

**EAST AYRSHIRE COUNCIL**

**COMMUNITY SERVICES COMMITTEE – 14 NOVEMBER 2001**

**ABSENCE MANAGEMENT REPORT QUARTER 2 (2 JULY – 30 SEPTEMBER 2001)**

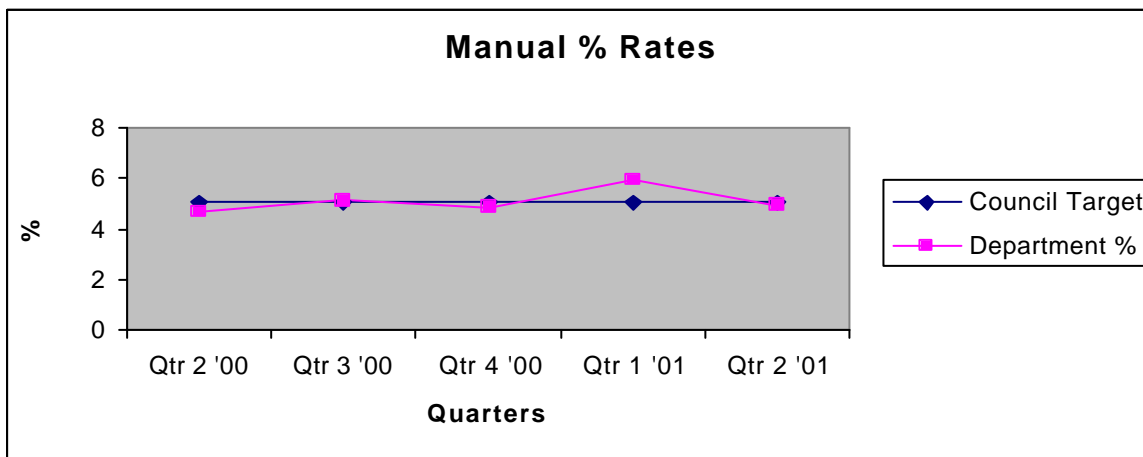
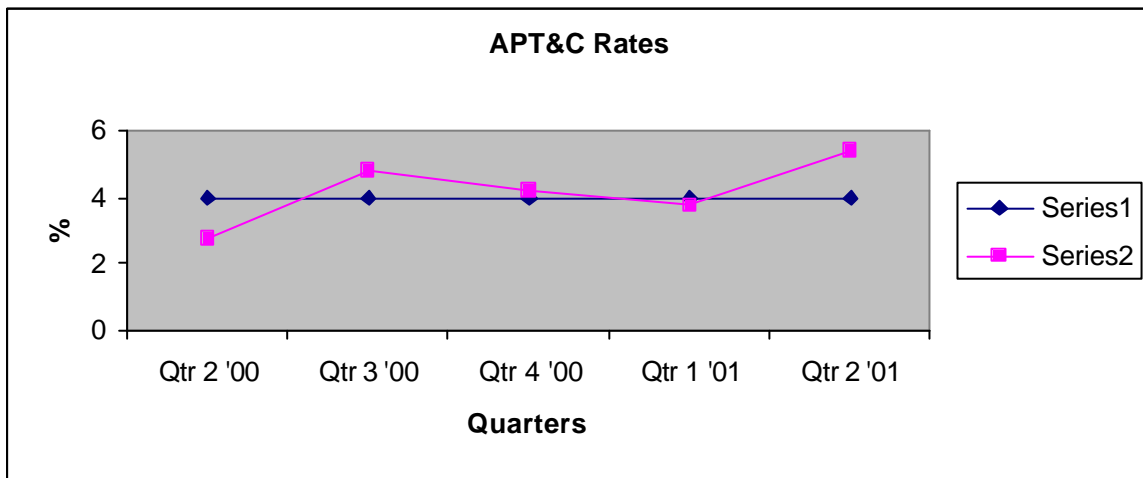
**Report by Director of Community Services**

