

EAST AYRSHIRE COUNCIL

COMMUNITY SERVICES COMMITTEE – 5 FEBRUARY 2003

ABSENCE MANAGEMENT REPORT QUARTER 4 (30 SEPTEMBER – 31 DECEMBER 2002)

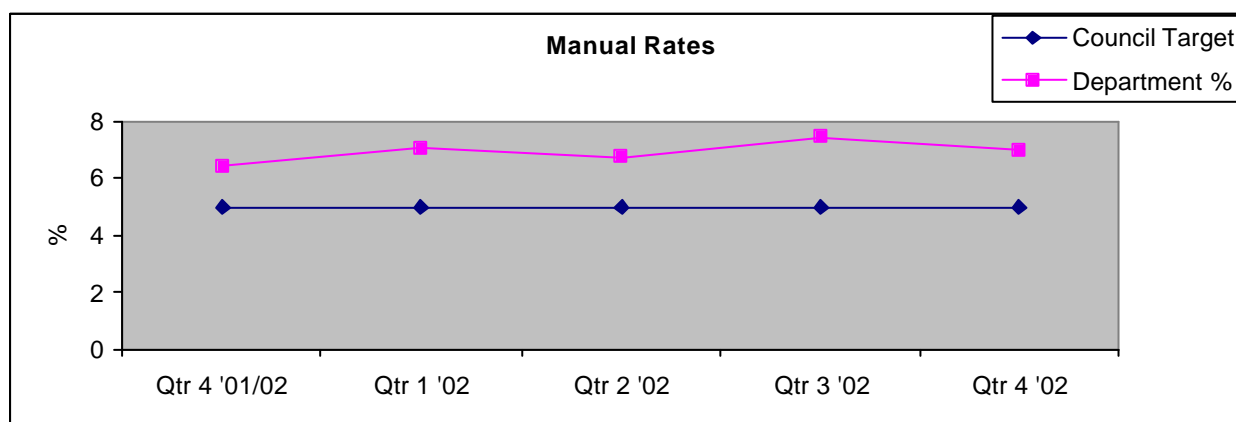
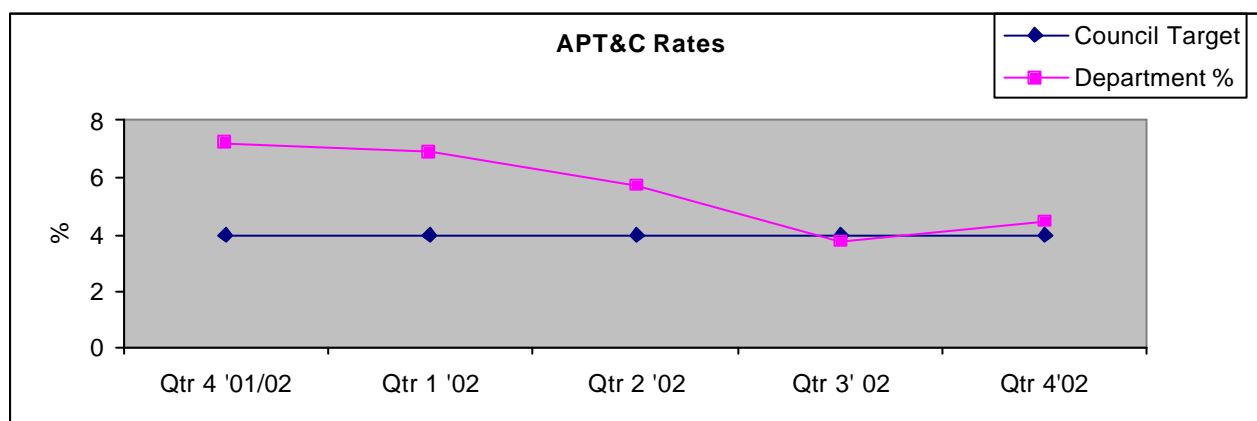
Report by Director of Community Services

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 30 September to 31 December 2002.

