

EAST AYRSHIRE COUNCIL

COMMUNITY SERVICES COMMITTEE – 15 NOVEMBER 2000

**ABSENCE MANAGEMENT REPORT QUARTER 3
(3 JULY – 30 SEPTEMBER 2000)**

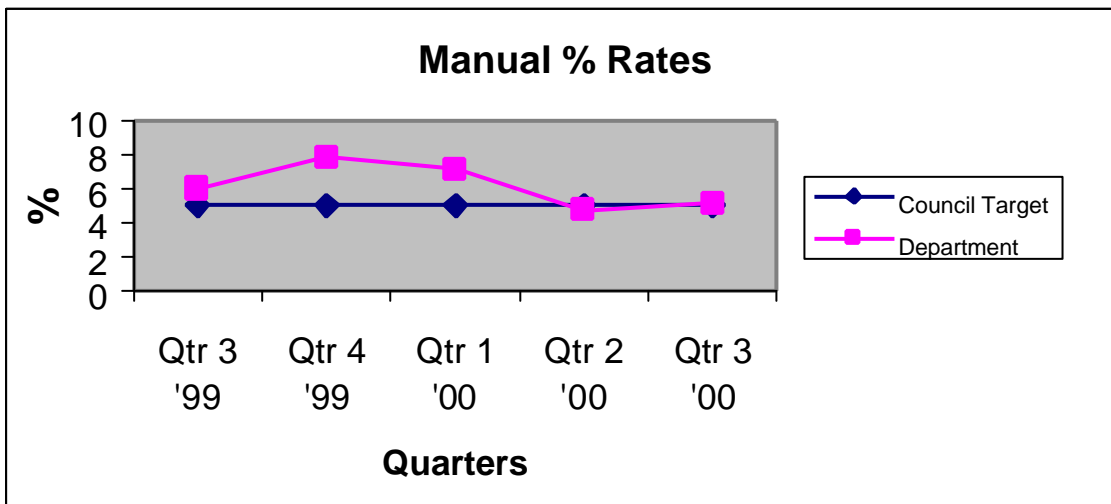
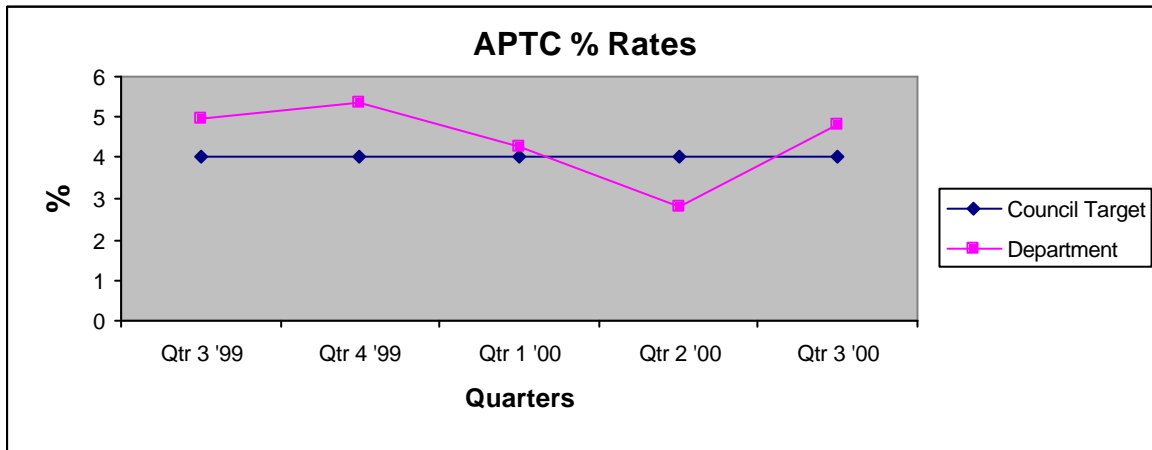
Report by Director of Community Services

1. PURPOSE OF REPORT

1.1 The purpose of this report is to advise the Committee of absence rates for the Department of Community Services for the quarterly period ending 30 September 2000.

