

**EAST AYRSHIRE COUNCIL**

**COMMUNITY SERVICES COMMITTEE – 19 SEPTEMBER 2001**

**ABSENCE MANAGEMENT REPORT QUARTER 1 (1 APRIL – 1 JULY 2001)**

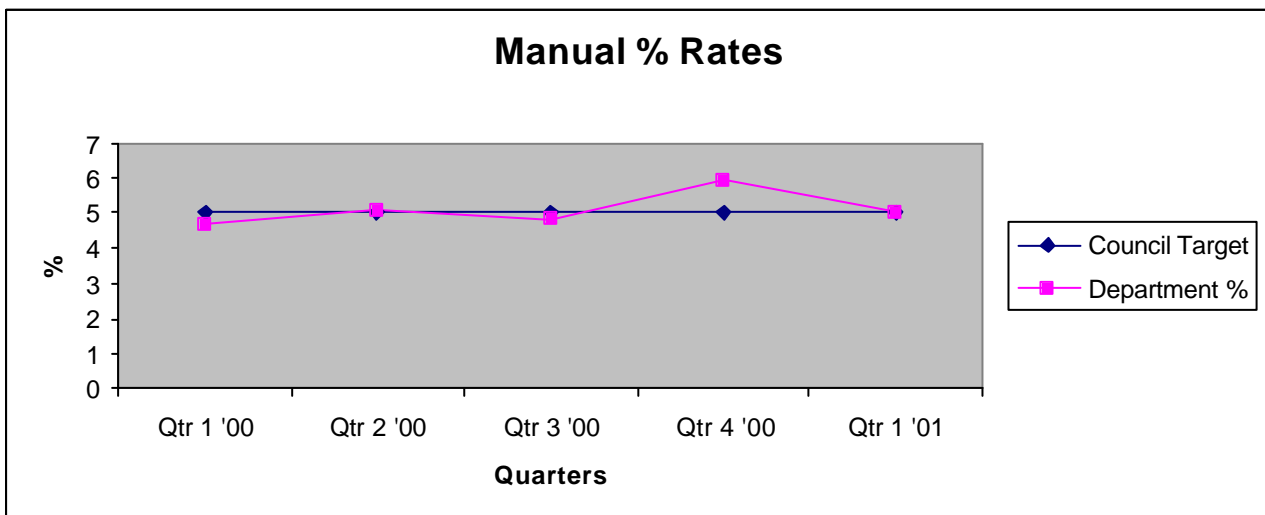
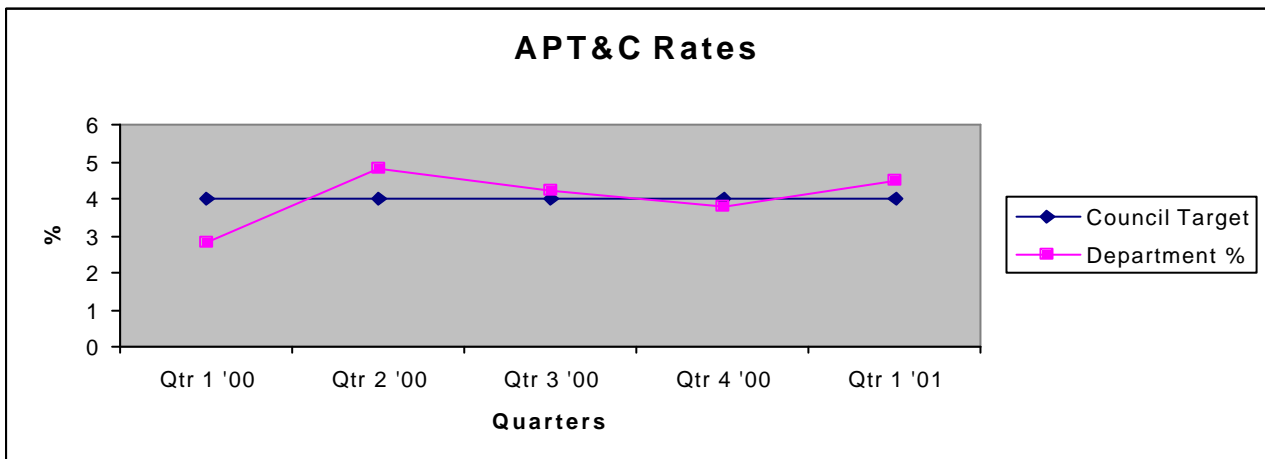
**Report by Director of Community Services**

