

**EAST AYRSHIRE COUNCIL**

**HOUSING COMMITTEE – 8 SEPTEMBER 2004**

**DEPARTMENT OF NEIGHBOURHOOD SERVICES –  
ABSENCE MANAGEMENT REPORT QUARTER 2 (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 Housing & Building & Works 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 Housing Service and Building & Works average absence rates over the period 1 April 2004 - 30 June 2004 was 2.56% for APT&C employees and 4.35% for Manual employees. This compares to 3.57% for APT&C employees and 4.21% for Manual employees 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 Short term absence was the main reason for absence within Neighbourhood Services, accounting for 1.99% of the overall collective absence rate of 650 days.

- 4.1.2 40 Absence Reviews and 13 Follow-Up Meetings were held in Housing & Building & Works. There were 12 referrals to the Occupational Health Service and 15 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 Committee is asked to note the contents of this report.

William Stafford  
Executive Director of Neighbourhood Services  
15 August 2004

### **LIST OF BACKGROUND PAPERS**

Nil

Anyone wishing further information should contact Catriona Arter Personnel Officer for Neighbourhood Services (Telephone 01563 576635/576629).

Implementation Officers – [chris.mcaleavey@east-ayrshire.gov.uk](mailto:chris.mcaleavey@east-ayrshire.gov.uk)  
& [john.walker@east-ayrshire.gov.uk](mailto:john.walker@east-ayrshire.gov.uk)

## EAST AYRSHIRE COUNCIL

## HOUSING COMMITTEE –8 SEPTEMBER 2004

## ABSENCE MANAGEMENT REPORT QUARTER 2 (2004)

## HISTORICAL DATA

## 1. ANALYSIS OF QUARTERLY ABSENCE RATES

- 1.1. Absence statistics in the relevant sections within the Department of Neighborhood Services are detailed below to assist members in considering the absence rates.

## APT&amp;C AND MANUAL EMPLOYEES

## Comparison between Quarter 2 (2004) and Quarter 1 (2004)

SECTION	Q1 2004 (1.1.04 – 31.3.04)	Q2 2004 (1.4.04 – 30.6.04)	% INCREASE/ DECREASE
<b>Building &amp; Works</b>			
APT&C	2.43%	0.74%	- 1.69%
Manual	4.80%	4.39%	- 0.41%
<b>Housing</b>			
APT&C	4.23%	3.22%	-1.01%
Manual	0%	0%	

## Comparison between Quarter 2 2004 and Quarter 2 2003

SECTION	Q2 2003 (1.4.03 – 30.6.03)	Q2 2004 (1.4.04 – 30.6.04)	% INCREASE/ DECREASE
<b>Building &amp; Works</b>			
APT&C	0.87%	0.74%	- 0.13%
Manual	3.42%	4.39%	+ 0.97%
<b>Housing</b>			
APT&C	7.12%	3.22%	- 3.90%
Manual	0%	0%	

**Council Target: 4%**