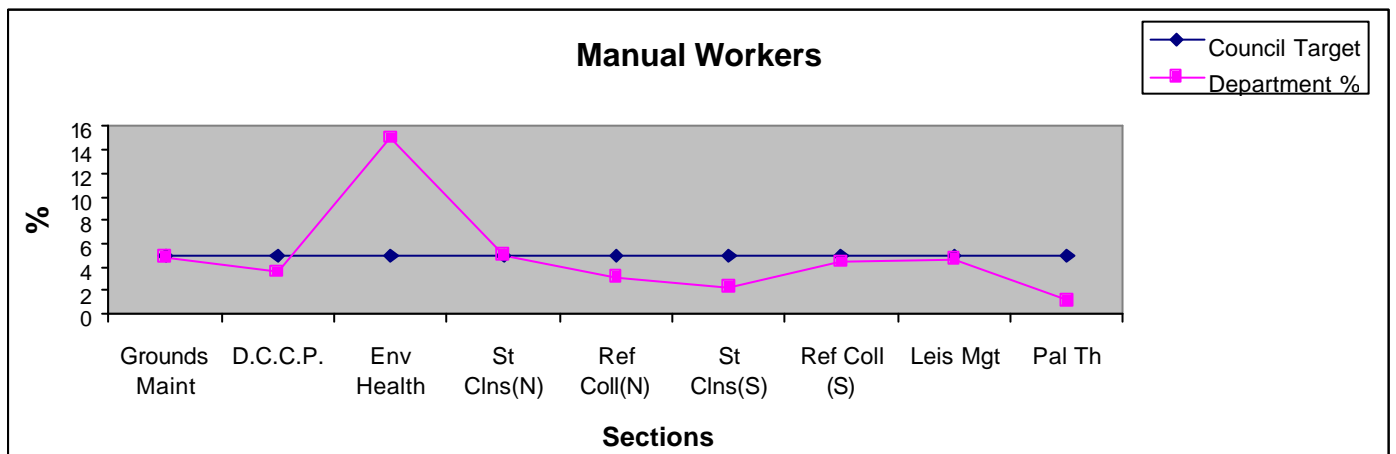
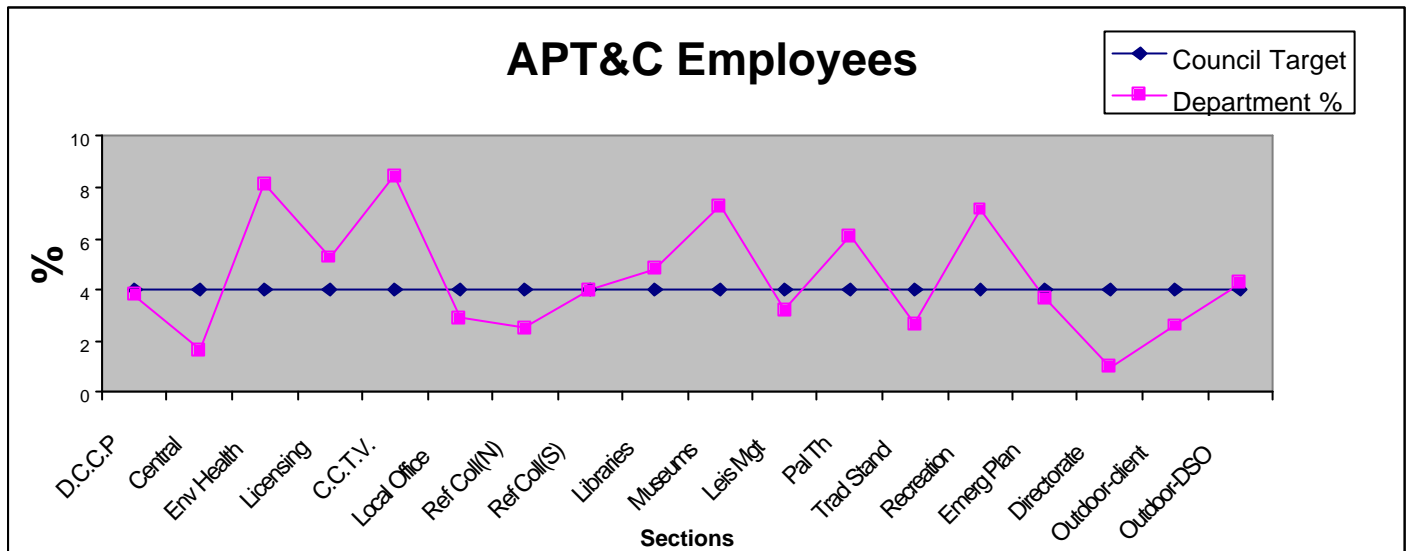
2. HISTORICAL INFORMATION