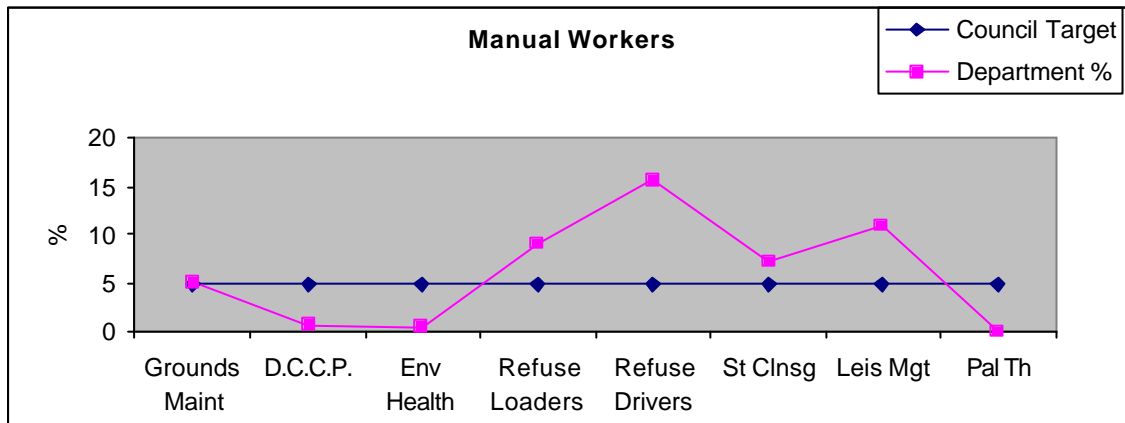
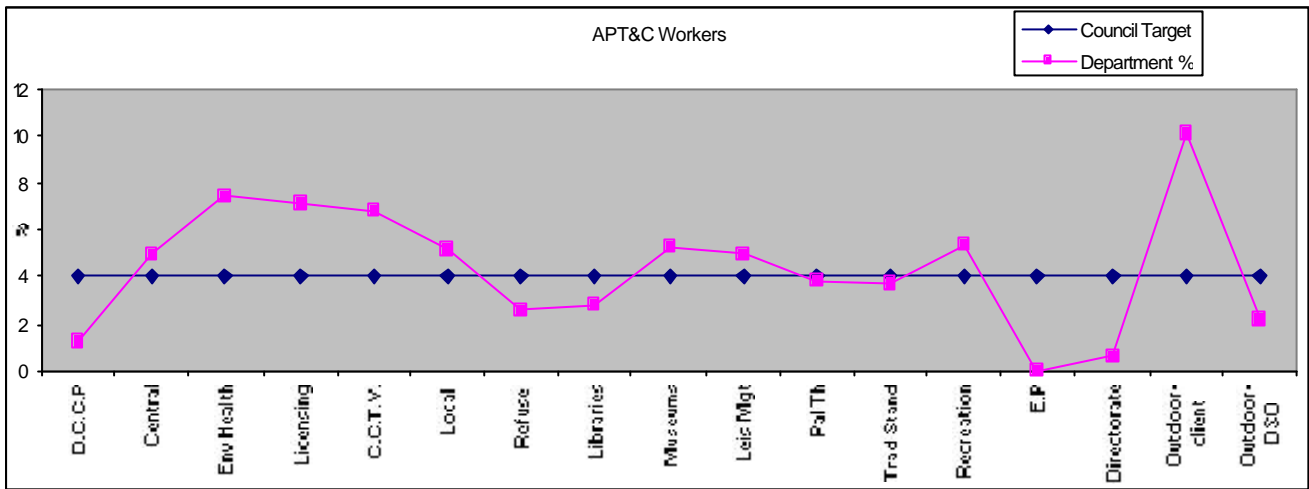
2. HISTORICAL INFORMATION

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

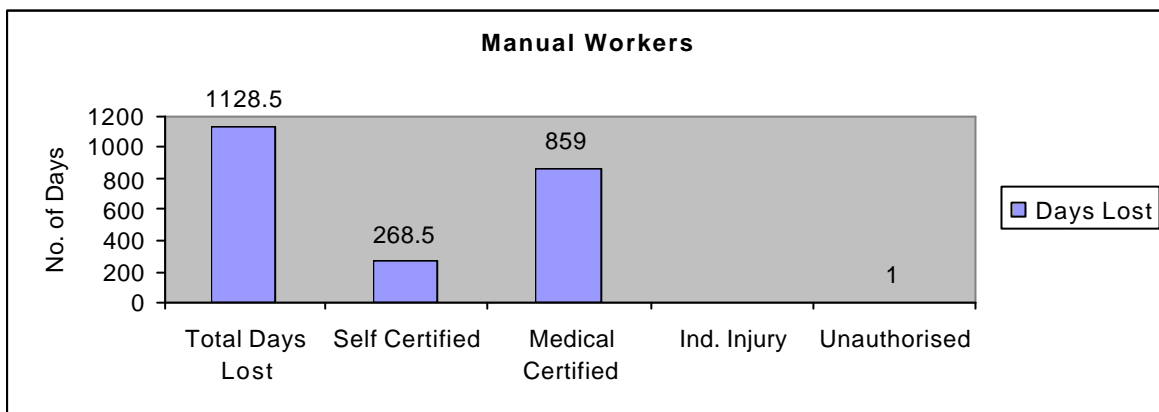
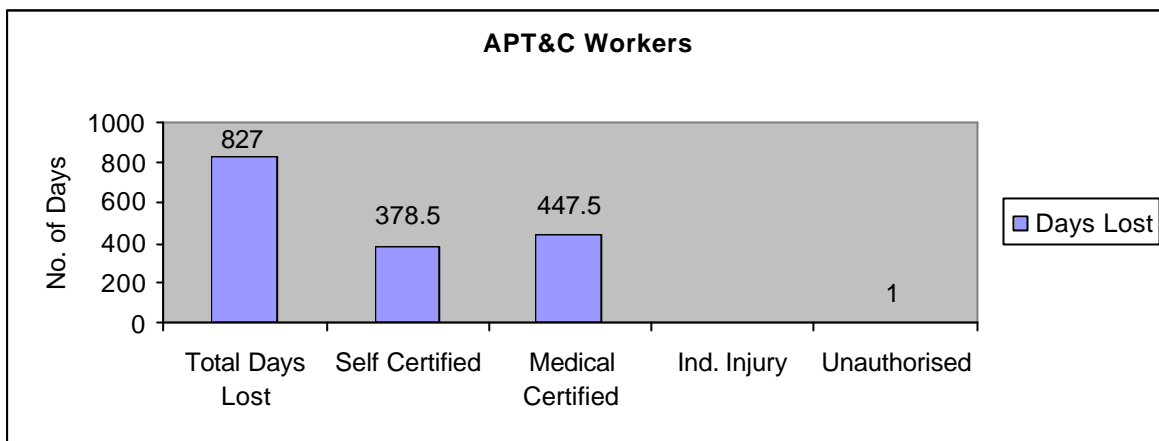