**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 July to 30 September 2001.

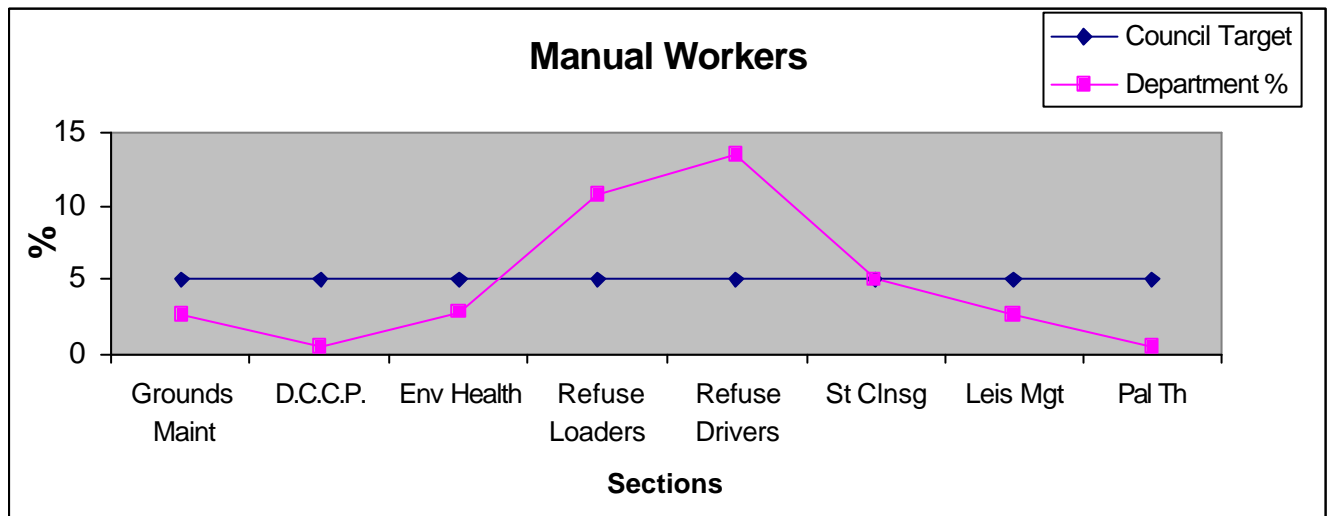
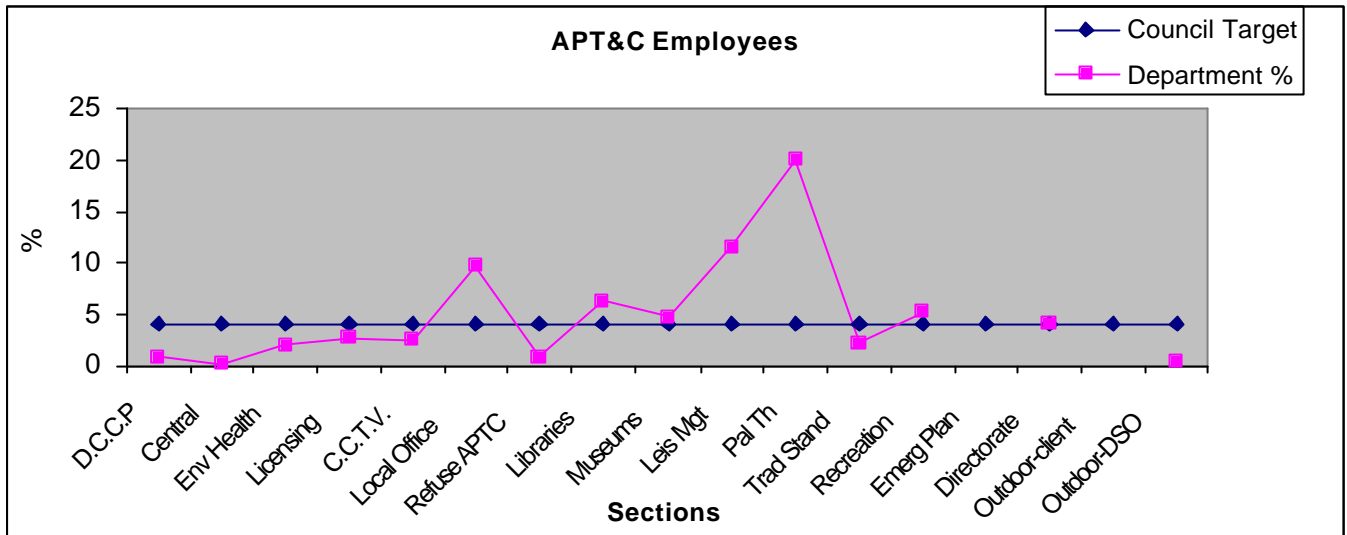
**2. HISTORICAL INFORMATION**

