

EAST AYRSHIRE COUNCIL

COMMUNITY SERVICES COMMITTEE – 30 MAY 2001

ABSENCE MANAGEMENT REPORT QUARTER 1 (1 JANUARY – 31 MARCH 2001)

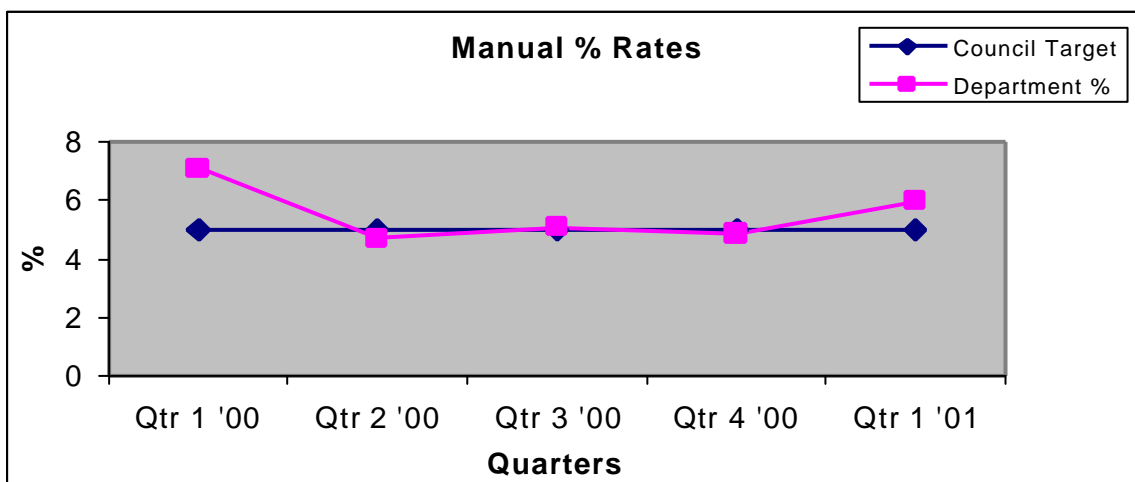
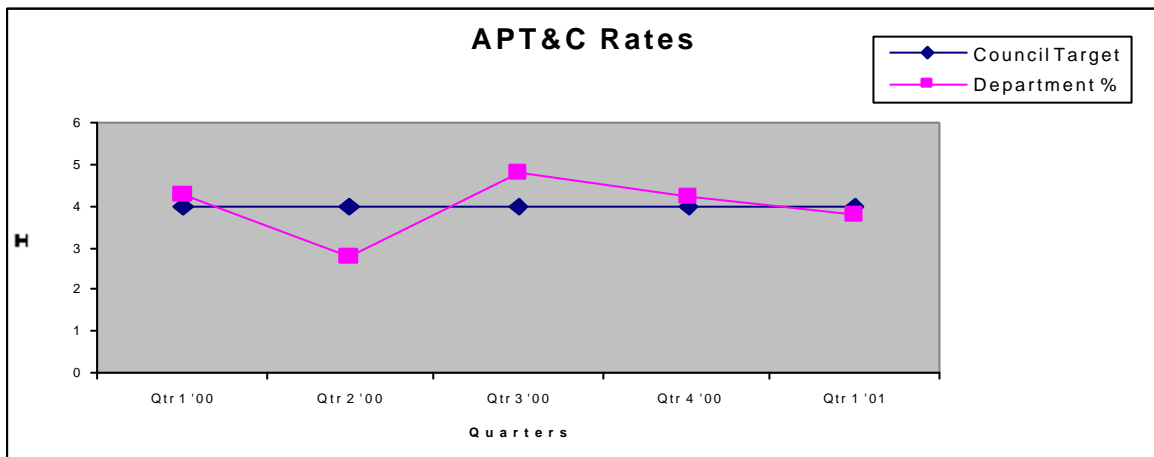
Report by Director of Community Services

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 January to 31 March 2001.

