

EAST AYRSHIRE COUNCIL

COMMUNITY SERVICES COMMITTEE – 15 SEPTEMBER 2004

ABSENCE MANAGEMENT REPORT QUARTER 2 (1 APRIL 2004 – 30 JUNE 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 Neighbourhood Services (Leisure and Protective Services) for the quarterly period ending 30 June 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 April – 30 June 2004 was 5.22% for APT&C employees, and 6.06% for Manual Workers. This compares to 3.2% for APT&C employees, and 4.53% for Manual Workers in the same quarter in 2003.

4. DIRECTOR'S COMMENTS

- 4.1 With regard to the absence levels reported for Quarter 2 the following can be noted:-
- 4.1.1 Stress/Debility was the main reason for absence within Neighbourhood Services Department (Leisure and Protective Services), accounting for 22.30% of the overall collective absence rate of 2036 days. The other main reasons for absence included Operations/Recovery which accounted for 14.83% and Muscular/Skeletal at 11.98%.
- 4.1.2 23 Absence Reviews and 23 Follow-Up Meetings were held, and there was 1 medical referral to the Occupational Health Service and 1 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.

5. FINANCIAL IMPLICATIONS – COST OF ABSENCE

- 5.1 The current cost of absence continues 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 Neighbourhood 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

20 August 2004

LIST OF BACKGROUND PAPERS

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

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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**NEIGHBOURHOOD SERVICES (LEISURE AND PROTECTIVE SERVICES)
ABSENCE MANAGEMENT REPORT - QUARTER 2 (2004)**

HISTORICAL DATA

1. ANALYSIS OF QUARTERLY ABSENCE RATES

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

APT&C EMPLOYEES

SECTION	Q2 2004	Q1 2004	% INCREASE/DECREASE
Dean Castle Country Park	1.24%	3.47%	-2.23%
Central Services	1.35%	0.26%	+1.09%
Environmental Health	2.46%	4.06%	-1.6%
Licensing	3.02%	9.62%	-6.6%
CCTV	16.86%	16.86%	0.0% (No Current data avail)
Cleansing & Waste Management	1.6%	0.69%	+0.91%
Libraries	5.54%	6.04%	-0.5%
Local Offices	9.76%	7.77%	+1.99%
Museums	4.53%	9.72%	-5.19%
Community Recreation	2.88%	1.72%	+1.16%
Palace Theatre	0.0	5.12%	-5.12%
Trading Standards	10.40%	5.14%	+5.26%
Leisure Development	0.98%	0.84%	+0.14%
Directorate	0.58%	3.12%	-2.54%
Emergency Planning	19.72	5.12%	+14.60%
Outdoor Services	11.05	11.50%	-0.45%

Council Target 4%

Manual Workers

SECTION	Q2 2004	Q1 2004	% INCREASE/DECREASE
Grounds Maintenance	5.72%	7.11%	-1.39%
Palace Theatre	0.86	10.53%	-9.67%
DCCP	0.62%	0.29%	+0.33%
Waste Management	11.90%	11.40%	+0.50%
Refuse Loaders	7.5%	10.40%	-2.90%
Refuse Drivers	6.37%	6.80%	-0.43%
Street Cleansing	5.61%	5.01%	+0.60%
Community Recreation	2.67%	14.81%	-12.14%

Council Target 5%