Dear Mr Inglis

I am writing further to your email of 16 May 2017 and your request for information under the Freedom of Information (Scotland) Act 2002.

Question 1 and Question 3

The number of staff absences, since the start of the merger, specified year by year to the present date since merger, that are a result of stress (work related or otherwise), and/or anxiety and/or depression broken down with separate figures for both lecturing and support staff.

Please also provide the number of FTE full-time working days lost to date, split year by year since merger for both lecturing and support staff.

Support staff

No. of occurrences per absence reason by academic year including total days lost						
	Stress	Stress Days Lost	Stress (Work Related)	Stress (Work Related) Days Lost	Mental Health	Mental Health (Days Lost)
2013/14	9*	489.56*	3	102	15	133
2014/15	9	364	6	224	19	243
2015/16	4	167	3	126	12	380
2016/17**	6	28	2	133	14	302

*Inc. figure for generic Kilmarnock system category 'anxiety/stress/mental health' between 01/08/2013 – 31/12/2013 as recorded on separate systems

** Date to 16/05/2017

Ayr Campus
Dam Park
Ayr, KA8 0EU
T 01292 265184
E enquiries@ayrshire.ac.uk

Kilmarnock Campus
Hill Street
Kilmarnock, KA1 3HY
T 01563 523501
E enquiries@ayrshire.ac.uk

Kilwinning Campus
Lauchlan Way
Kilwinning, KA13 6DE
T 01294 559000
E enquiries@ayrshire.ac.uk

Lecturing staff

No. of occurrences per absence reason by academic year including total days lost						
	Stress	Stress Days Lost	Stress (Work Related)	Stress (Work Related) Days Lost	Mental Health	Mental Health (Days Lost)
2013/14	10*	308*	1	70	3	283
2014/15	6	157	5	516	6	138
2015/16	3	94.5	3	127	4	93
2016/17**	2	5	3	71	3	33

*Inc. figure for generic Kilmarnock system category 'anxiety/stress/mental health' between 01/08/2013 – 31/12/2013 as recorded on separate systems

** Date to 16/05/2017

Question 2

The total number of referrals to Occupational Health regarding stress/anxiety/depression absences, specified year by year to present date since merger.

Year	Number of Occupational Health referrals due to Stress/Anxiety/Depression
2013/14	Information not retained electronically during the academic year 2013/14
2014/15	1
2015/16	20
2016/17	27

Question 4

The current policy and procedures in place for dealing with work related stress/anxiety/depression including absences symptomatic of work related stress.

The College currently has two main policies in place to support staff with general health and wellbeing issues, with a number of associated processes to support these policies. The Promoting Attendance Policy sets out the Attendance Review Procedure, which incorporates three stages, including a Return to Work Meeting, an Attendance Review Meeting, and formal action in line with the Staff Capability Policy where appropriate. Copies of these policies are attached for information.

Return to work meetings are carried out for all staff following an absence, regardless of the duration of absence or reason for that absence. As part of this the member of staff is offered supportive interventions, including support from the College's Occupational Health provider, and/or Employee Counselling Service as appropriate.

Where a member of staff has had three periods of absence within a 12 month period, a period of absence lasting longer than 28 calendar days or has a cause of absence which gives reason for concern, an Attendance Review Meeting is arranged with the member of staff to discuss their absence record and offer appropriate support. In cases of work related stress/depression/anxiety, the member of staff would generally be referred to Occupational Health, which would trigger the completion of an Individual Stress Risk Assessment. This process would be carried out to identify potential workplace stressors and facilitate a discussion of how to mitigate those stressors through reasonable control measures, or reasonable adjustments in cases where the Equality Act 2010 is applicable. The Attendance Review Process also aligns with the first formal stage of the Colleges Staff Capability Policy which aims to identify necessary support for staff whose performance or ability to attend work is being impacted by health capability issues.

In addition, the Human Resources Team are supported in managing staff mental health issues by the Colleges Health, Safety and Wellbeing Team, who offer support through Health Risk Assessments, and implementing workplace adjustments as appropriate. Support is also available through the Colleges Mental Health Liaison Officer, who works alongside the College in partnership with NHS Ayrshire and Arran.

If you are unhappy with our response to your FOI request, the FOI Act gives you the right to complain. If you wish to complain, the issues you raise will initially be considered by staff not involved in the handling of your original request through an internal review. You will receive a substantive response as soon as possible. We aim to complete internal reviews within 20 working days of receipt. In exceptional circumstances it may take longer than 20 working days to complete an internal review; in such cases, we will notify you in writing. Complaints or requests for internal review should be submitted no more than two months after we sent a substantive reply to your original request.

Requests for internal reviews should be addressed to:

Allyson Sharp
Information and Customer Relations Advisor
Ayrshire College
Kilmarnock Campus
18-21 Hill Street
Kilmarnock
KA1 3HY

Email: allyson.sharp@ayrshire.ac.uk

If you are dissatisfied with the College's response to your internal review, you will have a further right of appeal to the Scottish Information Commissioner. You can contact the Information Commissioner by writing to:


Office of the Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
KY16 9DS
01334 464613
01334 464611

Email: enquiries@itspublicknowledge.info

You can now make Freedom of Information (FOI) appeals online, using the new online appeal service – click at the link below:

www.itspublicknowledge.info/Appeal

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jane McKie'. The signature is fluid and cursive, with a large loop at the start of the first name.

Jane McKie
Vice Principal HR and Organisational Wellbeing