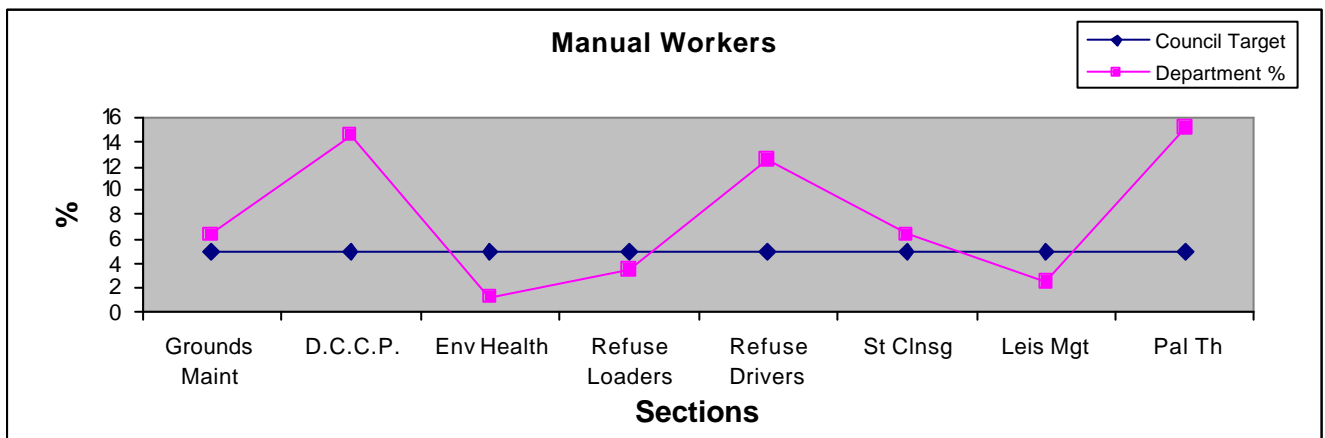
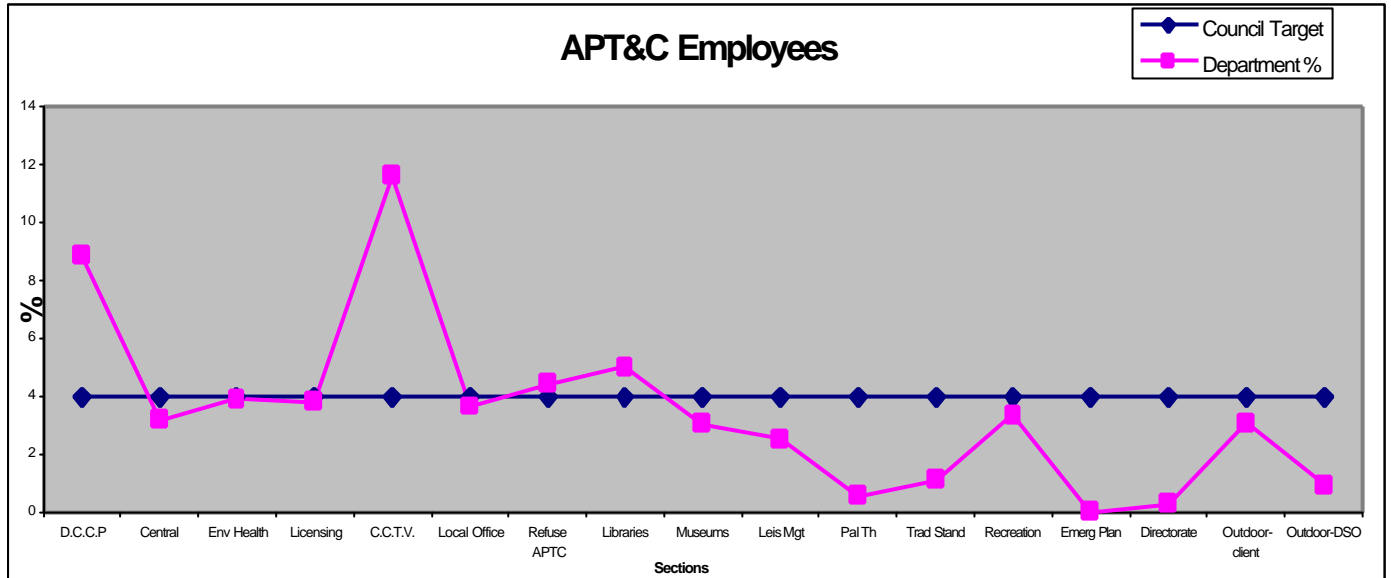
2. HISTORICAL INFORMATION

