

EAST AYRSHIRE COUNCIL

COMMUNITY SERVICES COMMITTEE – 6 FEBRUARY 2002

ABSENCE MANAGEMENT REPORT QUARTER 3 (1 OCTOBER – 31 DECEMBER 2001)

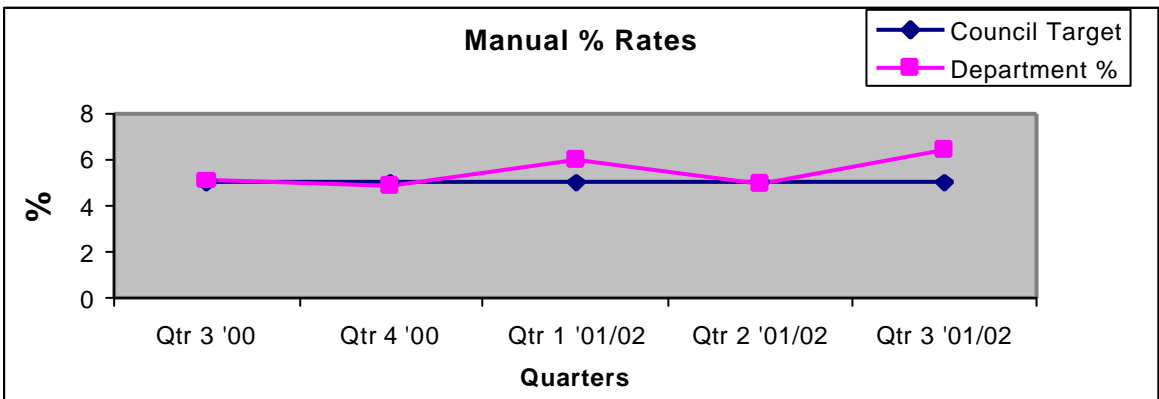
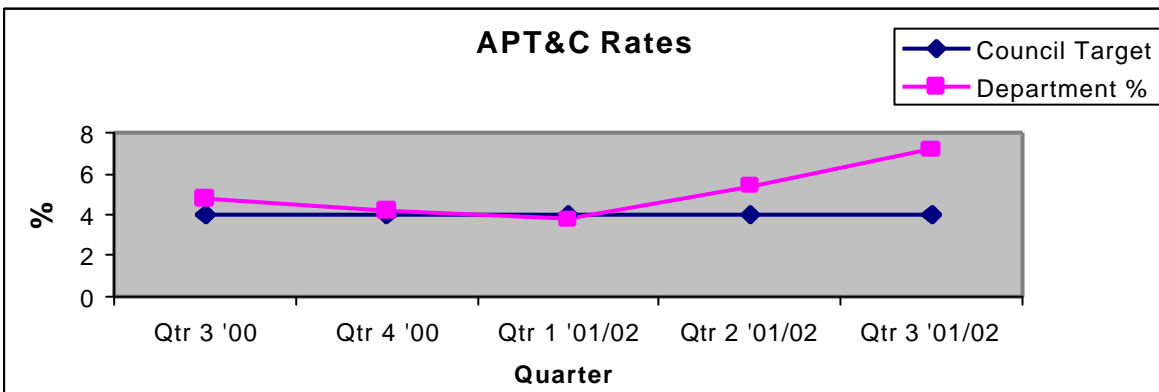
Report by Director of Community Services

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 1 October to 31 December 2001.

