

EAST AYRSHIRE COUNCIL

COMMUNITY SERVICES COMMITTEE - 21 SEPTEMBER 2000

ABSENCE MANAGEMENT REPORT QUARTER 2 (30 APRIL - 30 JUNE 2000)

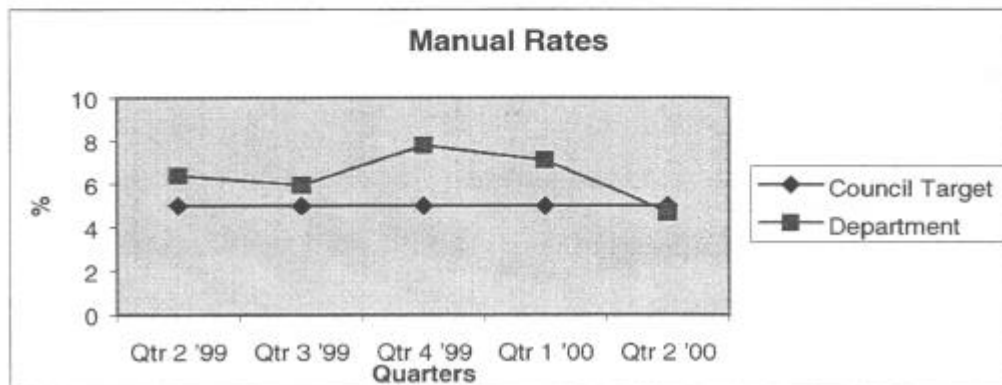
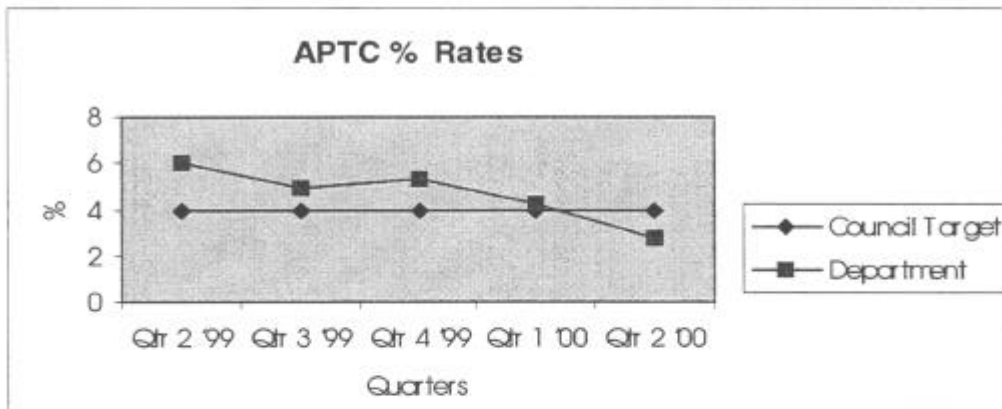
Report by the Director of Community Services

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 June 2000.

