

EAST AYRSHIRE COUNCIL

COMMUNITY SERVICES COMMITTEE – 7 FEBRUARY 2001

ABSENCE MANAGEMENT REPORT QUARTER 4 (2 OCTOBER – 31 DECEMBER 2001)

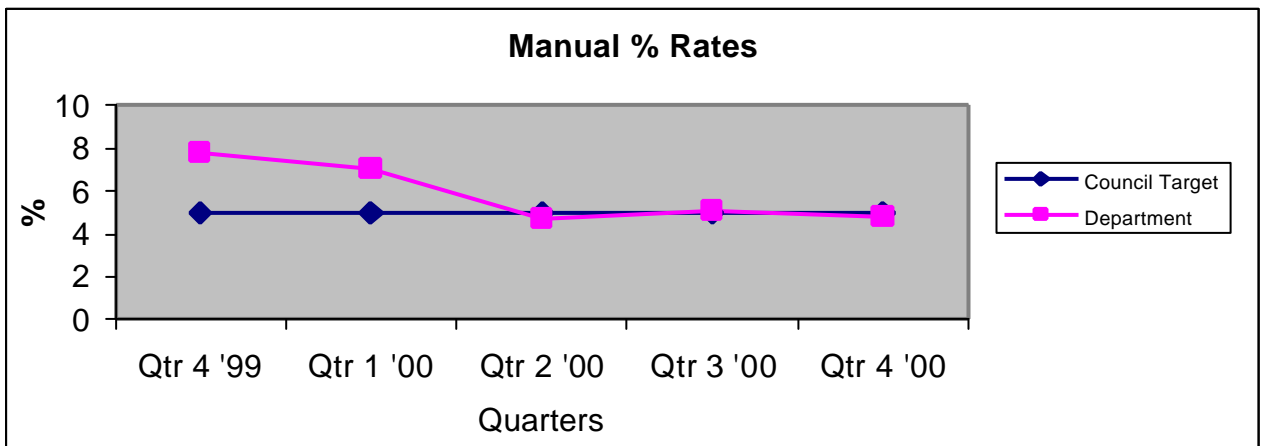
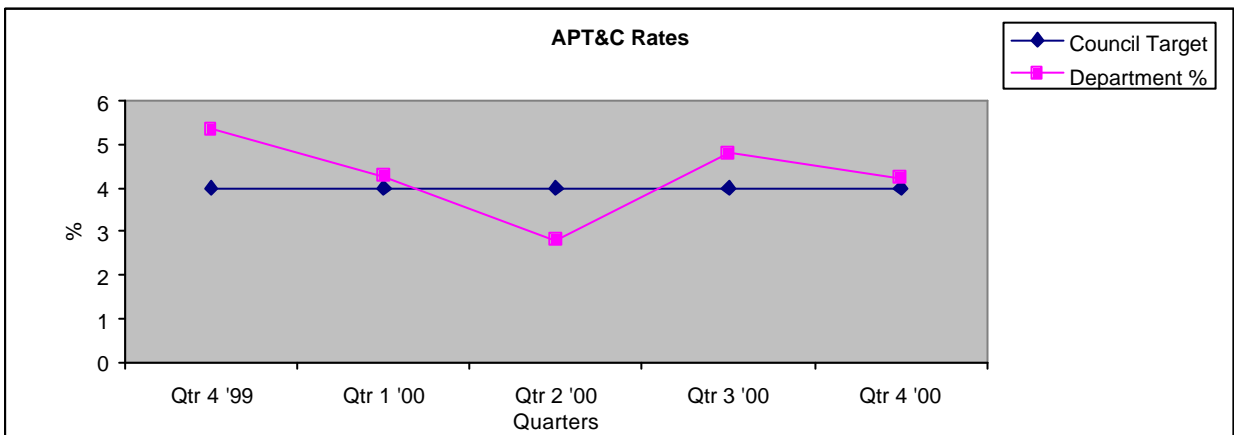
Report by Director of Community Services

1. PURPOSE OF REPORT

1.1 The purpose of this report is to advise the Committee of absence rates and absence management for the Department of Community Services for the period 2 October to 31 December 2000.

