

EAST AYRSHIRE COUNCIL

COMMUNITY SERVICES COMMITTEE – 10 NOVEMBER 2004

ABSENCE MANAGEMENT REPORT QUARTER 3 (1 JULY 2004 – 30 SEPTEMBER 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 30 September 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 July – 30 September 2004 was 5.46% for APT&C employees, and 8.07% for manual workers. This compares to 4.00% 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 3 the following can be noted:
- 4.1.1 Stress/Debility was the main reason for absence within Community Services, accounting for 27.64% of the overall collective absence rate of 2337.5 days. The other main reasons for absence included Musculo/Skeletal which accounted for 18.39% and Other Reasons at 12.29%.
- 4.1.2 36 Absence Reviews and 42 Follow-Up Meetings were held in Community Services. There was 11 medical referrals to the Occupational Health Service and 5 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 Committee is asked to note the contents of this report.

William Stafford
Executive Director of Neighbourhood Services

WS/JK/DN

14 October 2004

LIST OF BACKGROUND PAPERS

- 1. Departmental Returns – Quarter 3, 2004
- 2. Departmental Returns – Quarter 2, 2004

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.

Implementation Officer:- william.stafford@east-ayrshire.gov.uk

EAST AYRSHIRE COUNCIL

COMMUNITY SERVICES COMMITTEE – 10 November 2004

ABSENCE MANAGEMENT REPORT QUARTER 3 (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	Q3 2004	Q2 2004	% INCREASE/DECREASE
DCCP	3.76%	1.24%	+2.52%
Central Services	5.71%	1.35%	+4.36%
Environmental Health	9.69%	2.46%	+7.23%
Licensing	1.52%	3.02%	-1.50%
CCTV	16.34%	16.86%	-0.52%
Cleansing & WM	8.14%	1.6%	+6.54%
Libraries	4.97%	5.54%	-0.57%
Local Offices	6.10%	9.76%	-3.66%
Museums	2.06%	4.53%	-2.47%
Community Recreation	9.35%	2.88%	+6.47%
Palace Theatre	2.10%	0.0	+2.10%
Trading Standards	7.40%	10.40%	-3.00%
Leisure Development	1.69%	0.98%	+0.71%
Directorate	0.00%	0.58%	-0.58%
Emergency Planning	0.00%	19.72%	-19.72%
Outdoor Services	1.74%	11.05%	-9.31%

Council Target 4%

Manual Workers

SECTION	Q3 2004	Q2 2004	% INCREASE/DECREASE
Grounds Maintenance	6.06%	5.72%	+0.34%
Palace Theatre	16.84%	0.86%	+15.98%
DCCP	1.34%	0.62%	+0.72%
Waste Management	10.66%	11.90%	-1.24%
Refuse Loaders	9.65%	7.5%	+2.15%
Refuse Drivers	4.60%	6.37%	-1.77%
Street Cleansing	11.43%	5.61%	+5.82%
Community Recreation	5.50%	2.67%	2.83%

Council Target 5%