

EAST AYRSHIRE COUNCIL

COMMUNITY SERVICES COMMITTEE – 13 NOVEMBER 2002

ABSENCE MANAGEMENT REPORT QUARTER 3 (1 JULY – 29 SEPTEMBER 2002)

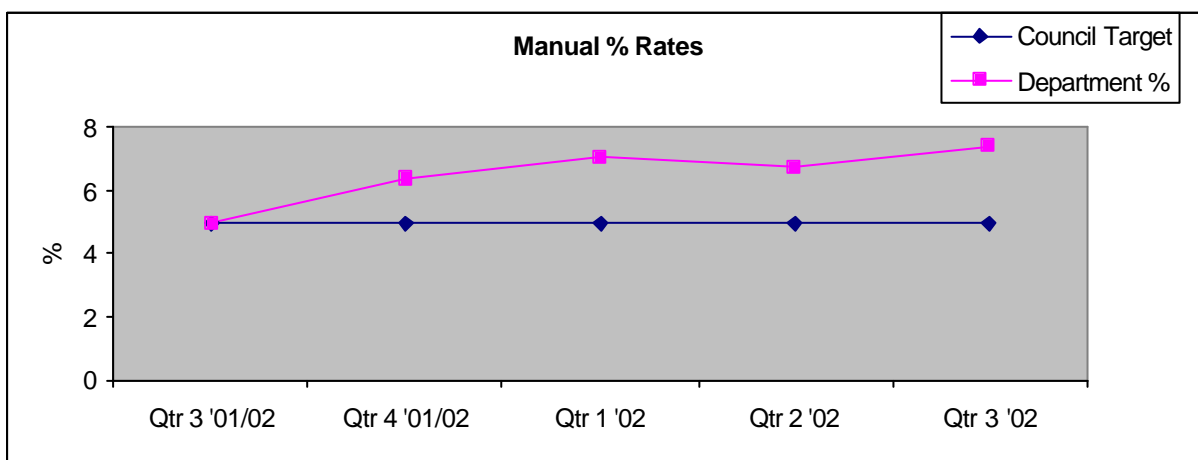
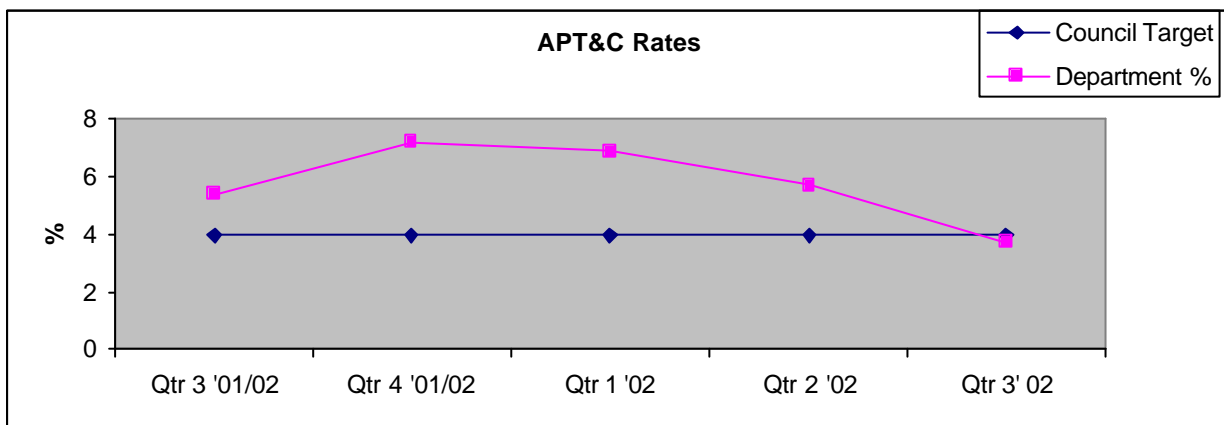
Report by Director of Community Services

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 1 July to 29 September 2002.