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

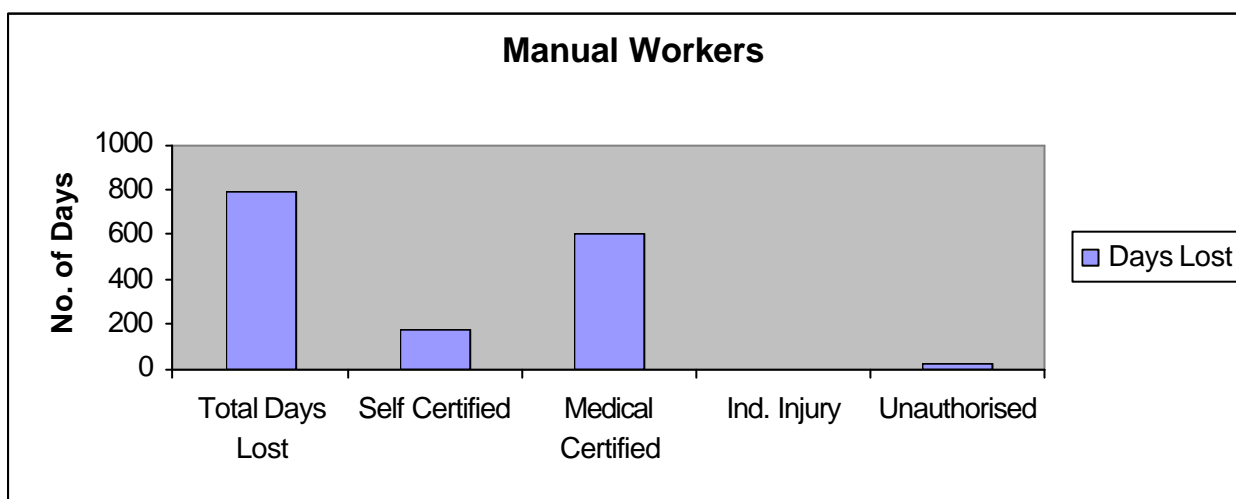
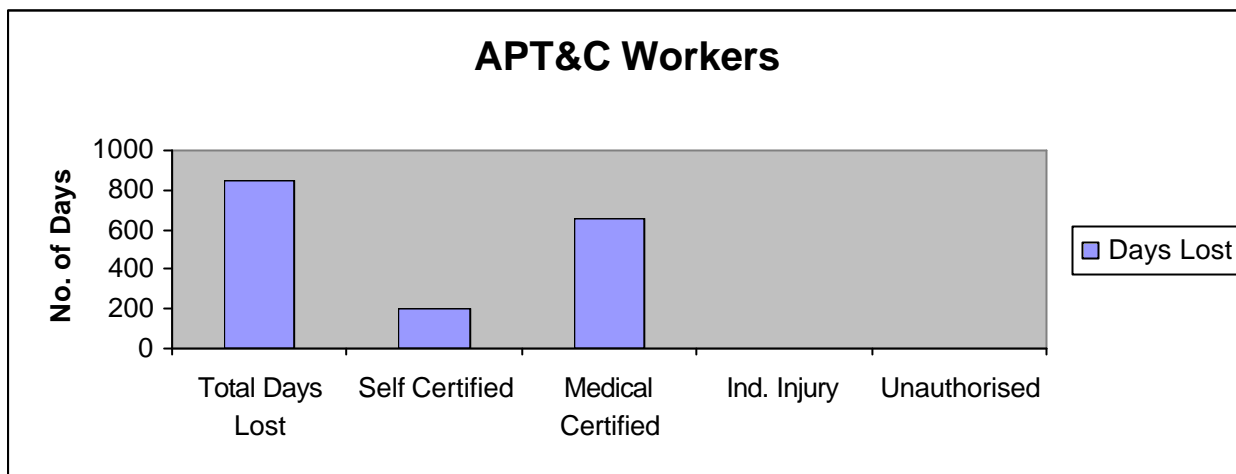


### 3. ANALYSIS OF CURRENT QUARTER ABSENCE RATES

#### 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 (39.2%)	Monitor all absence levels and continue to apply the Council's absence management policy.	All Managers.
Stress/emotional/personal (25.8%)	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 (April – July 2001) which was 4.9% compared to 5.2% in this quarter. For the same period last year the absence was 4.95% therefore there has been a slight increase in absence within the department.

