

EAST AYRSHIRE COUNCIL

COMMUNITY SERVICES COMMITTEE – 23 MARCH 2005

ABSENCE MANAGEMENT REPORT QUARTER 4 (1 OCTOBER 2004 – 31 DECEMBER 2004)

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 2004.

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 2004 – 31 December 2004 was 4.71% for APT&C employees and 8.41% for Manual workers. This compares to 4.0% for APT&C employees and 5.94% for Manual Workers in the same quarter in 2003.

4. DIRECTOR'S COMMENTS

- 4.1 With regard to the absence levels reported for Quarter 4 the following can be noted:
- 4.1.1 Stress was the main reason for absence within Community Services, accounting for 20.99% of the overall collective absence rate of 2220.5 days. The other main reasons for absence included 'Other reasons' which accounted for 15% and Musculo-skeletal at 12.99%.
- 4.1.2 30 Absence Reviews and 22 Follow-Up Meetings were held in Community Services. There was 7 medical referral to the Occupational Health Service and 3 welfare referral.
- 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. As a result action plans have been developed with a view to focusing more closely on a number of areas.

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/DN

17 January 2005

LIST OF BACKGROUND PAPERS

- 1. Departmental Returns – Quarter 4, 2004
- 2. Departmental Returns – Quarter 3, 2004
- 3. Appendix A – Quarter 4, 2004

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

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COMMUNITY SERVICES COMMITTEE – 23 MARCH 2005

ABSENCE MANAGEMENT REPORT QUARTER 4 (2004)

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 2004	Q3 2004	% INCREASE/DECREASE
DCCP	5.88%	3.76%	+2.12%
Central Services	4.09%	5.71%	-1.62%
Environmental Health	5.48%	9.69%	-4.21%
Licensing	8.27%	1.52%	+6.75%
CCTV	5.25%	16.34%	-11.09%
Cleansing & WM	1.64%	8.14%	-6.05%
Libraries	5.39%	4.97%	+0.42%
Local Offices	5.00%	6.10%	-1.10%
Museums	3.80%	2.06%	+1.74%
Community Recreation	9.07%	9.35%	-0.28%
Palace Theatre	6.48%	2.10%	+4.38%
Trading Standards	0.95%	7.40%	-6.45%
Leisure Development	0.76%	1.69%	-0.93%
Directorate	0.00%	0.00%	-0.00%
Emergency Planning	5.66%	0.00%	+5.66%
Outdoor Services	7.08%	1.74%	+5.34%

Council Target 4%

Manual Workers

SECTION	Q4 2004	Q3 2004	% INCREASE/DECREASE
Grounds Maintenance	5.94%	6.06%	-0.12%
Palace Theatre	15.92%	16.84%	-0.92%
DCCP	2.13%	1.34%	+0.79%
Waste Management	4.24%	10.66%	-6.42%
Refuse Loaders	14.97%	9.65%	+5.32%
Refuse Drivers	4.27%	4.60%	-0.33%
Street Cleansing	12.73%	11.43%	+1.30%
Community Recreation	2.80%	5.50%	-2.70%

Council Target 5%