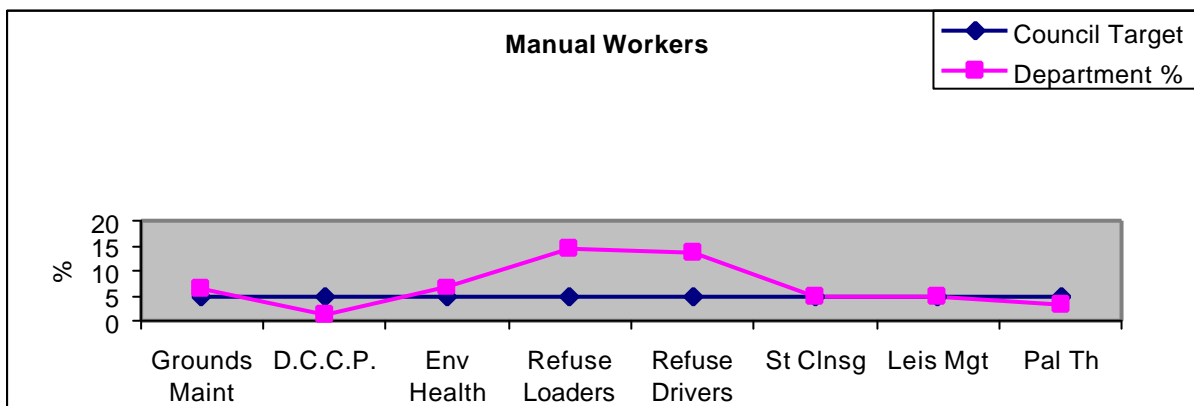
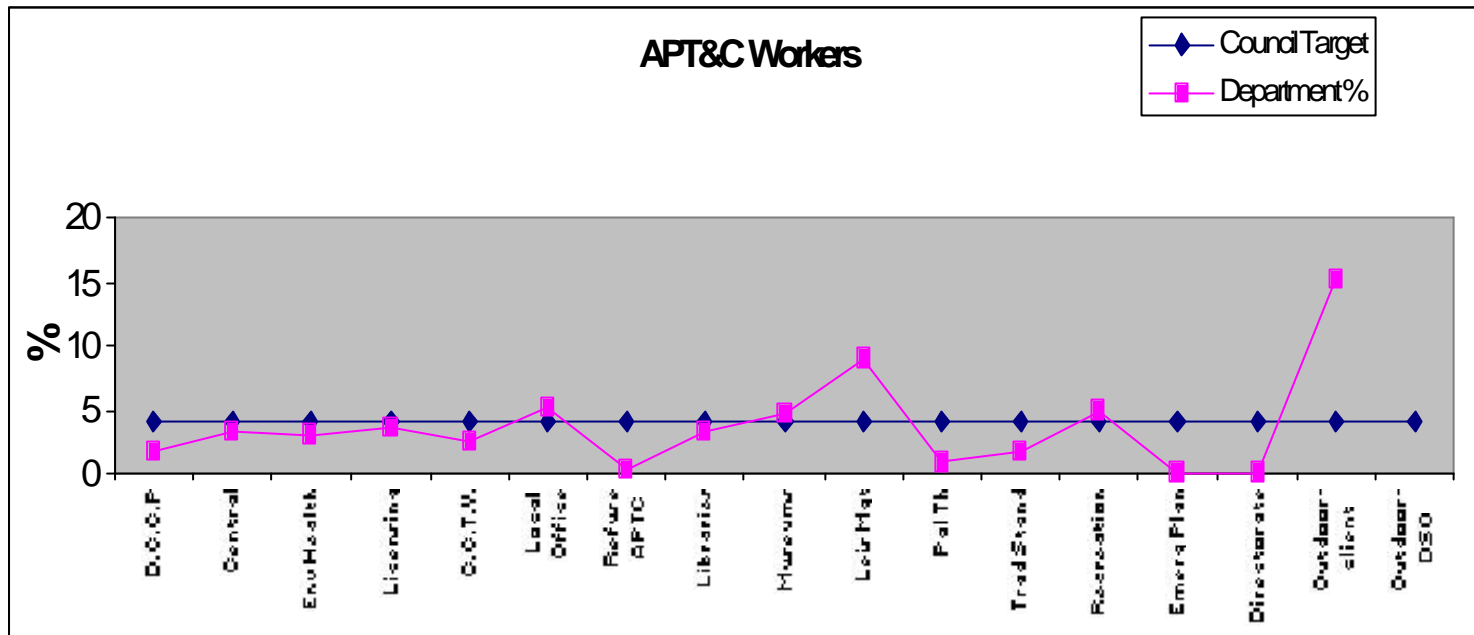
2. HISTORICAL INFORMATION