#### **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

15 October 2001

#### **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 30 September 2001

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

Section	APT&C % Loss	Manual % Loss	Total % Loss
Grounds Maintenance		2.66	2.66
D.C.C.P.	0.83	0.55	0.75
Central Services	0.26		0.26
Env Health/Waste Mgt	1.97	2.92	2.32
Licensing	2.70		2.70
C.C.T.V.	2.46		2.46
Cleansing APTC	0.85		0.85
Refuse Loaders		10.79	10.79
Refuse Drivers		13.41	13.41
Street Cleansing		5.04	5.04
Libraries	6.30		6.30
Museums	4.68		4.68
Leisure Mgt.	11.60	2.78	5.03
Palace Theatre	20.06	0.51	13.09
Trading Standards	2.21		2.21
Recreation	5.20		5.20
Emergency Planning	-		-
Directorate	4.11		4.11
Outdoor Services-Client	-		-
Outdoor Services-DSO	0.35		0.35
Local offices	9.71		9.71

## 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	25	2				
D.C.C.P	6					
Central Services	1					
Env.Health	19					
Licensing	3					

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.	1					
Cleansing APTC	2					
Refuse Loaders	13	1				
Refuse Drivers	6					
Street Cleansing	7					
Libraries	19	3	1			
Museums	9	1				
Leisure Mgt	11			1		
Palace Th	5					
Trading Standards	2					
Recreation	4					
Emergency Planning						
Directorate	2					
Outdoor Client						
Outdoor DSO	1					
Local Offices	17	2	1			
<b>TOTALS</b>	<b>153</b>	<b>9</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>

## 2.2 Long term absence

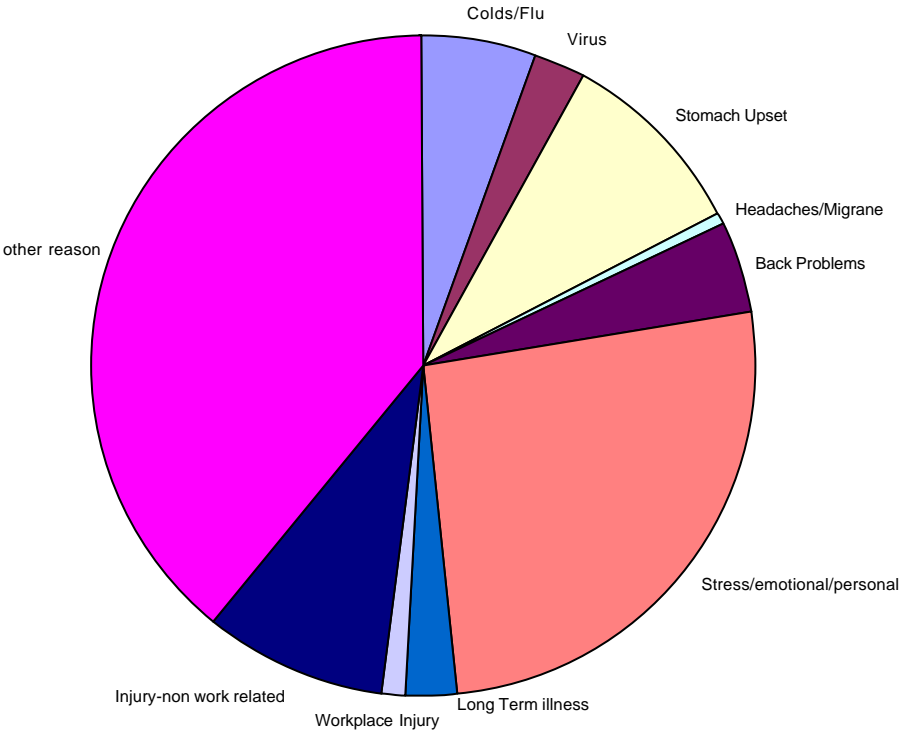
<b>Long Term Absence</b>						
Section	No of Employees > 4 weeks absence	No of Absence Review Meetings	No of Follow-up Review Meetings	No of Medical Referrals	No of Welfare Referrals	No of referrals to Discipline Procedure
Grounds Maint.	2					
D.C.C.P.						
Central Services						
Env Health						
Licensing						
C.C.T.V.						
Cleansing APTC						
Refuse Loaders	3	3		1	1	
Refuse Drivers	3	2	1	2	1	
Street Cleansing	3	1		1	1	
Libraries	3		1		3	
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			2		
Palace Th	1					
Trading Standards						
Recreation	1	1				
Emergency Planning						
Directorate						
Outdoor Client						
Outdoor DSO						
Local Offices	6	5	1			
<b>TOTALS</b>	<b>25</b>	<b>12</b>	<b>3</b>	<b>6</b>	<b>6</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	89.5	1648	5.4%
Virus	44	1648	2.7%
Stomach Upset	157	1648	9.5%
Headaches/Migraine	8	1648	0.5%
Back Problems	74.5	1648	4.5%
Stress/emotional/personal Reasons	425.5	1648	25.8%
Long term illness	39	1648	2.4%
Workplace injury	18.5	1648	1.1%
Injury – Non work related	147	1648	8.9%
Other Reason	645	1648	39.2%

# Lost Working Days



**AGENDA**