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

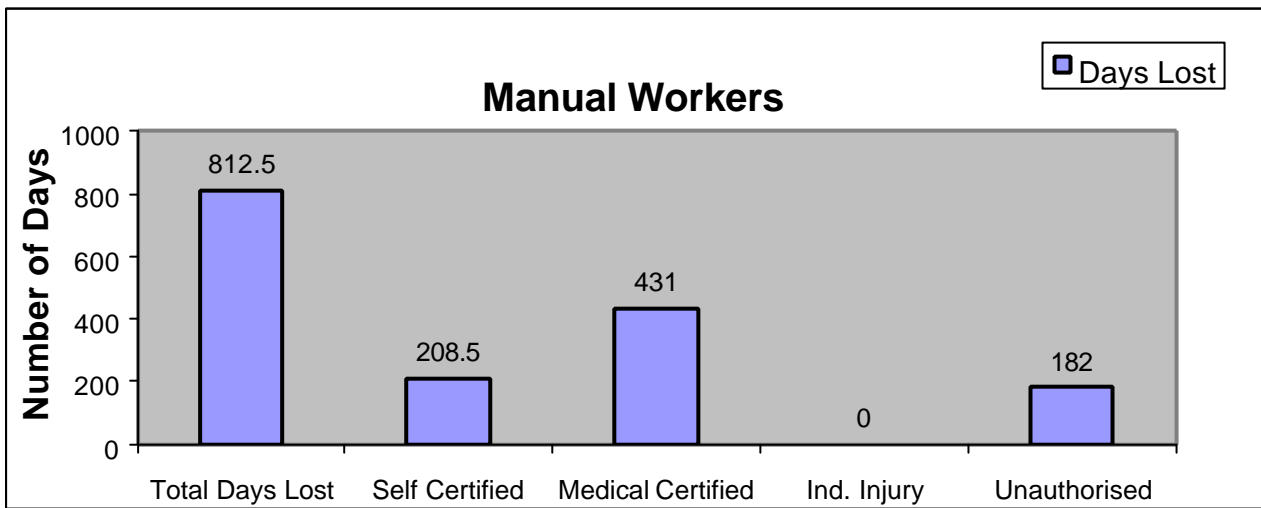
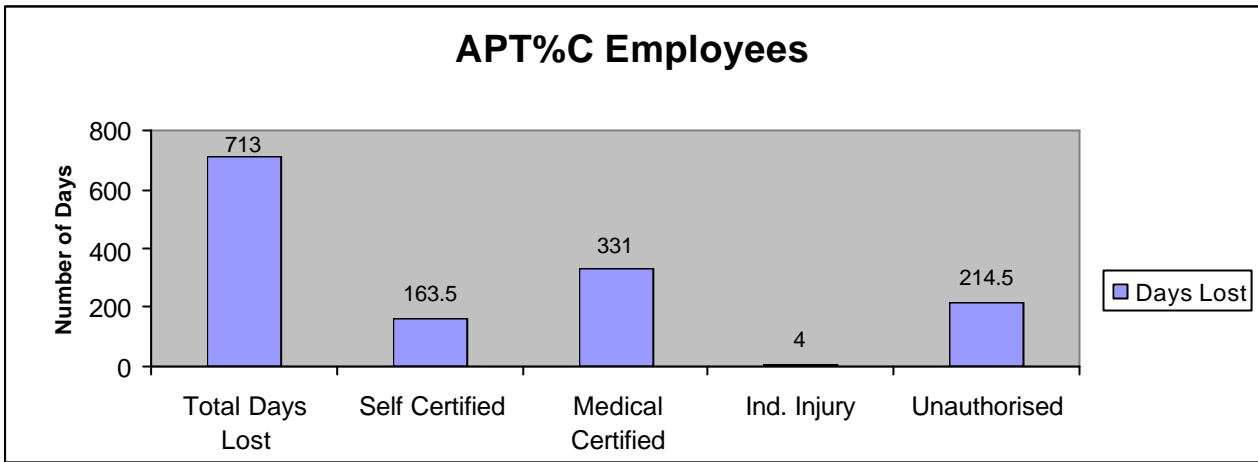