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

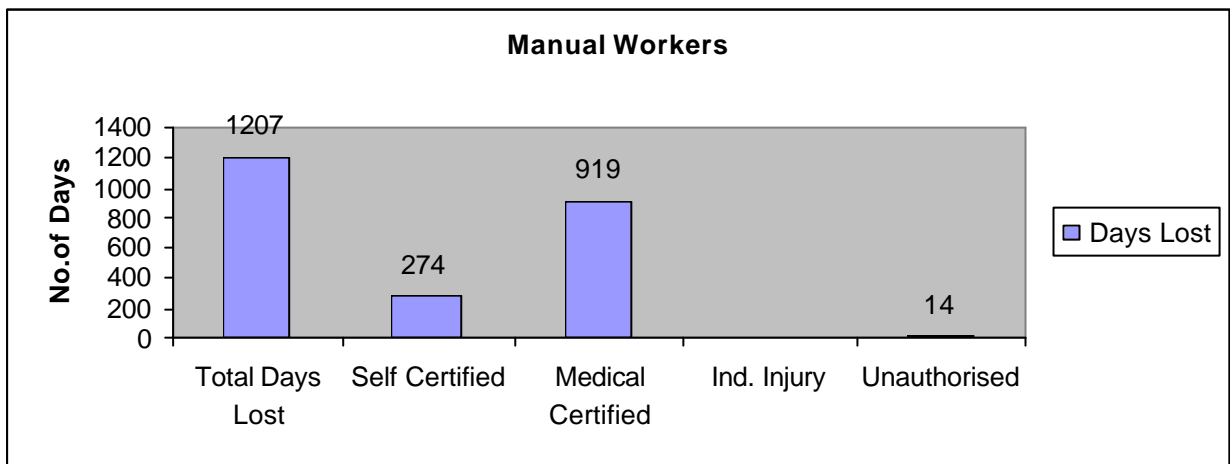
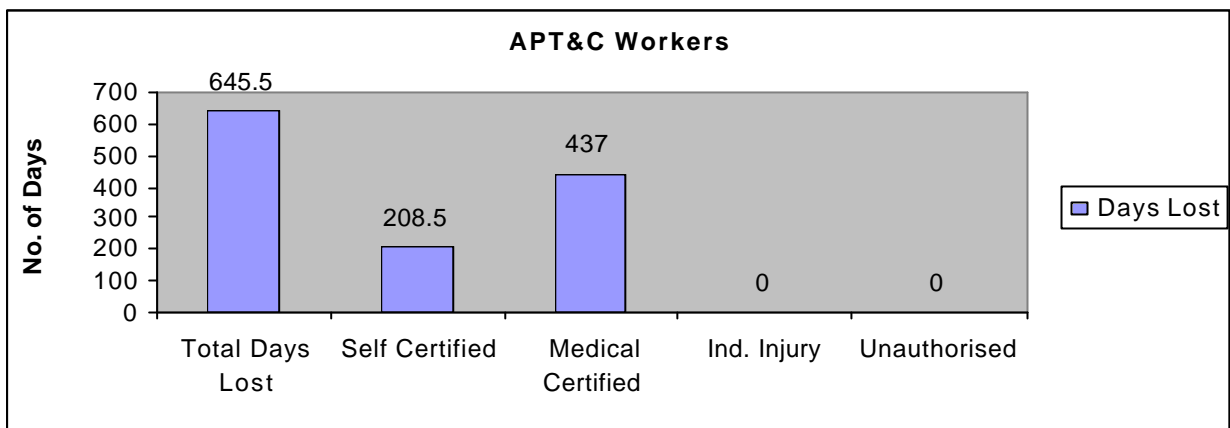


3. ANALYSIS OF CURRENT QUARTER ABSENCE RATES

3.1 Absence statistics by section;



3.2 Absence statistics by levels of certification;



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

Area of Concern	Management Action	Responsible Supervisor/Manager
Other Reasons (32.4%)	Monitor all absence levels and continue to apply the Council's absence management policy.	All Managers.
Long term illness (14.6%)	Monitor all absence levels and continue to apply the Council's absence management policy.	All Managers
Stress/emotional/personal (12.5%)	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 decrease in absence levels from the last quarter (April – June 2002) which was 6.17% compared to 5.54% in this quarter. For the same period last year the absence was 5.19% therefore there has been a slight increase 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

14 October 2002

LIST OF BACKGROUND PAPERS

Nil

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APPENDIX 1

For quarterly period ending 29 September 2002

1. Breakdown of Absence Statistics in the Current Quarter

Section	APT&C % Loss	Manual % Loss	Total % Loss
Grounds Maintenance		6.5%	6.5%
D.C.C.P.	1.49%	1.43%	1.47%
Central Services	3.37%		3.37%
Env Health/Waste Mgt	3%	6.78%	4.43%
Licensing	3.59%		3.59%
C.C.T.V.	2.42%		2.42%
Cleansing APTC	0.28%		0.28%
Refuse Loaders		14.52%	14.52%
Refuse Drivers		13.77%	13.77%
Street Cleansing		5.09%	5.09%
Libraries	3.27%		3.27%
Museums	4.52%		4.52%
Leisure Mgt.	8.95%	5%	5.97%
Palace Theatre	0.86%	3.47%	1.65%
Trading Standards	1.67%		1.67%
Recreation	4.79%		4.79%
Emergency Planning	0		0
Directorate	0		0
Outdoor Services-Client	15.11%		15.11%
Outdoor Services-DSO	0		0
Local offices	5.14%		5.14%

