

## EAST AYRSHIRE COUNCIL

### COMMUNITY SERVICES COMMITTEE – 29 MAY 2002

#### ABSENCE MANAGEMENT REPORT QUARTER 4 (1 JANUARY – 31 MARCH 2002)

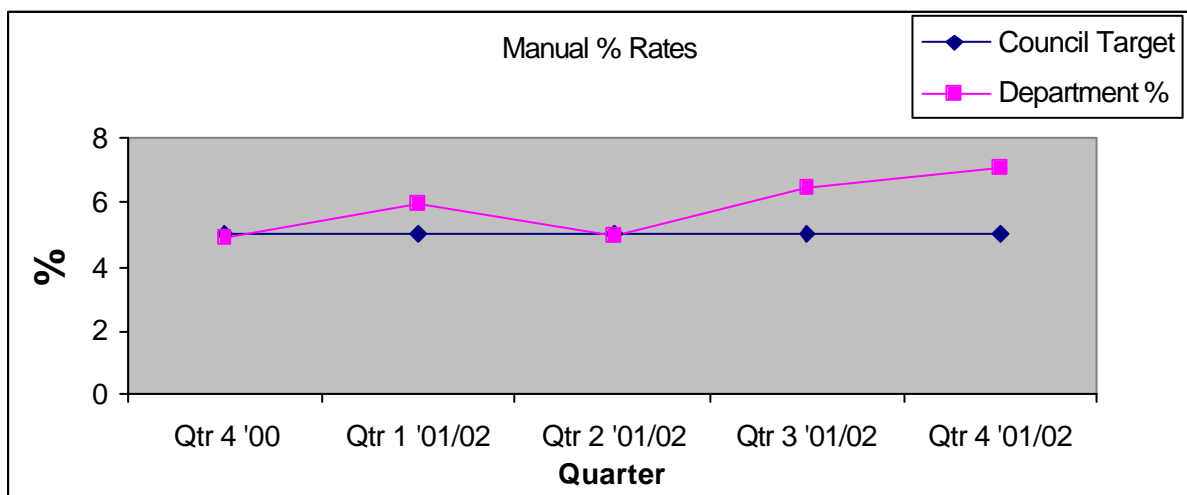
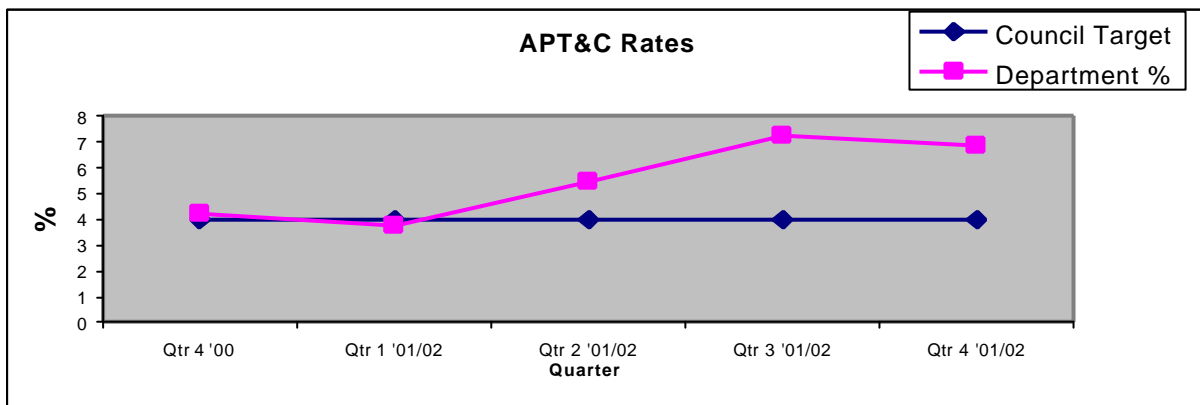
##### Report by Director of Community Services