**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 April to 1 July 2001.

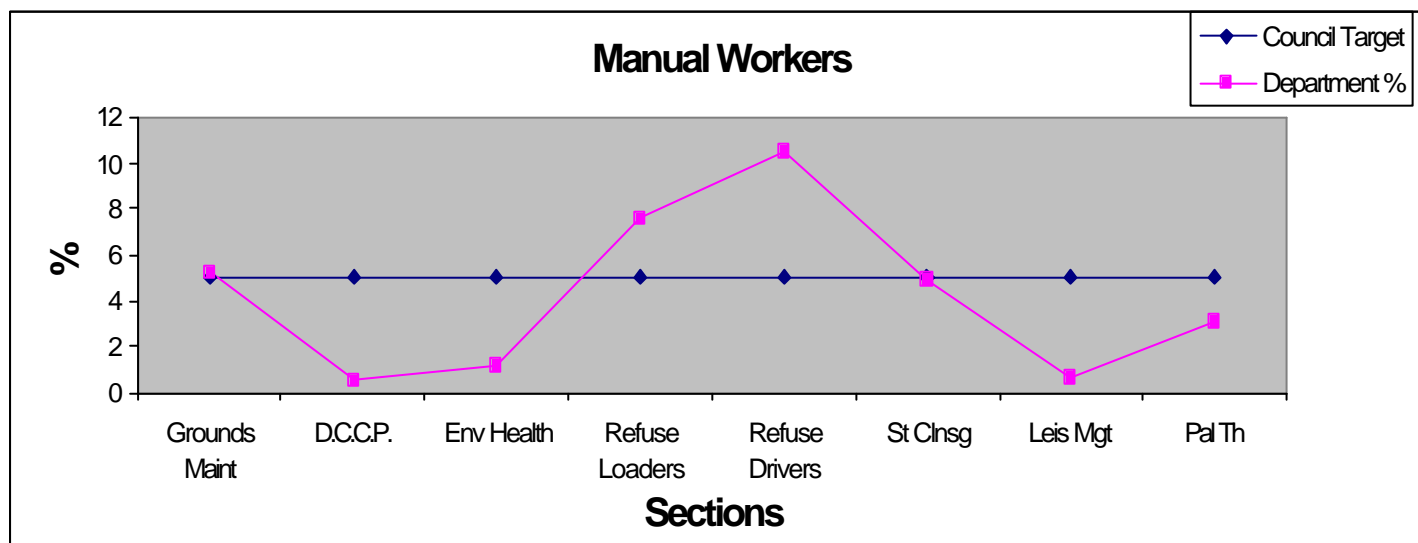
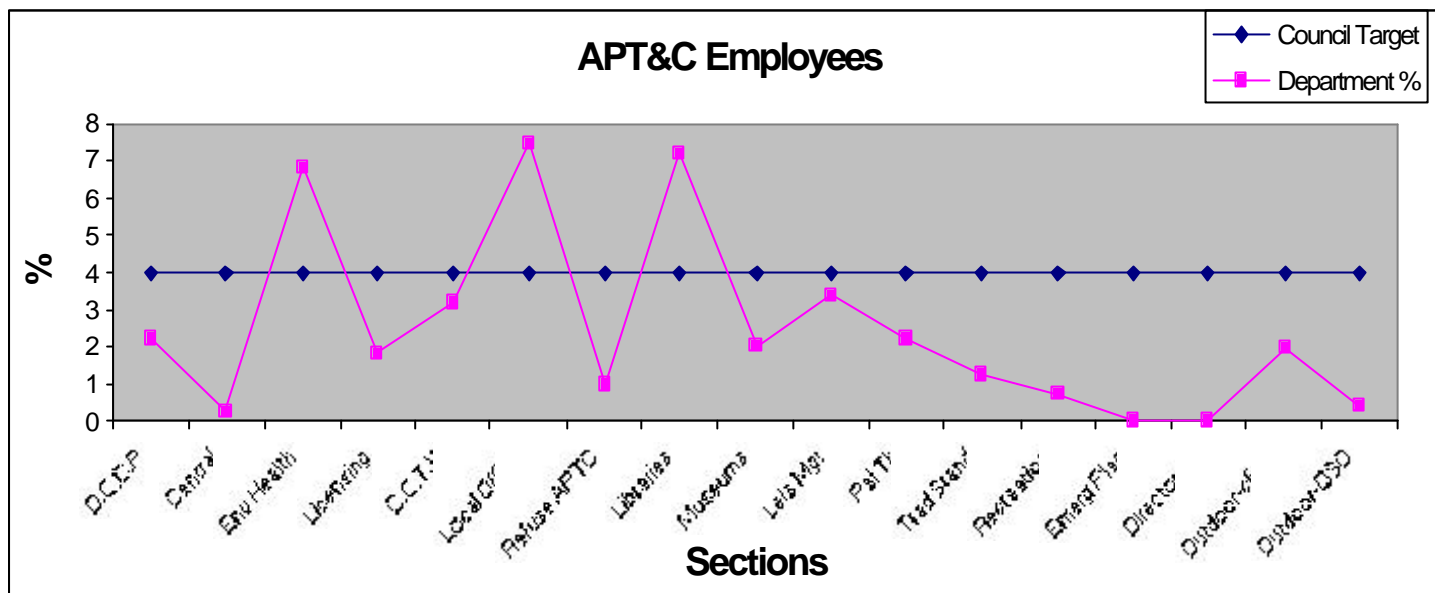
**2. HISTORICAL INFORMATION**