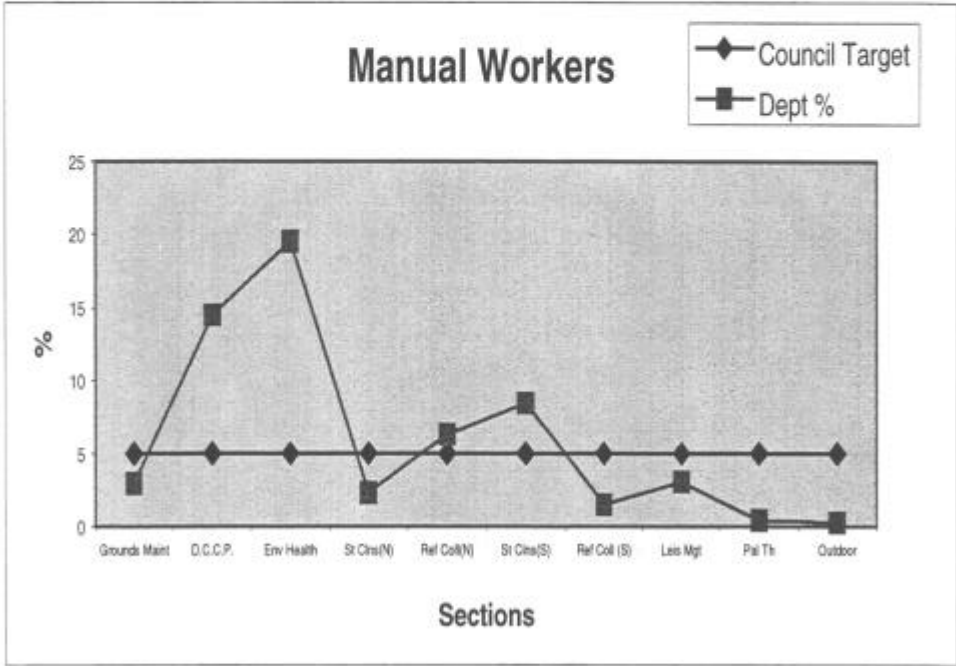
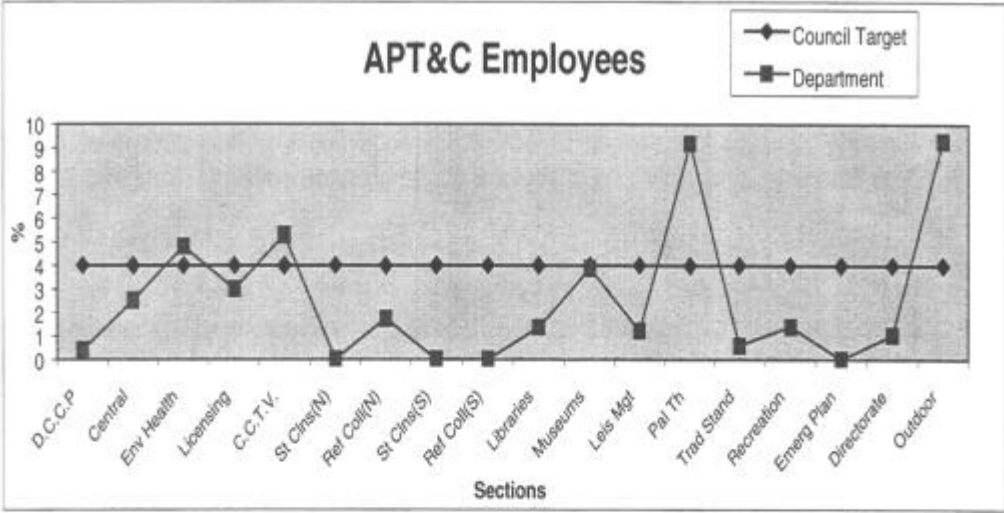
2. HISTORICAL INFORMATION

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

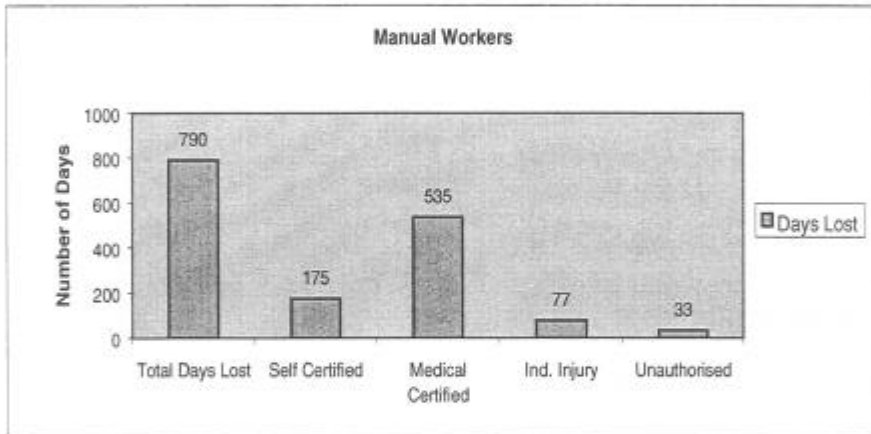
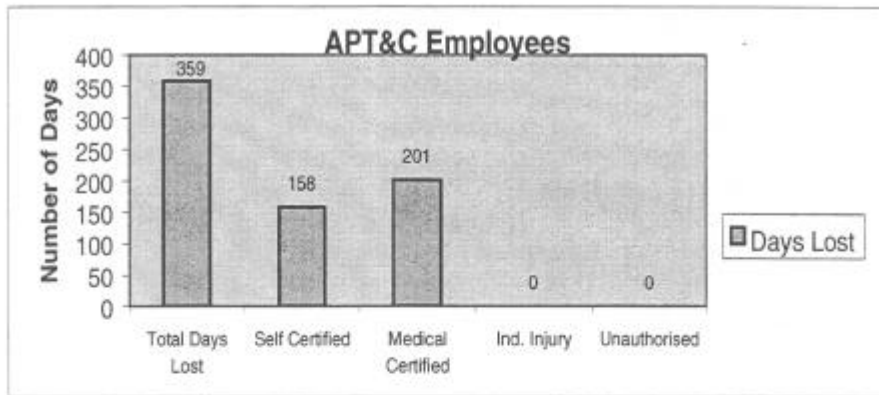