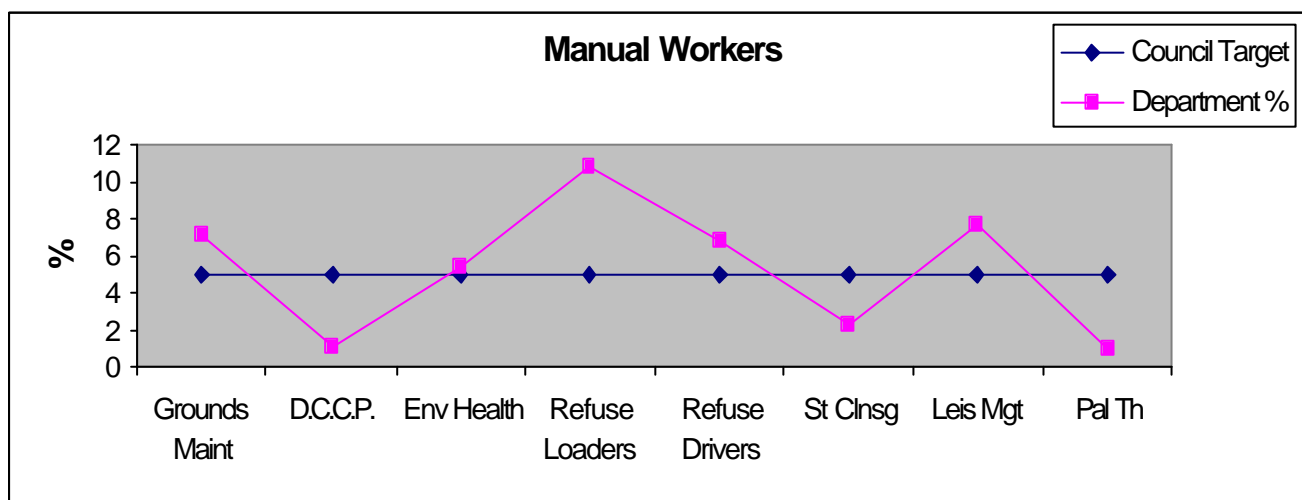
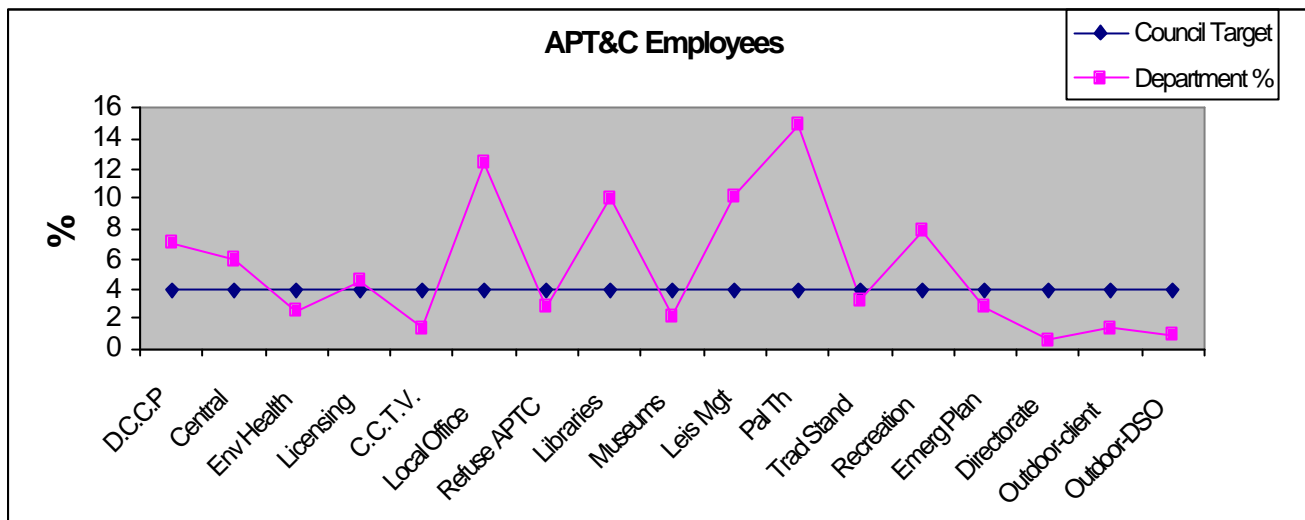
2. HISTORICAL INFORMATION