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

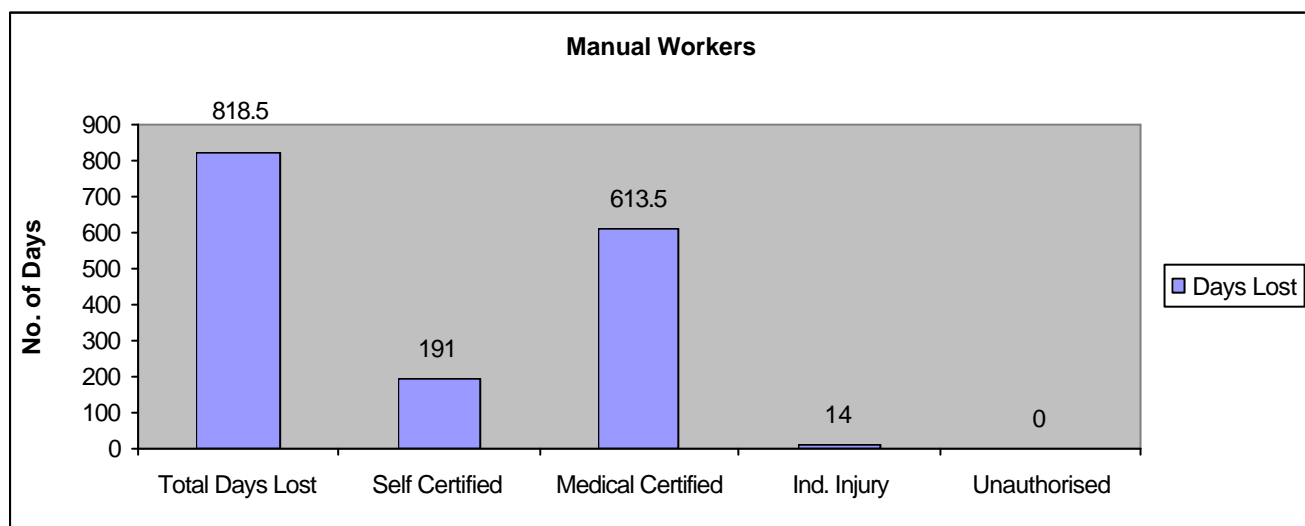
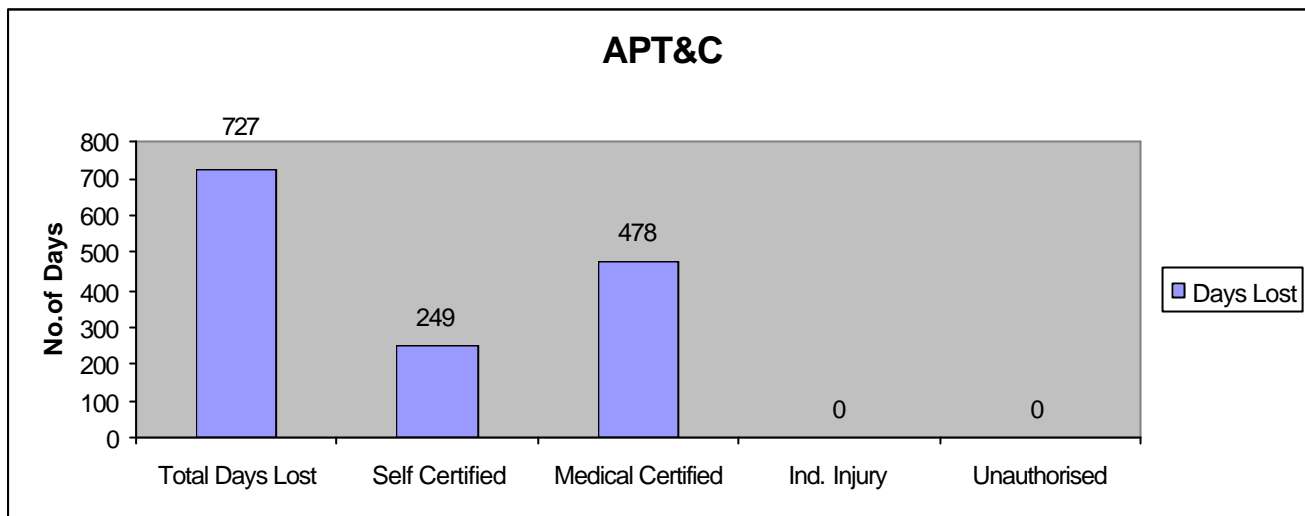