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	34	1	1			

Maint						
D.C.C.P	8					
Central Services	2					
Env.Healt h	15					
Licensing	2	2				

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.	3					
Cleansing APTC	1					
Refuse Loaders	16	3				
Refuse Drivers	7	1				
Street Cleansing	15		1			
Libraries	24	5	3			
Museums	5	6				
Leisure Mgt	8					
Palace Th	3	3				
Trading Standards	4					
Recreation	5					
Emergency Planning						
Directorate						
Outdoor Client	1	1				
Outdoor DSO						
Local Offices	12					
TOTALS	165	22	5	0	0	0

2.2 Long term absence

Long Term Absence						
Section	No of Employee	No of Absence	No of Follow-up	No of Medical	No of Welfare	No of referrals

	es > 4 weeks absence	Review Meetings	Review Meetings	Referrals	Referrals	to Discipline Procedure
Grounds Maint.	5	3				
D.C.C.P.						
Central Services						
Env Health	2					
Licensing						
C.C.T.V.						
Cleansing APTC						
Refuse Loaders	4	2	3	1		
Refuse Drivers	3	1	5			
Street Cleansing	3	1	2			
Libraries	1	1	1			
Museums						

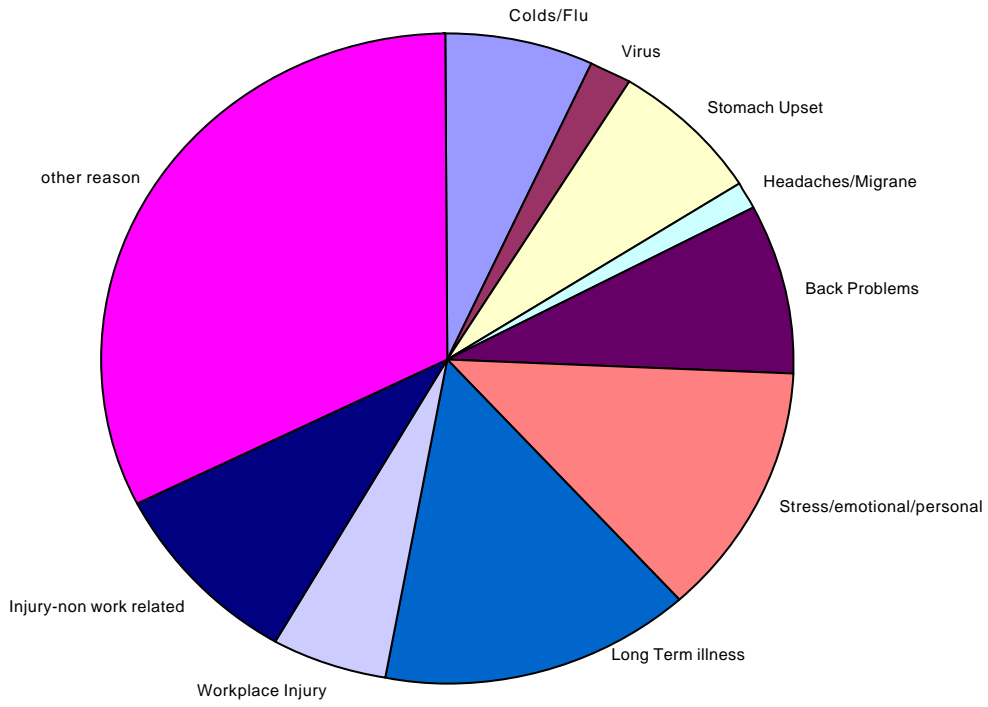
Section	No of Employees > 4 weeks absence	No of Absence Review meetings	No of Follow-up Review meetings	No of Medical Referrals	No of Welfare referrals	No of referrals to Discipline procedure
Leisure Mgt	2	2				
Palace Th						
Trading Standards						
Recreation	2		1			
Emergency Planning						
Directorate						
Outdoor Client	1					
Outdoor DSO						
Local Offices	2				1	

TOTALS	25	10	12	1	1	0
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3. Reason for Absence during the current quarter are as follows:

Reason for Absence	Lost Working Days	Total Days Lost	%age
Colds/Flu	129	1852.5	7.0%
Virus	37.5	1852.5	2.0%
Stomach Upset	130.5	1852.5	7.0%
Headaches/Migraine	25.5	1852.5	1.4%
Back Problems	155.5	1852.5	8.4%
Stress/emotional/personal Reasons	232	1852.5	12.5%
Long term illness	270	1852.5	14.6%
Workplace injury	93.5	1852.5	5.0%
Injury – Non work related	179	1852.5	9.7%
Other Reason	600	1852.5	32.4%

Lost Working Days



AGENDA