

EAST AYRSHIRE COUNCIL

COMMUNITY SERVICES COMMITTEE – 26 MAY 2004

ABSENCE MANAGEMENT REPORT QUARTER 1 (1 JANUARY – 31 MARCH 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 the Department of Community Services for the quarterly period ending 31 March 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 January – 31 March 2004 was 5.79% for APT&C employees and 7.94% for Manual workers. This compares to 4.40% for APT&C employees and 6.40% 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/Debility was the main reason for absence within Community Services, accounting for 21.70% of the overall collective absence rate of although all of this cannot be construed as work related. The other main reasons included Operations/Recovery at 13.67% and Colds and Flu at 12.04%.
- 4.1.2 21 Absence Reviews and 31 Follow-Up Meetings were held in Community Services. There were 5 medical referrals to the Occupational Health Service and 8 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/LAM

21 April 2004

LIST OF BACKGROUND PAPERS

- 1. Departmental Returns – Quarter 1, 2004
- 2. Departmental Returns – Quarter 4, 2003
- 3. Managing Absence Report – 11 February 2003

Any person wishing to inspect the above 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 – 26 MAY 2004

ABSENCE MANAGEMENT REPORT QUARTER 1 (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	Q1 2004	Q4 2003	% INCREASE/DECREASE
DCCP	3.47%	0.94%	+2.53%
Central Services	0.26%	6.66%	-6.40%
Environmental Health	4.06%	2.97%	+1.09%
Licensing	9.62%	9.28%	+0.34%
CCTV	16.86%	17.4%	-0.54%
Cleansing	0.69%	0.46%	+0.23%
Libraries	6.04%	4.75%	+1.29%
Museums	9.72%	10.40%	-0.68%
Community Recreation	1.72%	5.20%	-3.48%
Palace Theatre	5.12%	4.33%	+0.79%
Trading Standards	5.14%	4.39%	+0.75%
Leisure Development	0.84%	2.72%	-1.88%
Directorate	3.12%	0	+3.12%
Emergency Planning	5.12%	2.50%	+2.62%
Outdoor Services	11.50%	11.14%	+0.36%
Local offices	7.77%	9.29%	-1.52%

Council Target 4%

Manual Workers

SECTION	Q1 2004	Q4 2003	% INCREASE/DECREASE
Grounds Maintenance	7.11%	5.32%	+1.79%
Palace Theatre	10.53%	2.37%	+8.16%
DCCP	0.29%	0.52%	-0.23%
Waste Management	11.40%	3.07%	+8.33%
Refuse Loaders	10.40%	15.13%	-4.73%
Refuse Drivers	6.80%	3.93%	+2.87%
Street Cleansing	5.01%	4.49%	+0.52%
Community Recreation	14.81%	12.34%	+2.47%

Council Target 5%