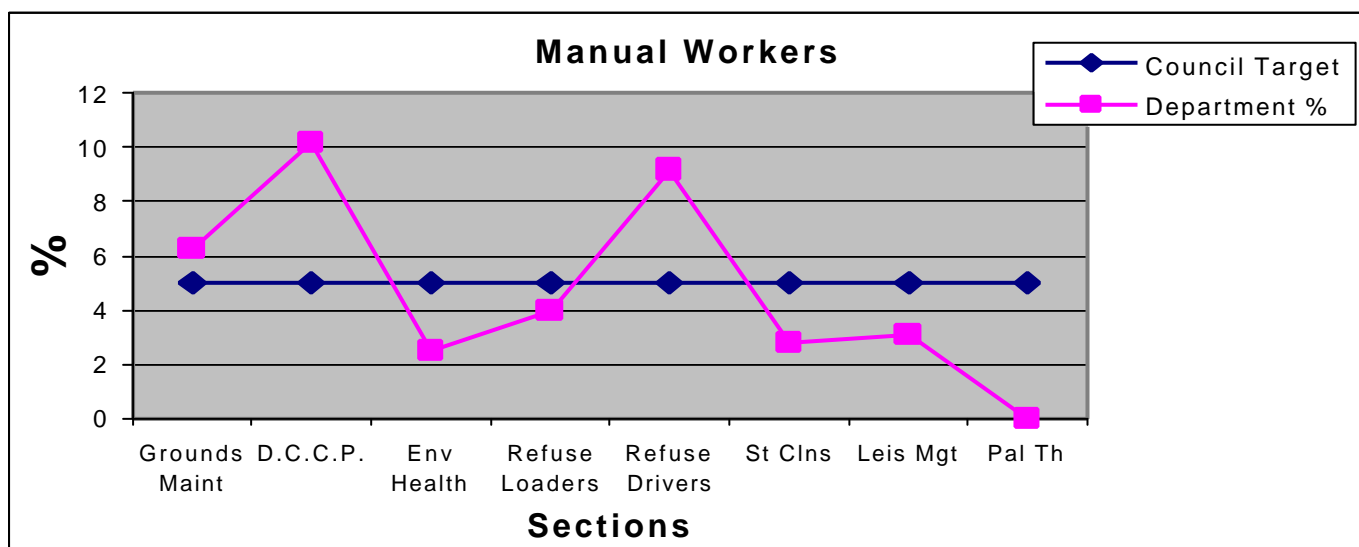
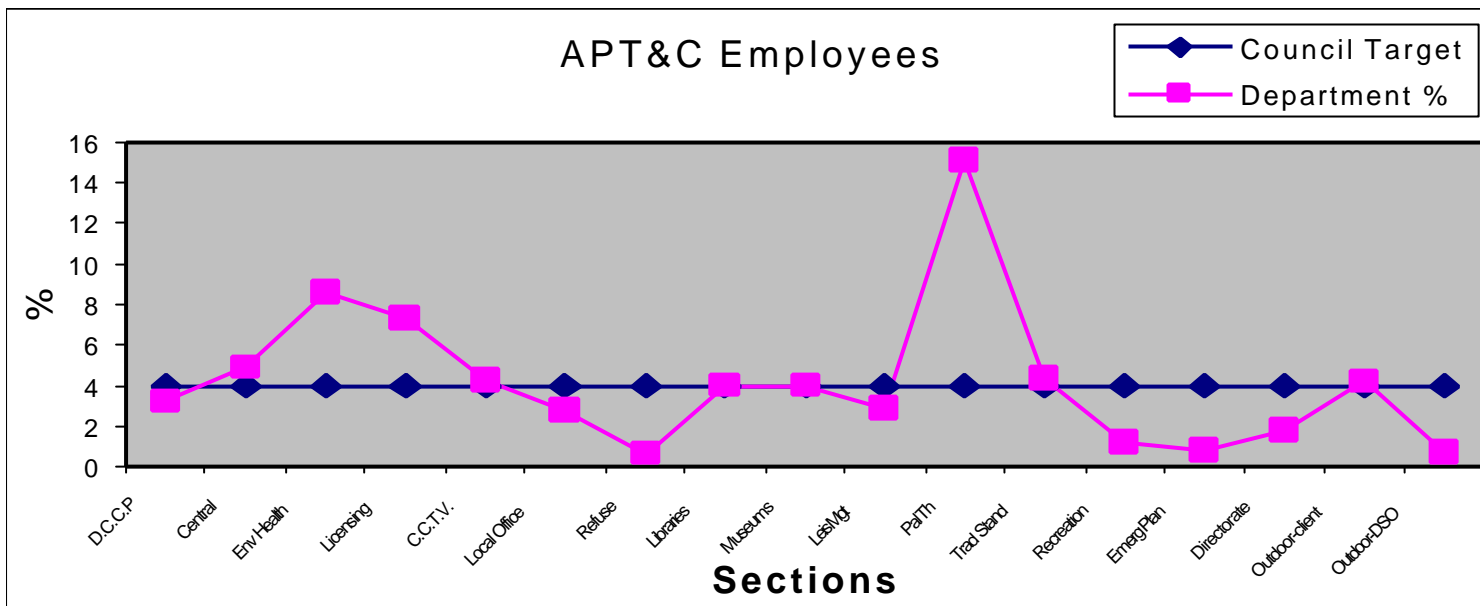
2. HISTORICAL INFORMATION

