

## **EAST AYRSHIRE COUNCIL**

### **COMMUNITY SERVICES COMMITTEE – 29 MARCH 2006**

#### **ABSENCE MANAGEMENT REPORT QUARTER 4 (OCTOBER 2005 – DECEMBER 2005)**

##### **Report by Executive Director of Neighbourhood Services**

#### **1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to advise the Committee of absence rates for Community Services, within the Department of Neighbourhood Services, for the quarterly period ending 31 December 2005.

#### **2. HISTORICAL INFORMATION**

- 2.1 Historical data for this quarter is detailed in Appendix A to assist members in considering the absence rates.

#### **3. ANALYSIS OF QUARTERLY ABSENCE RATES**

- 3.1 The department's average absence rates over the period 1 October 2005 – 31 December 2005 was 4.12% for APT&C employees and 4.37% for Manual workers. This compares to 4.71% for APT&C employees and 8.41% for Manual Workers in the same quarter in 2004.

#### **4. DIRECTOR'S COMMENTS**

- 4.1 With regard to the absence levels reported for Quarter 4 the following can be noted:
- 4.1.1 Cold/Flu was the main reason for absence within Community Services, accounting for 19.05% of the overall collective absence rate of 1469.5 days. The other main reasons for absence included Stress/Debility which accounted for 15.96% and Musculo Skeletal at 11.90%.
- 4.1.2 30 Absence Reviews and 47 Follow-Up Meetings were held in Community Services. There was 11 medical referrals to the Occupational Health Service and 2 welfare referrals.
- 4.1.3 A detailed review of individual record cards within each section has been carried out to ensure that the Council's Managing Absence Policy is being adhered to in terms of Absence Review Meetings.

## **5. FINANCIAL IMPLICATIONS – COST OF ABSENCE**

- 5.1 The current cost of absence requires to be met from within existing resources.
- 5.2 The Head of Personnel continues to review the Council's existing Managing Absence Policy with a view to further reducing absence levels and related costs.

## **6. LEGAL/POLICY IMPLICATIONS**

- 6.1 Absenteeism within Community Services is being managed in accordance with the Council Policy and employment legislation.

## **7. RECOMMENDATIONS**

- 7.1 The Community Services Committee is asked to note the contents of this report.

William Stafford  
Executive Director of Neighbourhood Services

WS/JK/SB

11 March 2006

### **LIST OF BACKGROUND PAPERS**

- 1. Departmental Returns – Quarter 4, 2005
- 2. Departmental Returns – Quarter 3, 2005

Any person wishing to inspect the background papers listed above should telephone 01563 576023 and ask to speak to William Stafford, Executive Director of Neighbourhood Services.

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## EAST AYRSHIRE COUNCIL

### COMMUNITY SERVICES COMMITTEE – 29 MARCH 2006

### ABSENCE MANAGEMENT REPORT QUARTER 4 (2005)

#### HISTORICAL DATA

#### 1. ANALYSIS OF QUARTERLY ABSENCE RATES

1.1 Absence statistics in the sections within the Department of Community Services are detailed below to assist members in considering the absence rates.

#### APT&C EMPLOYEES

SECTION	Q4 2005	Q3 2005	% INCREASE/DECREASE
DCCP	2.66%	0.44%	+2.22%
Central Services	0.00%	0.00%	None
Environmental Health	2.53%	1.27%	+1.26%
Licensing	2.69%	1.52%	+1.17%
CCTV	8.62%	9.60%	-0.98%
Cleansing	3.37%	2.40%	+0.97%
Library & Local Offices	4.88%	4.25%	+0.63%
Arts & Museums	7.75%	8.04%	-0.29%
Community Recreation	6.06%	7.45%	-1.9%
Trading Standards	2.00%	0.86%	+1.14%
Leisure Development	1.12%	1.13%	-0.01%
Directorate	0.70%	5.15%	-4.45%
Emergency Planning	0.00%	22.22%	-22.22%
Outdoor Services	0.29%	2.63%	-2.34%

Council Target      4%

## Manual Workers

<b>SECTION</b>	<b>Q4 2005</b>	<b>Q3 2005</b>	<b>% INCREASE/DECREASE</b>
Grounds Maintenance	5.23%	5.01%	+0.22%
DCCP	0.00%	0.00%	None
Recycling (Waste Mgmt)	6.10%	4.44%	+1.66%
Refuse Loaders	4.34%	5.16%	-0.82%
Refuse Drivers	4.60%	4.22%	+0.38%
Street Cleansing	3.55%	4.74%	-1.19%
Community Recreation	2.04%	8.77%	-6.73%

Council Target 5%