### 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 2002.

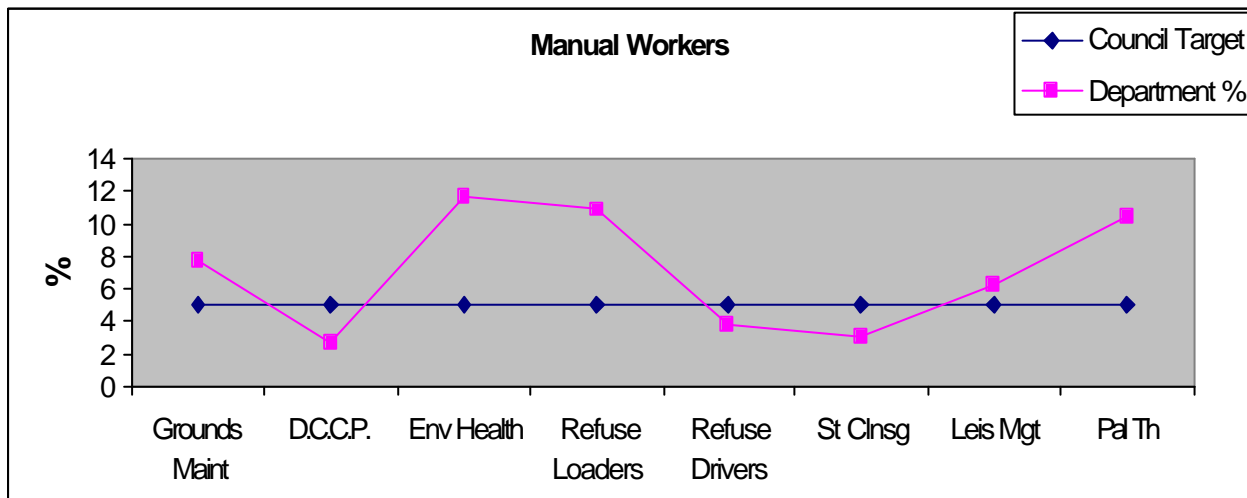
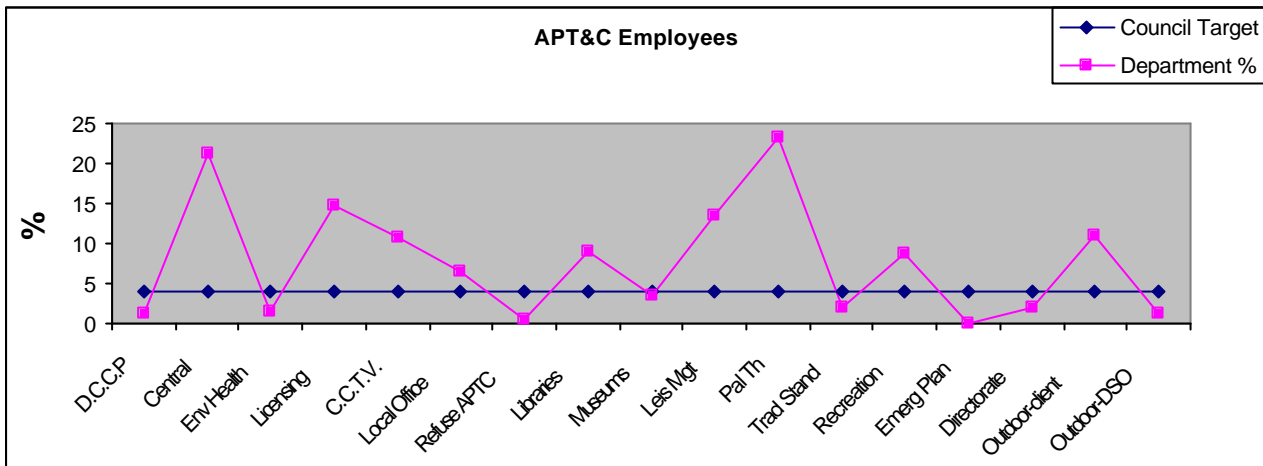
### 2. HISTORICAL INFORMATION

- 2.1 Absence statistics for the period January 2001 to the current reporting quarter are as shown in the following graphs:

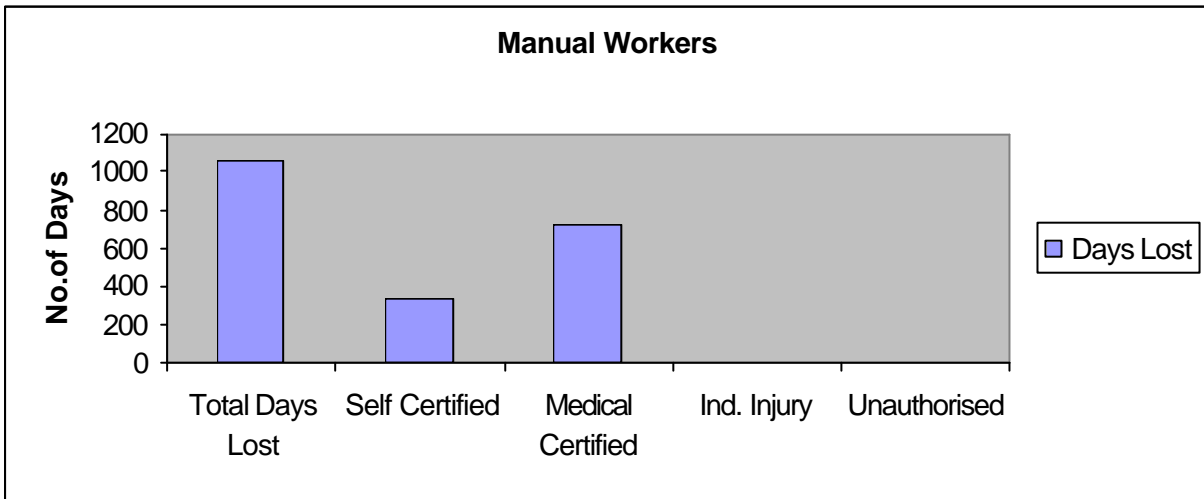
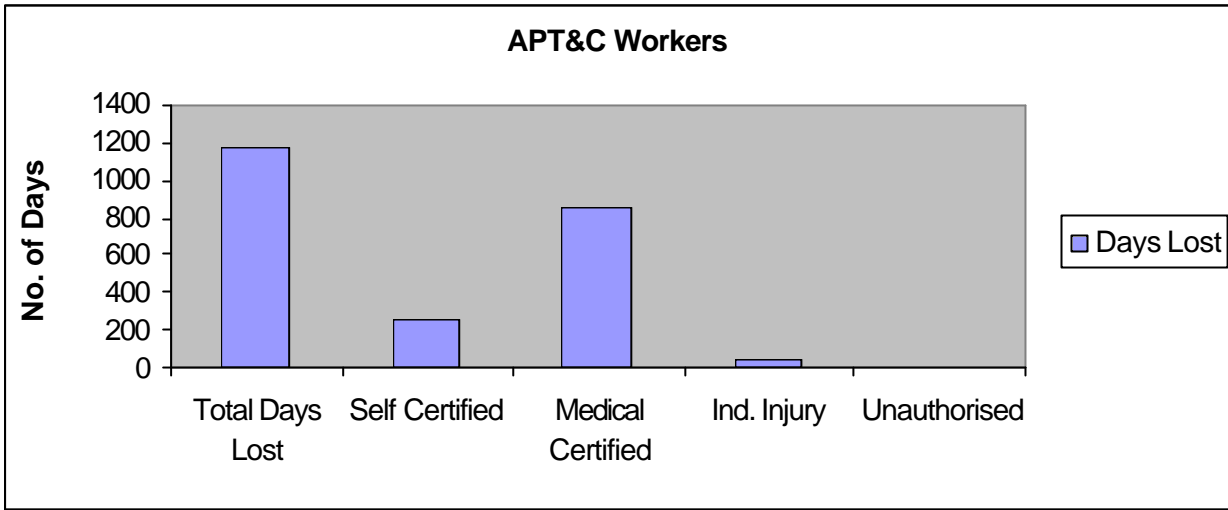


### 3. ANALYSIS OF CURRENT QUARTER ABSENCE RATES

#### 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 (30.7%)	Monitor all absence levels and continue to apply the Council's absence management policy.	All Managers.
Stress/emotional/personal (18.8%)	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 (October – December 2002) which was 6.8% compared to 6.96% in this quarter. For the same period last year the absence was 4.8% therefore there has been an increase in absence within the department.

#### **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

15 April 2002

#### **LIST OF BACKGROUND PAPERS**

Nil

Implementation Officer:- [william.stafford@east-ayrshire.gov.uk](mailto:william.stafford@east-ayrshire.gov.uk)

## APPENDIX 1

For quarterly period ending 31 March 2002

### 1. Breakdown of Absence Statistics in the Current Quarter

Section	APT&C % Loss	Manual % Loss	Total % Loss
Grounds Maintenance		7.75	7.75
D.C.C.P.	1.15	2.74	1.66
Central Services	21.29		21.29
Env Health/Waste Mgt	1.39	11.65	5.33
Licensing	14.82		14.82
C.C.T.V.	10.68		10.68
Cleansing APTC	0.38		0.38
Refuse Loaders		10.86	10.86
Refuse Drivers		3.92	3.92
Street Cleansing		3.09	3.09
Libraries	8.95		8.95
Museums	3.52		3.52
Leisure Mgt.	13.54	6.35	8.74
Palace Theatre	23.17	10.49	17.42
Trading Standards	1.94		1.94
Recreation	8.73		8.73
Emergency Planning	0		
Directorate	2.1		2.1
Outdoor Services-Client	11.01		11.01
Outdoor Services-DSO	1.28		1.28
Local offices	6.55		6.55

### 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	30	1				
D.C.C.P	6	1				
Central Services	4					
Env.Healt h	12					
Licensing	3					

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.	4					
Cleansin g APTC	1					
Refuse Loaders	20	4		1		
Refuse Drivers	9	1	1			
Street Cleansin g	15	1				
Libraries	25	3	1			
Museums	10	1				
Leisure Mgt	8	1				
Palace Th	3					
Trading Standard s	7					
Recreatio n	6					
Emergen cy Planning						
Directorat e	2					
Outdoor Client	1					
Outdoor DSO	3					

Local Offices	14	1				
<b>TOTALS</b>	<b>183</b>	<b>14</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>

