

EAST AYRSHIRE COUNCIL

COMMUNITY SERVICES COMMITTEE – 5 FEBRUARY 2004

ABSENCE MANAGEMENT REPORT QUARTER 4 (29 SEPTEMBER – 31 DECEMBER 2003)

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 31 December 2003.

2. HISTORICAL INFORMATION

- 2.1 Historical data for this quarter is detailed in Appendix A to assist members in considering the absence rates.

3. ANALYSIS OF QUARTERLY ABSENCE RATES

- 3.1 The department's average absence rates over the period 29 September – 31 December 2003 was 5.45% for APT&C employees and 5.90% for Manual workers. This compares to 4.47% for APT&C employees and 6.97% for Manual Workers in the same quarter in 2002.

4. DIRECTOR'S COMMENTS

- 4.1 With regard to the absence levels reported for Quarter 4 the following can be noted:
- 4.1.1 Stress/Debility was the main reason for absence within Community Services, accounting for 19.65% of the overall collective absence rate of 2043 days. The other main reasons included Other Reasons at 16.22% and Colds and Flu at 15.96%.
- 4.1.2 25 Absence Reviews and 18 Follow-Up Meetings were held in Community Services. There were 3 medical referrals to the Occupational Health Service and 1 welfare referral.
- 4.1.3 A detailed review of individual record cards within each section has been carried out to ensure that the Council's Managing Absence Policy is being adhered to in terms of Absence Review Meetings.

5. FINANCIAL IMPLICATIONS – COST OF ABSENCE

- 5.1 The current cost of absence requires to be met from within existing resources.
- 5.2 The Head of Personnel continues to review the Council's existing Managing Absence Policy with a view to further reducing absence levels and related costs.

6. LEGAL/POLICY IMPLICATIONS

- 6.1 Absenteeism within Community Services is being managed in accordance with the Council Policy and employment legislation.

7. RECOMMENDATIONS

- 7.1 The Community Services Committee is asked to note the contents of this report.

William Stafford
Director of Community Services

WS/JK/LAM

13 January 2004

LIST OF BACKGROUND PAPERS

- 1. Departmental Returns – Quarter 4, 2003
- 2. Departmental Returns – Quarter 3, 2003
- 3. Managing Absence Report – 11 February 2003

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EAST AYRSHIRE COUNCIL

COMMUNITY SERVICES COMMITTEE – 5 FEBRUARY 2004

ABSENCE MANAGEMENT REPORT QUARTER 4 (2003)

HISTORICAL DATA

1. ANALYSIS OF QUARTERLY ABSENCE RATES

1.1 Absence statistics in the sections within the Department of Community Services are detailed below to assist members in considering the absence rates.

APT&C EMPLOYEES

SECTION	Q4 2003	Q3 2003	% INCREASE/DECREASE
DCCP	0.94%	1.48%	-0.54%
Central Services	6.66%	1.31%	+5.35%
Environmental Health	2.97%	1.77%	+1.20%
Licensing	9.28%	3.40%	+5.88%
CCTV	17.4%	17%	+0.40%
Cleansing	0.46%	0.6%	-0.14%
Libraries	4.75%	3.31%	+1.44%
Museums	10.40%	8.22%	+2.18%
Community Recreation	5.20%	3.01%	+2.19%
Palace Theatre	4.33%	3.46%	+0.87%
Trading Standards	4.39%	1.26%	+3.13%
Leisure Development	2.72%	0.05%	+2.67%
Directorate	0	0	-
Emergency Planning	2.50%	3.59%	-1.09%
Outdoor Services – Client	4.39%	5.96%	-1.57%
Outdoor Services – DSO	6.91%	4.84%	+2.07%
Local offices	9.29%	8.97%	+0.32%

Council Target 4%

Manual Workers

SECTION	Q4 2003	Q3 2003	% INCREASE/DECREASE
Grounds Maintenance	5.32%	4.46%	+0.86%
Palace Theatre	2.37%	0	+2.37%
DCCP	0.52%	0	+0.52%
Waste Management	3.07%	2.81%	+0.26%
Refuse Loaders	15.13%	14.15%	+0.98%
Refuse Drivers	3.93%	8.17%	-4.24%
Street Cleansing	4.49%	2.59%	+1.90%
Community Recreation	12.34%	12.41%	-0.07%

Council Target 5%