### 3. ANALYSIS OF CURRENT QUARTER ABSENCE RATES

#### 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 (41.1%)	Monitor all absence levels and continue to apply the Council's absence management policy.	All Managers.
Stress/emotional/personal (18.1%)	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 (January – March 2001) which was 4.8% compared to 4.9% in this quarter. For the same period last year the absence was 3.89% 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

31 July 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 1 July 2001

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

Section	APT&C % Loss	Manual % Loss	Total % Loss
Grounds Maintenance		5.26	5.26
D.C.C.P.	2.20	0.55	1.64
Central Services	0.26		0.26
Env Health/Waste Mgt	6.80	1.21	4.77
Licensing	1.8		1.8
C.C.T.V.	3.16		3.16
Cleansing APTC	1.0		1.0
Refuse Loaders		7.6	7.6
Refuse Drivers		10.5	10.5
Street Cleansing		4.9	4.9
Libraries	7.24		7.24
Museums	1.99		1.99
Leisure Mgt.	3.37	0.64	1.40
Palace Theatre	2.2	3.1	2.5
Trading Standards	1.25		1.25
Recreation	0.71		0.71
Emergency Planning			-
Directorate			-
Outdoor Services-Client	1.95		1.95
Outdoor Services-DSO	0.39		0.39
Local offices	7.47		7.47

### 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	26	1				
D.C.C.P	7					
Central Services	1					
Env.Healt h	12					
Licensing	2	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.	2					
Cleansing APTC	1					
Refuse Loaders	12	1				
Refuse Drivers	9	1				
Street Cleansing	14	1				
Libraries	22	5	1			
Museums	9					
Leisure Mgt	9	1	4			
Palace Th	2					
Trading Standards	4					
Recreation	5					
Emergency Planning						
Directorate						
Outdoor Client	1	1				
Outdoor DSO	1					

Local Offices	22	1				
<b>TOTALS</b>	<b>161</b>	<b>13</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 2.2 Long term absence