3. ANALYSIS OF CURRENT QUARTER ABSENCE RATES

3.1 Absence statistics by section;



3.2 Absence statistics by levels of certification;



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

Area of Concern	Management Action	Responsible Supervisor/Manager
Long Term Illness (17.1%)	With the assistance of AHS, employees who are absent with long term illnesses are being assessed in terms of their capability for work. In some cases other alternative employment is being progressed under the Council's redeployment policy.	All Managers.
Back Problems (12.25%)	Although the absence level in this area has decreased from 18.98% in 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 Although the total absence figure for the department is reported at 4.95%, this figure includes absence from work as a result of the 2 days industrial action taken by employees. If the statistics for these 2 days were not included then the actual absence for this reporting quarter would be 3.95% for Manual Workers and 3.35% for APT&C (Total 3.67%). This is an improvement on the last quarter's absence levels which were 4.7% for Manual Workers and 2.80% for APT&C (Total 3.89%).

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 decrease.

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 October 2000

LIST OF BACKGROUND PAPERS

Nil.

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APPENDIX 1

For quarterly period ending 30 September 2000

1. Breakdown of Absence Statistics in the Current Quarter

Section	APT&C % Loss	Manual % Loss	Total % Loss
Grounds Maintenance		4.82	4.82
D.C.C.P.	3.81	3.63	3.75
Central Services	1.64		1.64
Env Health/Waste Mgt	8.14	15.05	10.83
Licensing	5.26		5.26
C.C.T.V.	8.45		8.45
St Cleansing – North		5.02	5.02
Ref. Collection – North	2.5	3.17	3.10
Cleansing-SC		2.32	2.32
Cleansing – RC	3.99	4.48	4.43
Libraries	4.81		4.81
Museums	7.27		7.27
Leisure Mgt.	3.20	4.66	4.4
Palace Theatre	6.1	1.18	4.37
Trading Standards	2.65		2.65
Recreation	7.14		7.14
Emergency Planning	3.67		3.67
Directorate	0.99		0.99
Outdoor Services-Client	2.59		2.59
Outdoor Services-DSO	4.27		4.27
Local offices	2.88		2.88

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 Employee	No of Absence	No of Follow-up	No of Medical	No of Welfare	No of referrals

	es < 4 weeks absence	Review Meetings	Review Meetings	Referrals	Referrals	to Discipline Procedure
Grounds Maint	74					
D.C.C.P	13					
Central Services	3					
Env.Health	24					
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.	2					
Street Cleansing – North	14					1
Refuse Collection - North	27				1	1
Street Cleansing – North	7					
Refuse Collection – South	22					
Libraries	14	1				
Museums	7					
Leisure Mgt	19					
Palace Th	1					
Trading Standards	10					
Recreation	5					
Emergency Planning	2					
Directorate	3					

Outdoor Client	4					
Outdoor DSO	10					
Local Offices	26					
TOTALS	291	1	0	0	1	2

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.	3			1		
D.C.C.P.						
Central Services						
Env Health	5					
Licensing						
C.C.T.V.						
Street Cleansing – North	2					
Refuse Collection – North						