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

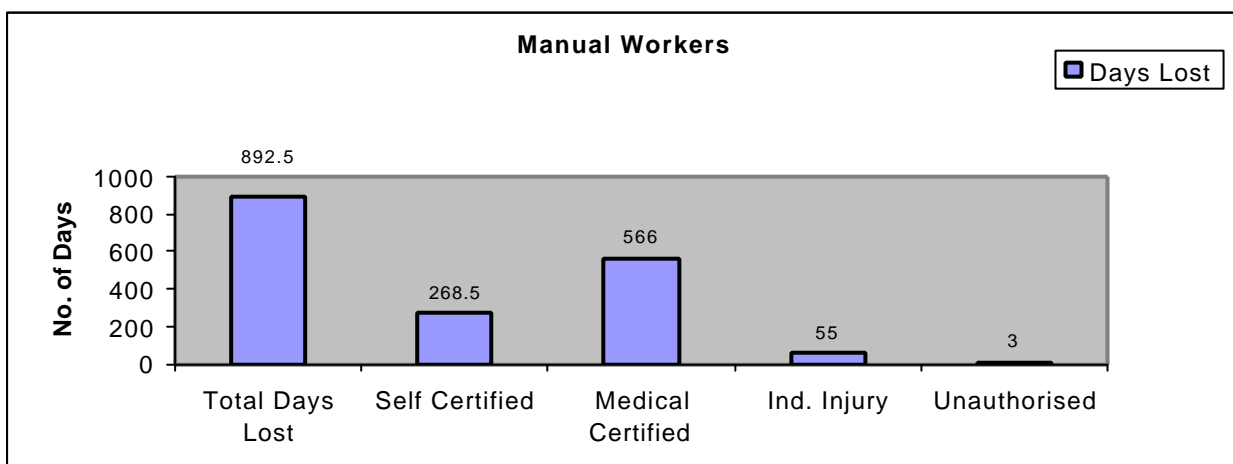
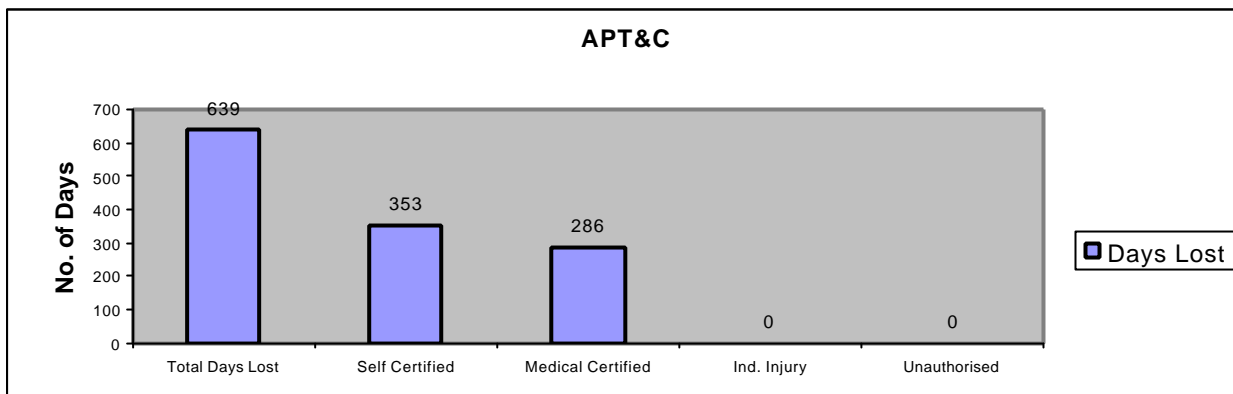


3. ANALYSIS OF CURRENT QUARTER ABSENCE RATES

3.1 Absence statistics by section;



3.2 Absence statistics by levels of certification;



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

Area of Concern	Management Action	Responsible Supervisor/Manager
Other Reasons (30.4%)	Monitor all absence levels and continue to apply the Council's absence management policy.	All Managers.
Colds and Flu (19.5%)	As above	All Managers

4. DIRECTOR'S COMMENTS

- 4.1 There has been a slight increase in overall absence levels from the last quarter (October – December 2000) which was 4.53% compared to 4.80% in this quarter. For the same period last year the absence however was 5.75% 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

