

EAST AYRSHIRE COUNCIL

HOUSING COMMITTEE – 16 MARCH 2005

**ABSENCE MANAGEMENT REPORT QUARTER 4 (2004)
FOR HOUSING & BUILDING & WORKS SERVICES
WITHIN THE DEPARTMENT OF NEIGHBOURHOOD SERVICES**

Report by the 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 Housing and Building & Works 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 average absence rates for the Housing and Building & Works Services over the period 1 October 2004 – 31 December 2004 are as follows:

Housing	APT&C	3.13%	Building & Works	APT&C	2.89%
	Manual	0%		Manual	4.50%

This compares with the figures for the same period in quarter 4 of 2003 shown below:

Housing	APT&C	6.1%	Building & Works	APT&C	1.76%
	Manual	0%		Manual	5.8%

4. DIRECTOR'S COMMENTS

- 4.1 With regard to the absence levels reported for Quarter 4 the following can be noted:
- 4.1.1 Short term absence was the main reason for absence within the Housing & Building & Works Services of the Department of Neighbourhood Services, accounting for 2.74% of the overall collective absence rate of 737 days.
- 4.1.2 34 Absence Reviews and 5 Follow-Up Meetings were held in the Housing & Building & Works Services within the Department of Neighbourhood Services. There were 4 referrals to the Occupational Health Service and 17 referrals for physiotherapy.
- 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 Executive Director of Neighbourhood Services 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 Council Policy and employment legislation.

7. RECOMMENDATIONS

- 7.1** The Housing Committee is asked to note the contents of this report.

William Stafford
Executive Director of Neighbourhood Services
25 February 2005

LIST OF BACKGROUND PAPERS

Nil

Anyone wishing further information should contact Catriona Arter Personnel Officer for Neighbourhood Services (Telephone 01563 576635).

EAST AYRSHIRE COUNCIL

HOUSING COMMITTEE – FEBRUARY 2004

ABSENCE MANAGEMENT REPORT QUARTER 4 (2004)

HISTORICAL DATA

1. ANALYSIS OF QUARTERLY ABSENCE RATES

- 1.1. Absence statistics in the Housing & Building Works Services within the Department of Neighbourhood Services are detailed below to assist members in considering the absence rates.

APT&C AND MANUAL EMPLOYEES

Comparison between Quarter 3 (2004) and Quarter 4 (2004)

SECTION	Q3 2004 (1.7.04 – 30.9.04)	Q4 2004 (1.10.04 – 31.12.04)	% INCREASE/ DECREASE
Building & Works			
APT&C	0.65%	2.89%	+ 2.24%
Manual	3.75%	4.50%	+ 0.75%
Housing			
APT&C	2.84%	3.13%	+ 0.29%
Manual	0%	0%	0%

Comparison between Quarter 4 2003 and Quarter 4 2004

SECTION	Q4 2003 (1.10.03 – 31.12.03)	Q4 2004 (1.10.04 – 31.12.04)	% INCREASE/ DECREASE
Building & Works			
APT&C	1.76%	2.89%	+ 1.13%
Manual	5.8%	4.50%	- 1.30%
Housing			
APT&C	6.1%	3.13%	- 2.97%
Manual	0%	0%	0%

**Council Target: 4% for APT & C
5% for Manual**