2.1 Absence statistics for the period October 1999 to the current reporting quarter are as shown in the following graphs:

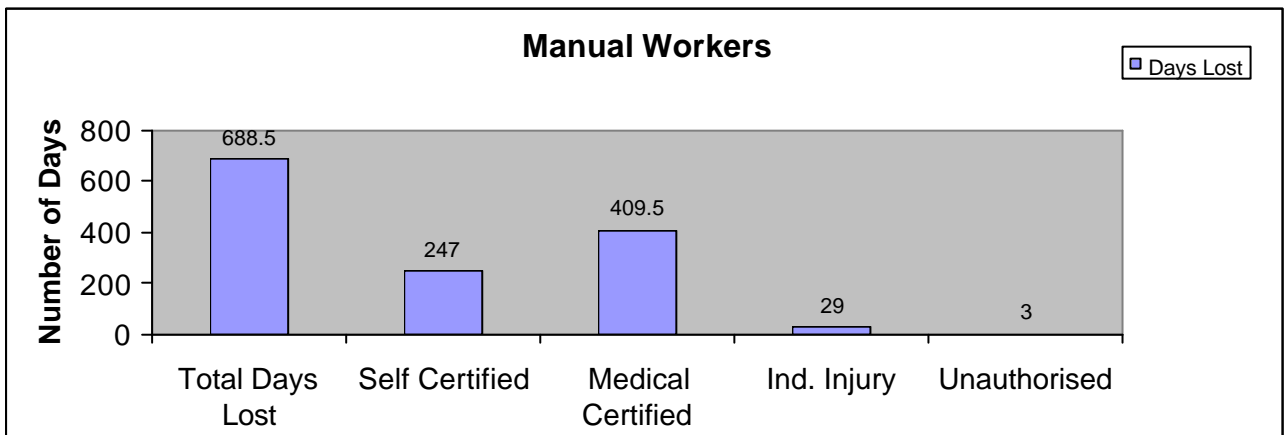
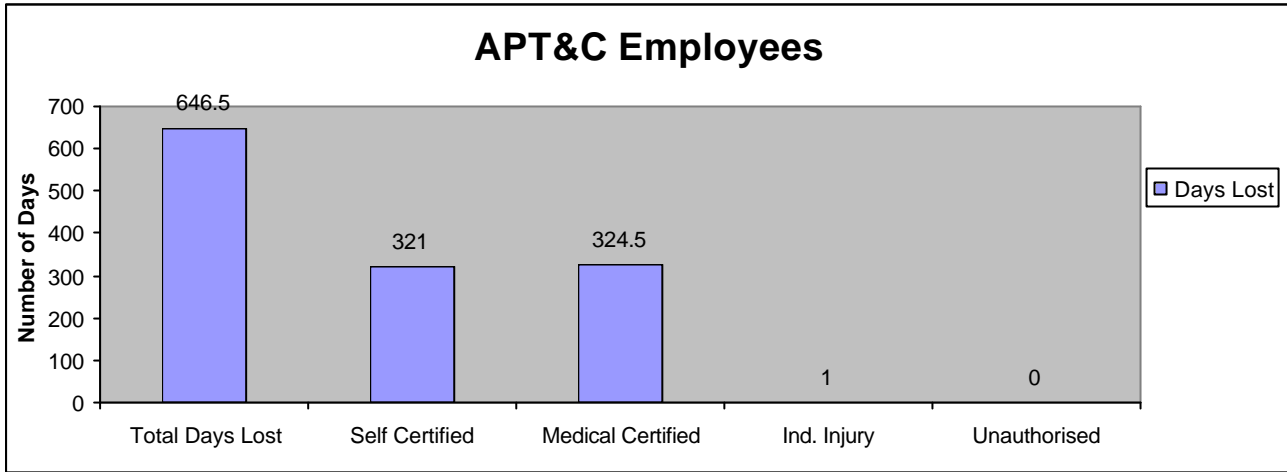