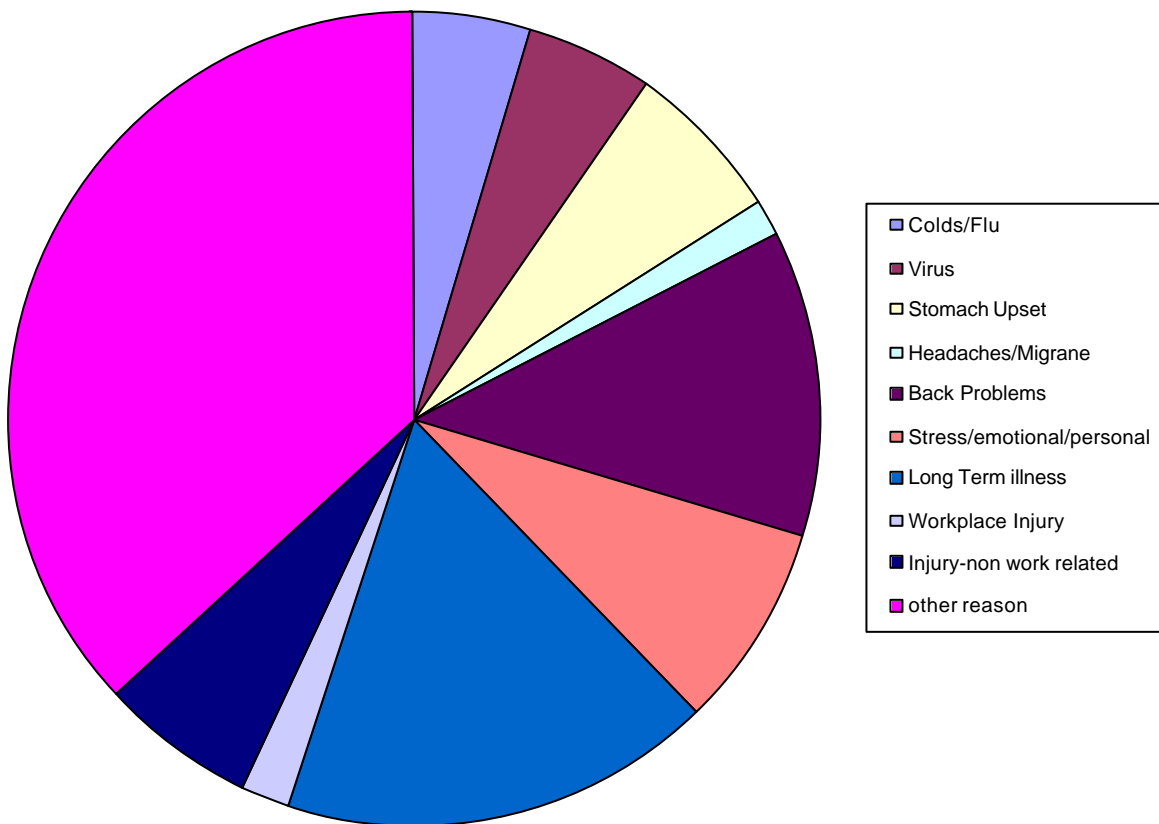
Section	No of Employees > 4 weeks absence	No of Absence Review Meetings	No of Follow-up Review Meetings	No of Medical Referrals	No of Welfare Referrals	No of referrals to Discipline Procedure
Street Cleansing – South						
Refuse Collection - South						
Libraries	1	1				

Museums	1					
Leisure Mgt	3					
Palace Th						
Trading Standards						
Recreation	1					
Emergency Planning						
Directorate						
Outdoor Client						
Outdoor DSO						
Local Offices						
TOTALS	16	1	0	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	73	1534.5	4.76
Virus	74.5	1534.5	4.86
Stomach Upset	100.5	1534.5	6.55
Headaches/Migraine	19.5	1534.5	1.27
Back Problems	188	1534.5	12.25
Stress/emotional/personal Reasons	124.5	1534.5	8.11
Long term illness	262.5	1534.5	17.10
Workplace injury	30	1534.5	1.96
Injury – Non work related	97	1534.5	6.32
Other Reason	565	1534.5	36.82