3. ANALYSIS OF CURRENT QUARTER ABSENCE RATES

3.1 Absence statistics by section:



3.2 Absence statistics by levels of certification:-



3.3 Areas of concern identified during Quarter 2 with details of action taken are attached as Appendix 1:

Area of Concern	Management Action	Responsible Supervisor/Manager
Back Problems (18.98)%	The Personnel Officer is liaising with the department's Health & Safety Co-ordinator to investigate this issue and to progress the necessary training if required.	All Managers
Stress/ Emotional Reasons (11.05)%	Although the absence level in this area has decreased from 11.2 % in the last quarter, employees continue to be referred to the employee counselling service for support.	

4. DIRECTOR'S COMMENTS

- 4.1 The levels of absence within the department have greatly reduced by the application of the Council's Managing Absence Policy. In particular long-term absence has reduced from 43% to 12.27 % for the same reporting period in 1999.
- 4.2 Associated Health Specialists (AHS) have requested that they are notified of any employees who have been absent for a period of 4 weeks. This will ensure early intervention of long term absence.

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 fall and along with the support from AHS should ensure this trend continues.

8. RECOMMENDATIONS

- 8.1. The Committee is asked to note the contents of this report.

William Stafford
Director of Community Services

WS/JK/LAM

2 May 2000

LIST OF BACKGROUND PAPERS

Nil.

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APPENDIX 1

For quarterly period ending 30 June 2000

1. Breakdown of Absence Statistics in the Current Quarter

Section	APT&C % Loss	Manual % Loss	Total % Loss
Grounds		2.93	2.93
Maintenance			
D.C.C. P.	0.42	14.49	5.39
Central Services	2.52		2.52
Env Health/Waste	4.81	19.50	10.26
Mgt			
Licensing	3.00		3.00
C.C.T.V.	5.28		5.28
St Cleansing - North		2.28	2.28
Ref. Collection - North	1.75	6.26	5.79
Cleansing-SC		8.44	8.44
Cleansing - RC		1.49	1.34
Libraries	1.36		1.36
Museums	3.87		3.87
Leisure Mgt.	1.21	3.02	2.67
Palace Theatre	9.19	0.41	6.10
Trading Standards	0.6		0.6
Recreation	1.41		1.41
Emergency Planning			
Directorate	1.04		1.04
Outdoor Services	9.29	0.25	6.14

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	21	2				
D.C.C.P	5			1		
Central Services	1					
Env.Health	12					
Licensing	4					
C.C.T.V.	1					
Street Cleansing - North	7					

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
Refuse Collection North	16				1	
Cleansing - South	6					
Libraries	19	8				
Museums	5					
Leisure Mgt	8	1				
Palace Th	5					
Trading Standards	3					
Recreation	3					
Emergency Planning Directorate	3					
Outdoor	2					
TOTALS	121	10	0	1	1	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.	1		1	1		
D.C.C.P.	2	2				
Central Services						
Env Health	6					
Licensing						
C.C.T.V.						
Street Cleansing North			1			
Refuse Collection North	1		3			
Cleansing - South	3	2	1			
Libraries						
Museums	1					
Leisure Mgt	1	1				
Palace Th	1					
Trading Standards						
Recreation						
Emergency Planning						

Directorate						
Outdoor	1	1				
TOTALS	16	5	6	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	68	1149	5.93
Virus	40	1149	3.48
Stomach Upset	59	1149	5.13
Headaches/Migraine	4	1149	0.35
Back Problems	218	1149	18.98
Stress/emotional/personal Reasons	127	1149	11.05
Long term illness	141	1149	12.27
Workplace injury	94	1149	8.18
Injury – Non work related	120	1149	10.44
Other Reason	278	1149	24.19

Lost Working Days