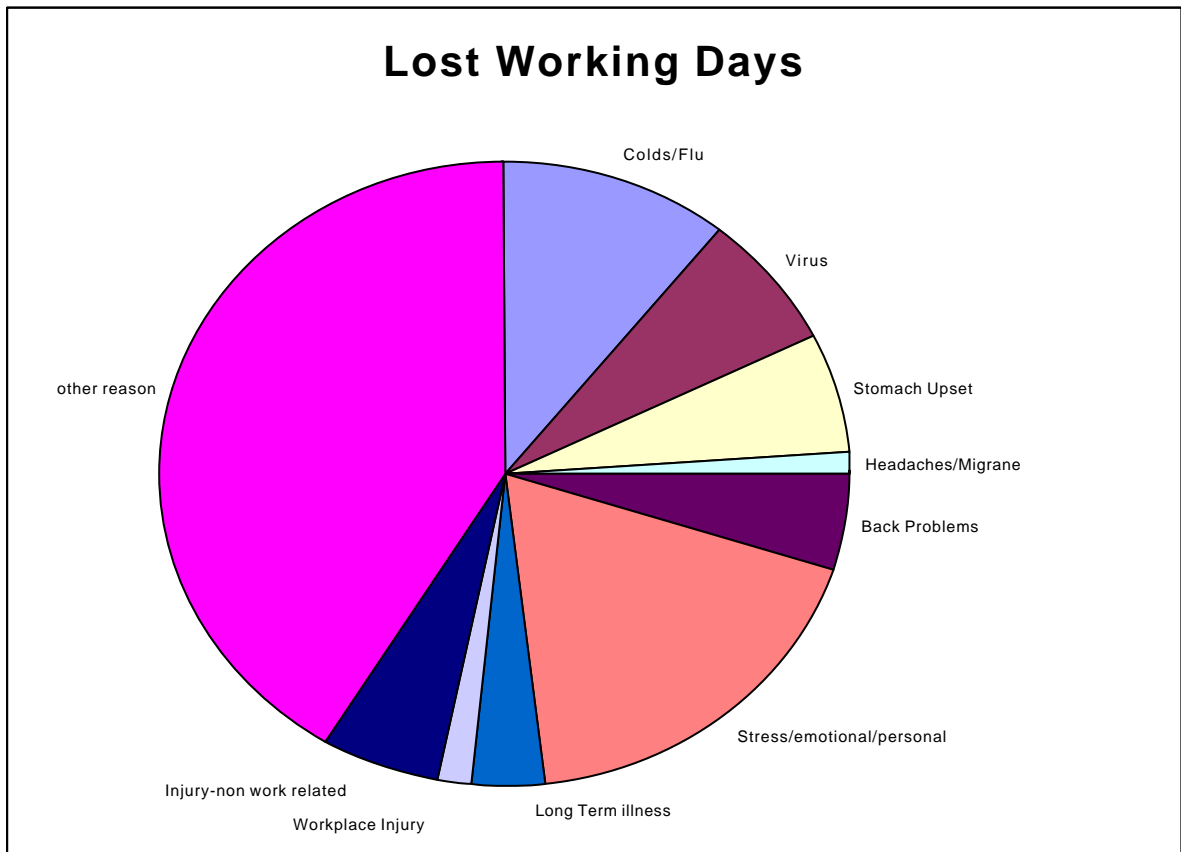
Long Term Absence						
Section	No of Employees > 4 weeks absence	No of Absence Review Meetings	No of Follow-up Review Meetings	No of Medical Referrals	No of Welfare Referrals	No of referrals to Discipline Procedure
Grounds Maint.	4	1				
D.C.C.P.						
Central Services						
Env Health	2	1				
Licensing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

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						
Trading Standard						

s						
Recreation						
Emergency Planning						
Directorate						
Outdoor Client						
Outdoor DSO						
Local Offices	3					
<b>TOTALS</b>	<b>21</b>	<b>4</b>	<b>5</b>	<b>2</b>	<b>3</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	168.5	1545.5	10.9%
Virus	106.5	1545.5	6.9%
Stomach Upset	93.5	1545.5	6.0%
Headaches/Migraine	16	1545.5	1.0%
Back Problems	79.5	1545.5	5.1%
Stress/emotional/personal Reasons	279	1545.5	18.1%
Long term illness	50	1545.5	3.2%
Workplace injury	26.5	1545.5	1.7%
Injury – Non work related	86	1545.5	5.7%
Other Reason	640	1545.5	41.4%



**AGENDA**