## 2.2 Long term absence

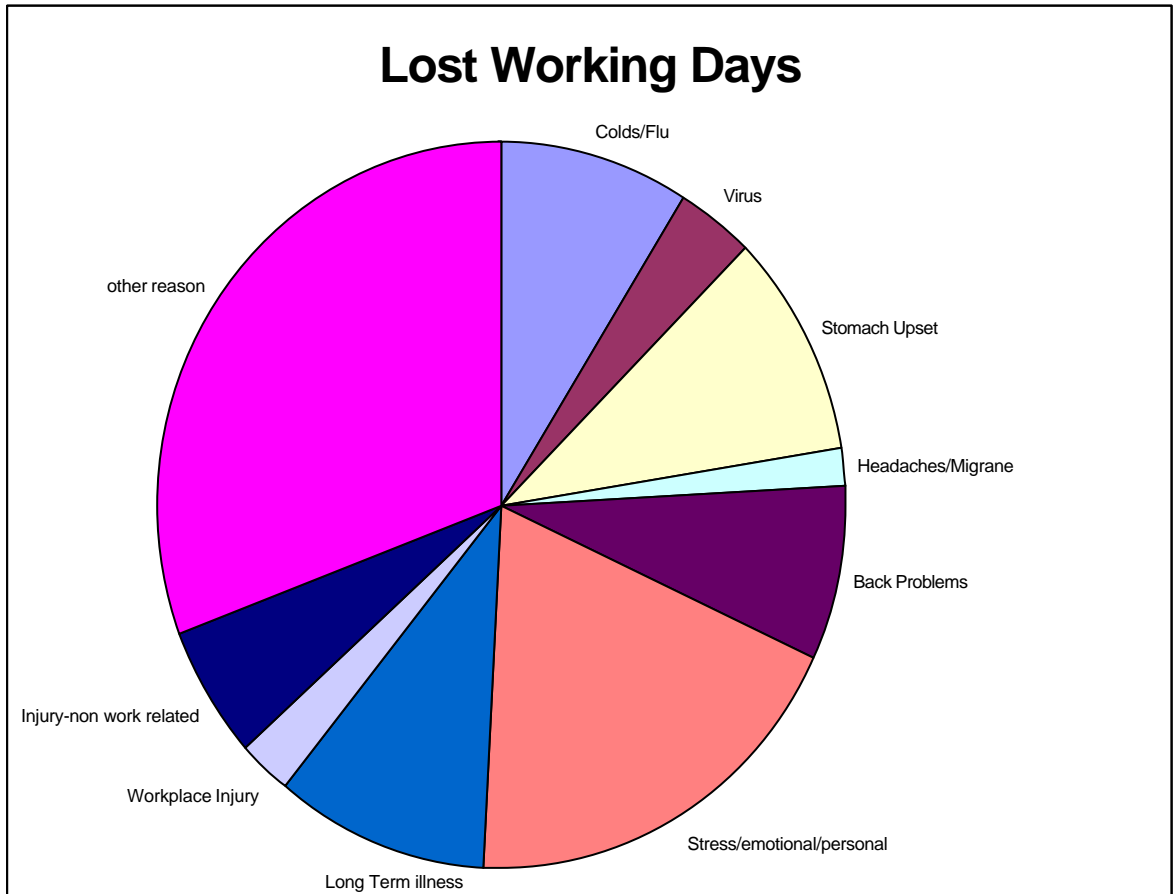
Long Term Absence						
Section	No of Employees > 4 weeks absence	No of Absence Review Meetings	No of Follow-up Review Meetings	No of Medical Referrals	No of Welfare Referrals	No of referrals to Discipline Procedure
Grounds Maint.	5	2	2	1	1	
D.C.C.P.						
Central Services	2					
Env Health	3					
Licensing	1					
C.C.T.V.						
Cleansing APTC						
Refuse Loaders	2	1		1		
Refuse Drivers	1					
Street Cleansing	1	1				
Libraries	7		1	4		
Museums	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
Leisure Mgt	2		1			
Palace Th	2					
Trading Standard						

s						
Recreation	2					
Emergency Planning						
Directorate						
Outdoor Client	1					
Outdoor DSO						
Local Offices	3					
<b>TOTALS</b>	<b>33</b>	<b>4</b>	<b>4</b>	<b>6</b>	<b>1</b>	<b>0</b>

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

Reason for Absence	Lost Working Days	Total Days Lost	%age
Colds/Flu	198.5	2228	8.9%
Virus	82		3.7%
Stomach Upset	222.5		10.0%
Headaches/Migraine	33.5		1.5%
Back Problems	175		7.9%
Stress/emotional/personal Reasons	419		18.8%
Long term illness	224		10.1%
Workplace injury	58		2.6%
Injury – Non work related	129.5		5.8%
Other Reason	686		30.7%



**AGENDA**