Lost Working Days



APPENDIX 2

For quarterly period ending 30 September 2000 excluding strike action

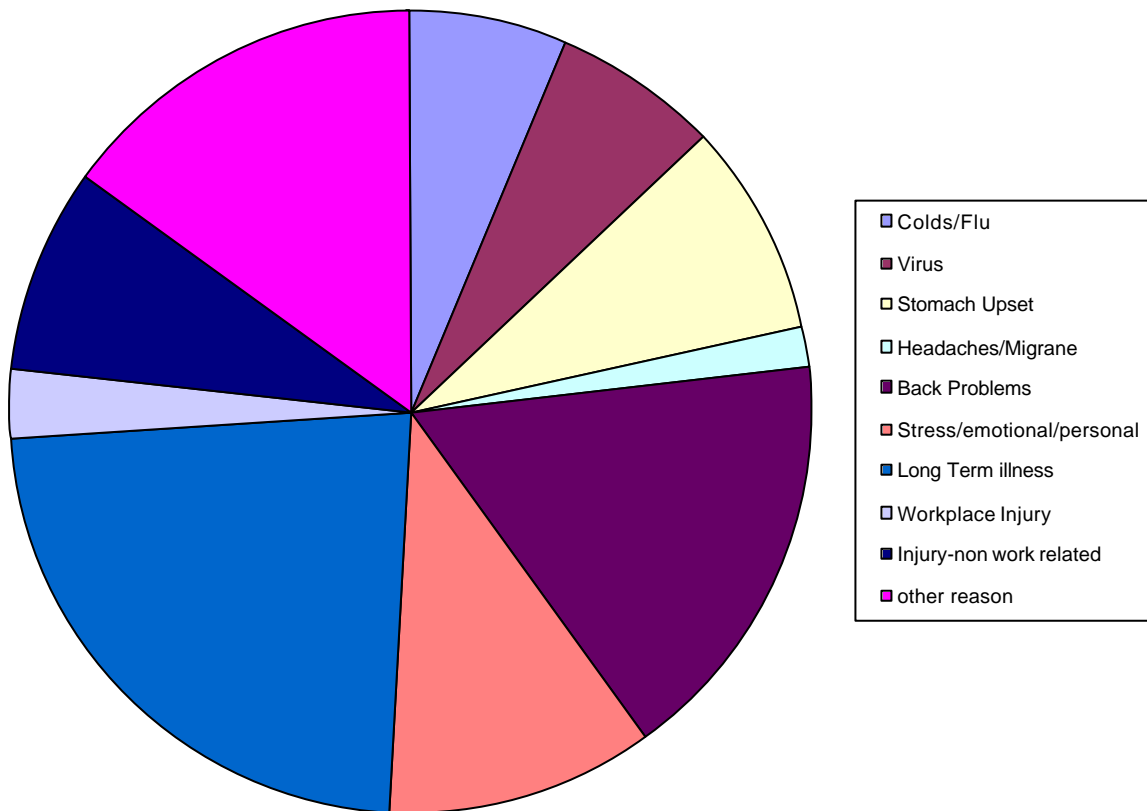
1. Breakdown of Absence Statistics in the Current Quarter

Section	APT&C % Loss	Manual % Loss	Total % Loss
Grounds Maintenance		3.26	3.26
D.C.C.P.	1.69	2.85	2.10
Central Services	0.82		0.82
Env Health/Waste Mgt	6.16	14.59	9.44
Licensing	2.78		2.78
C.C.T.V.	8.45		8.45
St Cleansing – North		4.42	4.42
Ref. Collection – North	1.50	1.73	1.70
Cleansing-SC		1.92	1.92
Cleansing – RC	0.00	3.18	2.86
Libraries	3.39		3.39
Museums	5.10		5.10
Leisure Mgt.	3.20	3.85	3.72
Palace Theatre	5.47	0.00	3.53
Trading Standards	0.56		0.56
Recreation	6.49		6.49
Emergency Planning	1.83		1.83
Directorate	0.33		0.33
Outdoor Services-Client	0.37		0.37
Outdoor Services-DSO	1.24		1.24
Local offices	1.97		1.97
Strike Action	1.44	1.11	1.27

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

Reason for Absence	Lost Working Days	Total Days Lost	%age
Colds/Flu	73	1140	6.40
Virus	74.5	1140	6.54
Stomach Upset	100.5	1140	8.82
Headaches/Migraine	19.5	1140	1.71
Back Problems	188	1140	16.49
Stress/emotional/personal Reasons	124.5	1140	10.92
Long term illness	262.5	1140	23.03
Workplace injury	30	1140	2.63
Injury – Non work related	97	1140	8.51
Other Reason	170.5	1140	14.96

Lost Working Days



AGENDA