3. ANALYSIS OF CURRENT QUARTER ABSENCE RATES

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 (30.0%)	Monitor all absence levels and continue to apply the Council's absence management policy.	All Managers.
Colds/Flu (16.0%)	Monitor all absence levels and continue to apply the Council's absence management policy.	All Managers
Stress/emotional/personal (11.8%)	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 (July – September 2002) which was 5.54% compared to 5.65% in this quarter. For the same period last year the absence was 6.82% therefore there has been a slight decrease in absence within the department.
- 4.2 The Department will continue to ensure the rigorous application of the Council's Managing Absence Policy and review absence levels and trends at regular intervals.

5. FINANCIAL IMPLICATIONS – COSTS OF ABSENCE

- 5.1 The Head of Personnel is finalising a review of the Council's existing Managing Absence Policy with a view to further reducing absence levels and related costs. As part of this review, the Head of Personnel has introduced a computerised absence information system, which will bolster the managing absence process. The system completed its pilot and went live on 1 April 2002 and is currently being closely monitored by both IT and Personnel.

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

20 January 2003

LIST OF BACKGROUND PAPERS

Nil

APPENDIX 1

For quarterly period ending 31 December 2002

1. Breakdown of Absence Statistics in the Current Quarter

Section	APT&C % Loss	Manual % Loss	Total % Loss
Grounds Maintenance		5.05%	5.05%
D.C.C.P.	1.25%	0.76%	1.11%
Central Services	4.98%		4.98%
Env Health/Waste Mgt	7.42%	0.50%	4.90%
Licensing	7.11%		7.11%
C.C.T.V.	6.8%		6.8%
Cleansing APTC	2.57%		2.57%
Refuse Loaders		8.98%	8.98%
Refuse Drivers		15.56%	15.56%
Street Cleansing		7.15%	7.15%
Libraries	2.75%		2.75%
Museums	5.25%		5.25%
Leisure Mgt.	5.01%	10.90%	8.80%
Palace Theatre	3.87%		2.57%
Trading Standards	3.74%		3.74%
Recreation	5.37%		5.37%
Emergency Planning			
Directorate	0.59%		0.59%
Outdoor Services-Client	10.18%		10.18%
Outdoor Services-DSO	2.16%		2.16%
Local offices	5.21%		5.21%

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	31	11				

D.C.C.P	6					
Central Services	2	2				
Env.Healt h	18	1				
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.	4					
Cleansing APTC	4					
Refuse Loaders	18	9		1		
Refuse Drivers	3	1				
Street Cleansing	18	7	1			
Libraries	20	1			1	
Museums	10					
Leisure Mgt	10	1				
Palace Th	5					
Trading Standards	7					
Recreation	12					
Emergency Planning						
Directorate	1					
Outdoor Client	1	1	1			
Outdoor DSO	4					
Local Offices	36	1				
TOTALS	214	35	2	1	1	0

2.2 Long term absence

Long Term Absence						
Section	No of Employees > 4	No of Absence Review	No of Follow-up Review	No of Medical Referrals	No of Welfare Referral	No of referrals to

	weeks absence	Meetings	Meetings		s	Discipline Procedure
Grounds Maint.	3	2	2	1		
D.C.C.P.						
Central Services						
Env Health	2	2	1	2		
Licensing						
C.C.T.V.						
Cleansing APTC						
Refuse Loaders	2		1			
Refuse Drivers	3		2	1		
Street Cleansing	3					
Libraries	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	4	2		1		
Palace Th						
Trading Standards						
Recreation	2					
Emergency Planning						
Directorate						
Outdoor Client	1	1	1			
Outdoor DSO						
Local Offices	1		1	1	1	
TOTALS	22	7	8	6	1	0

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

Reason for Absence	Lost Working Days	Total Days Lost	%age
Colds/Flu	313	1955.5	16.0%
Virus	110.5	1955.5	5.7%
Stomach Upset	112.5	1955.5	5.8%
Headaches/Migraine	18.5	1955.5	0.9%
Back Problems	152	1955.5	7.8%
Stress/emotional/personal Reasons	230.5	1955.5	11.8%
Long term illness	232	1955.5	11.9%
Workplace injury	21.5	1955.5	1.1%
Injury – Non work related	178	1955.5	9.0%
Other Reason	587	1955.5	30.0%

Lost Working Days

