

EAST AYRSHIRE COUNCIL

HOUSING COMMITTEE - 19 MAY 2004

ABSENCE MANAGEMENT REPORT QUARTER 1 (2004)

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 Department of Homes & Technical 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 5 January 2004 - 31 March 2004 was 3.25% for APT&C employees and 4.76% for Manual employees. This compares to 4.84% for APT&C employees and 3.73% for Manual employees in the same quarter in 2003.

4. DIRECTOR'S COMMENTS

- 4.1 With regard to the absence levels reported for Quarter 1 the following can be noted:

- 4.1.1 Short term absence was the main reason for absence within Homes & Technical Services, accounting for 2.10% of the overall collective absence rate of 654 days.

- 4.1.2 56 Absence Reviews and 23 Follow-Up Meetings were held in Homes & Technical Services. There were 11 referrals to the Occupational Health Service and 3 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

CMCA/CA/LA

19 April 2004

LIST OF BACKGROUND PAPERS

1. Departmental Returns - Absence Management Report Quarter 1 (2004)

Anyone person wishing to inspect the background papers listed above should telephone Catriona Arter, Personnel Officer, Department of Neighbourhood Services (Telephone 01563 576635).

EAST AYRSHIRE COUNCIL

HOUSING COMMITTEE –19 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 Homes and Technical Services are detailed below to assist members in considering the absence rates.

APT&C AND MANUAL EMPLOYEES

Comparison between Quarter 1 (2004) and Quarter 4 (2003)

SECTION	Q4 2003 (1.10.03 – 31.12.03)	Q1 2004 (5.1.04 – 31.03.04)	% INCREASE/ DECREASE
Building & Works			
APT&C	1.76	2.43	+ 0.67
Manual	5.81	4.80	- 1.01
Homes			
APT&C	6.11	4.23	- 1.88
Manual	0	0	0
Technical Serv's			
APT&C	1.63	1.24	- 0.39
Manual (None)	0	0	0

Comparison between Quarter 1 2004 and Quarter 1 2003

SECTION	Q1 2003 (3.1.03 – 31.03.03)	Q1 2004 (5.1.04 – 31.03.04)	% INCREASE/ DECREASE
Building & Works			
APT&C	5.28	2.43	- 2.85
Manual	3.45	4.80	+ 1.35
Homes			
APT&C	5.14	4.23	- 0.91
Manual	8.01	0	- 8.01
Technical Serv's			
APT&C	3.69	1.24	- 2.45
Manual (None)	0	0	0

Council Target: 4%