2.1 Absence statistics for the period October 2000 to the current reporting quarter are as shown in the following graphs:

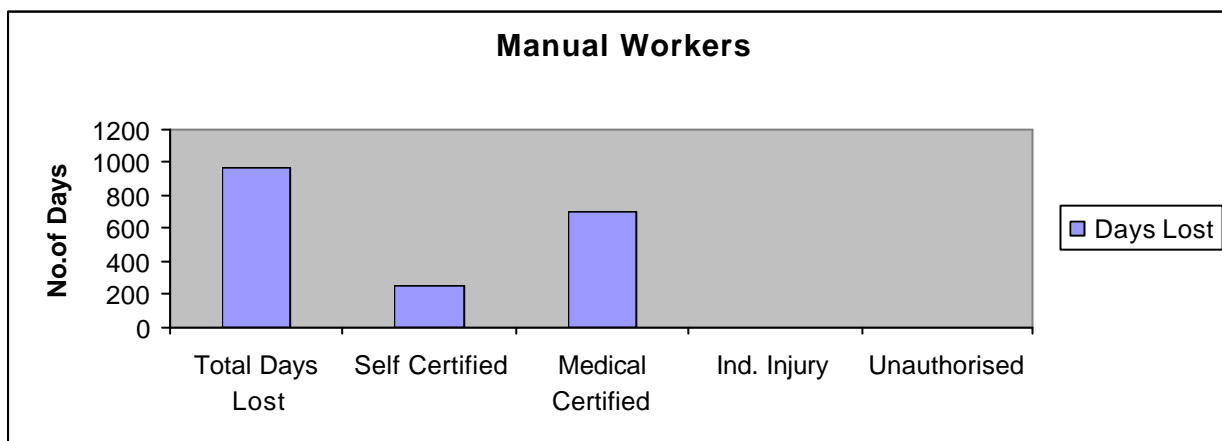
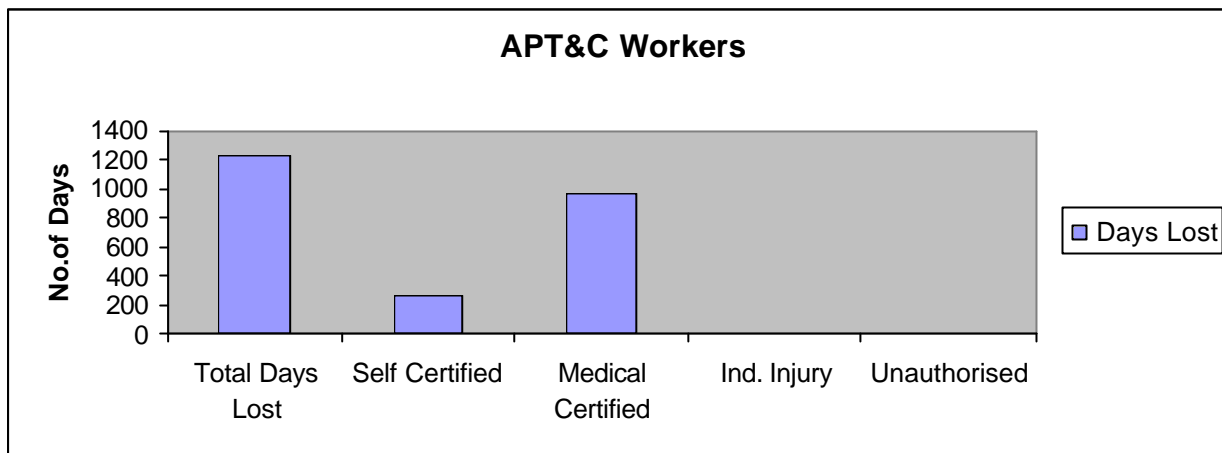