17 April 2001

LIST OF BACKGROUND PAPERS

Nil

APPENDIX 1

For quarterly period ending 31 March 2001

1. Breakdown of Absence Statistics in the Current Quarter

Section	APT&C % Loss	Manual % Loss	Total % Loss
Grounds Maintenance		6.43	6.43
D.C.C.P.	8.86	14.58	9.63
Central Services	3.19		3.19
Env Health/Waste Mgt	3.93	1.33	2.93
Licensing	3.80		3.80
C.C.T.V.	11.62		11.62
Cleansing APTC	4.44		4.44
Refuse Loaders		3.46	3.46
Refuse Drivers		12.43	12.43
Street Cleansing		6.37	6.37
Libraries	5.03		5.03
Museums	3.06		3.06
Leisure Mgt.	2.55	2.56	2.56
Palace Theatre	0.58	15.08	5.32
Trading Standards	1.10		1.10
Recreation	3.37		3.37
Emergency Planning			
Directorate	0.28		0.28
Outdoor Services-Client	3.10		3.10
Outdoor Services-DSO	0.96		0.96
Local offices	3.66		3.66

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 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	23					
D.C.C.P	8	2				
Central Services	4					
Env.Healt h	20					
Licensing	3	1				

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.	4					
Cleansing APTC	4					
Refuse Loaders	19	5		2		
Refuse Drivers	8	1				
Street Cleansing	15	1				
Libraries	34	1				
Museums	8					
Leisure Mgt	15	3	1			
Palace Th	1					
Trading Standards	4					
Recreation	10					
Emergency Planning						
Directorate	1					
Outdoor Client	4	4				
Outdoor DSO	2					
Local Offices	18	1				
TOTALS	205	19	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.	6	1				
D.C.C.P.	2		1	1		
Central Services						
Env Health						
Licensing						
C.C.T.V.						
Cleansing APTC						
Refuse Loaders						
Refuse Drivers	2	1	2			
Street Cleansing	4	3				
Libraries						
Museums	2					

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						
Palace Th	1					
Trading Standards						
Recreation						
Emergency Planning						
Directorate						
Outdoor						

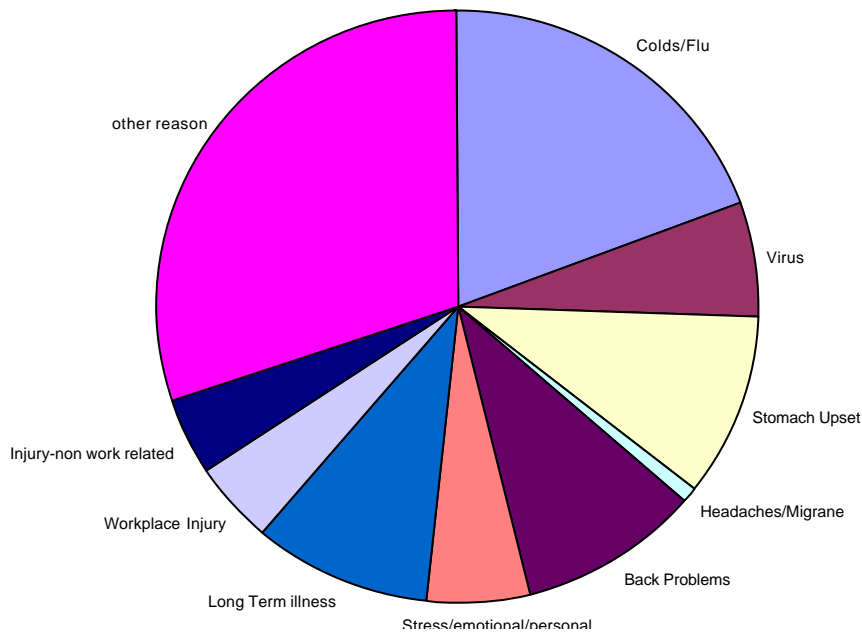
Client						
Outdoor DSO						
Local Offices	1					
TOTALS	18	5	3	1	0	0

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

Reason for Absence	Lost Working Days	Total Days Lost	%age
Colds/Flu	298	1531.5	19.5
Virus	93.5	1531.5	6.1
Stomach Upset	152	1531.5	9.9

Headaches/Migraine	15.5	1531.5	1.1
Back Problems	147.5	1531.5	9.6
Stress/emotional/personal	83	1531.5	5.4
Reasons			
Long term illness	147.5	1531.5	9.6
Workplace injury	68	1531.5	4.4
Injury – Non work related	61	1531.5	4.0
Other Reason	465.5	1531.5	30.4

Lost Working Days



AGENDA