3. ANALYSIS OF CURRENT QUARTER ABSENCE RATES

3.1 Absence statistics by section;



3.2 Absence statistics by levels of certification;



3.3 Areas of concern identified during Quarter 4 with details of action taken are attached as Appendix 1:

Area of Concern	Management Action	Responsible Supervisor/Manager
Other Reasons (21.1%)	Monitor all absence levels and continue to apply the Council's absence management policy.	All Managers.
Colds and Flu (17.2%)	As above	All Managers
Back Problems (17.01%)	There has been an increase in the level of absence in this area since the last quarter. The Health and Safety Co-ordinator will continue to monitor this matter in relation to work related back problems.	All managers and Health and Safety Co-ordinator.

4. DIRECTOR'S COMMENTS

4.1 There has been a slight increase in absence levels from the last quarter (July – September 2000) which was 3.67% compared to 4.53% in this quarter. For the same period last year the absence however was 6.59% therefore there has been overall improvements through the application of the absence management policy and assistance from Associated Health Specialists and Employee Counselling Service.

5. FINANCIAL IMPLICATIONS – COSTS OF ABSENCE

5.1 The Director of Personnel Services is currently in the process of developing an appropriate mechanism for costing absence. It is anticipated that development will progress in association with the phased implementation of the Corporate Human Resource Information System (Cyborg).

6. LEGAL/POLICY IMPLICATIONS

6.1 Nil

7. CONCLUSIONS

- 7.1 Since the introduction and application of the Managing Absence Policy, absence levels within the department have continued to be monitored and where there are areas for concern, the appropriate action is taken.

8. RECOMMENDATIONS

- 8.1. The Committee are asked to note the contents of this report.

William Stafford
Director of Community Services

WS/JK/LAM

16 January 2001

LIST OF BACKGROUND PAPERS

Nil

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

APPENDIX 1

For quarterly period ending 31 December 2000

1. Breakdown of Absence Statistics in the Current Quarter

Section	APT&C % Loss	Manual % Loss	Total % Loss
Grounds Maintenance		6.27	6.27
D.C.C.P.	3.23	10.17	5.79
Central Services	4.88		4.88
Env Health/Waste Mgt	8.59	2.52	6.15
Licensing	7.28		7.28
C.C.T.V.	4.22		4.22
Cleansing APTC	0.63		0.63
Refuse Loaders		3.98	3.98
Refuse Drivers		9.17	9.17
Street Cleansing		2.83	2.83
Libraries	4.00		4.00
Museums	3.99		3.99
Leisure Mgt.	2.85	3.07	3.00
Palace Theatre	15.06		10.11
Trading Standards	4.31		4.31
Recreation	1.21		1.21
Emergency Planning	0.83		0.83
Directorate	1.76		1.76
Outdoor Services-Client	4.20		4.20
Outdoor Services-DSO	0.67		0.67
Local offices	2.79		2.79

2. Application of Managing Absence Policy

2.1 Short term and persistent short term absence

Short Term and Persistent Short-term Absence						
Section	No of Employees < 4	No of Absence Review	No of Follow-up Review	No of Medical Referrals	No of Welfare Referral	No of referrals to

	weeks absence	Meetings	Meetings		s	Discipline Procedure
Grounds Maint	26					
D.C.C.P	5	2				
Central Services	5					
Env.Health	14					
Licensing	4					

Section	No of Employees < 4 weeks absence	No of Absence Review Meetings	No of Follow-up Review Meetings	No of Medical Referrals	No of Welfare Referrals	No of referrals to Discipline Procedure
C.C.T.V.	3					
Cleansing APTC	3					
Refuse Loaders	15					
Refuse Drivers	7					
Street Cleansing	12					
Libraries	32	4				
Museums	10	1				
Leisure Mgt	14	1	1			
Palace Th	1					
Trading Standards	9					
Recreation	6					
Emergency Planning	1					
Directorate	2					
Outdoor Client	2					
Outdoor	2					