3. ANALYSIS OF CURRENT QUARTER ABSENCE RATES

3.1 Absence statistics by section;



3.2 Absence statistics by levels of certification;



3.3 Areas of concern identified during Quarter 3 with details of action taken are attached as Appendix 1:

Area of Concern	Management Action	Responsible Supervisor/Manager
Other Reasons (33.9%)	Monitor all absence levels and continue to apply the Council's absence management policy.	All Managers.
Stress/emotional/personal (17.0%)	Conduct absence review meetings to establish cause of stress and offer support and counselling as appropriate.	All Managers

4. DIRECTOR'S COMMENTS

- 4.1 There has been a slight increase in absence levels from the last quarter (July - September 2001) which was 5.2% compared to 6.8% in this quarter. For the same period last year the absence was 5.0% therefore there has been a slight increase in absence within the department.

A formal computerised information system is currently being designed to collate sick absence data within the Council. This will provide management information and assist supervisors in managing absence. It is expected that this system will be trialed by no later than 1 April 2002.

5. FINANCIAL IMPLICATIONS – COSTS OF ABSENCE

- 5.1 The Head of Personnel 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 2001

1. Breakdown of Absence Statistics in the Current Quarter

Section	APT&C % Loss	Manual % Loss	Total % Loss
Grounds Maintenance		7.20	7.20
D.C.C.P.	7.07	1.18	5.21
Central Services	6.01		6.01
Env Health/Waste Mgt	2.49	5.42	3.59
Licensing	4.59		4.59
C.C.T.V.	1.40		1.40
Cleansing APTC	2.85		2.85
Refuse Loaders		10.88	10.88
Refuse Drivers		6.81	6.81
Street Cleansing		2.33	2.33
Libraries	9.97		9.97
Museums	2.18		2.18
Leisure Mgt.	10.21	7.76	8.58
Palace Theatre	14.83	0.93	9.50
Trading Standards	3.32		3.32
Recreation	7.85		7.85
Emergency Planning	2.76		2.76
Directorate	0.60		0.60
Outdoor Services-Client	1.35		1.35
Outdoor Services-DSO	0.98		0.98
Local offices	12.47		12.47

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 weeks	No of Absence Review Meetings	No of Follow-up Review Meetings	No of Medical Referrals	No of Welfare Referrals	No of referrals to Discipline

	absence					e Procedur e
Grounds Maint	32	1				
D.C.C.P	5					
Central Services	3					
Env.Healt h	21					
Licensing	2					

Section	No of Employee s < 4 weeks absence	No of Absence Review Meetings	No of Follow-up Review Meetings	No of Medical Referrals	No of Welfare Referral s	No of referrals to Disciplin e Procedur e
C.C.T.V.	2					
Cleansin g APTC	3					
Refuse Loaders	19	1		1		
Refuse Drivers	8					
Street Cleansin g	15	1	1			
Libraries	18	1				
Museums	5	3		1		
Leisure Mgt	7	1				
Palace Th	1					
Trading Standard s	6					
Recreatio n	10					
Emergen cy Planning	1					
Directorat e	2					
Outdoor Client	1	1				
Outdoor DSO	4					

Local Offices	14					
TOTALS	179	9	1	2	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.	4	3		1		
D.C.C.P.	1					
Central Services						
Env Health	1					
Licensing						
C.C.T.V.						
Cleansing APTC						
Refuse Loaders	3	3		2		
Refuse Drivers	2		1			
Street Cleansing	1					
Libraries	7		2	2		
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	3					
Palace Th	1					
Trading Standard						

s						
Recreation	1		1			
Emergency Planning						
Directorate						
Outdoor Client						
Outdoor DSO						
Local Offices	6	2	1	1	1	
TOTALS	30	8	5	6	1	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	2208.5	9.2%
Virus	66		3.0%
Stomach Upset	245		11.2%
Headaches/Migraine	14		0.6%
Back Problems	102.5		4.6%
Stress/emotional/personal Reasons	375		17.0%
Long term illness	292		13.2%
Workplace injury	60		2.7%
Injury – Non work related	102.5		4.6%
Other Reason	748.5		33.9%



AGENDA