DSO						
Local Offices	13					
TOTALS	186	10	1	0	0	0

2.2 Long term absence

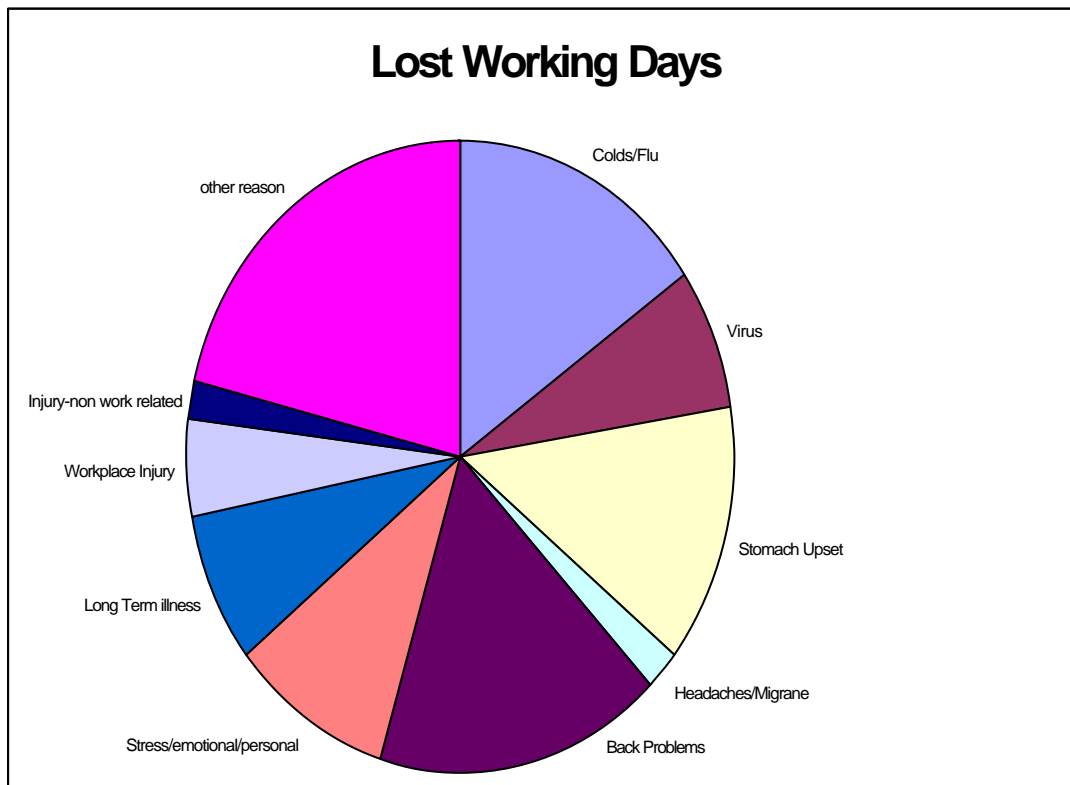
Long Term Absence						
Section	No of Employees > 4 weeks absence	No of Absence Review Meetings	No of Follow-up Review Meetings	No of Medical Referrals	No of Welfare Referrals	No of referrals to Discipline Procedure
Grounds Maint.	5					
D.C.C.P.	1	1				
Central Services						
Env Health	2					
Licensing						
C.C.T.V.						
Cleansing APTC						
Refuse Loaders	1					
Refuse Drivers	2	1				
Street Cleansing	1					
Libraries	2	1				
Museums						

Section	No of Employees > 4 weeks absence	No of Absence Review meetings	No of Follow-up Review meetings	No of Medical Referrals	No of Welfare referrals	No of referrals to Discipline procedure
Leisure Mgt	1					
Palace Th	1	1				
Trading						

Standards						
Recreation						
Emergency Planning						
Directorate						
Outdoor Client						
Outdoor DSO						
Local Offices	1					
TOTALS	17	4	0	0	0	0

3. Reason for Absence during the current quarter are as follows:

Reason for Absence	Lost Working Days	Total Days Lost	%age
Colds/Flu	203	1335	15.2
Virus	98	1335	7.3
Stomach Upset	177.5	1335	13.3
Headaches/Migraine	24	1335	1.8
Back Problems	226.5	1335	17.01
Stress/emotional/personal Reasons	128	1335	9.6
Long term illness	103	1335	7.7
Workplace injury	67	1335	5.0
Injury – Non work related	26	1335	1.9
Other Reason	282	1335	21.1



AGENDA