

# EAST AYRSHIRE COUNCIL

## HOUSING COMMITTEE – 30 JANUARY 2002

### MANAGING ABSENCE

#### Report by Director of Homes and Technical Services

#### 1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to analyse the incidents of absence within the department for the 3rd quarter of 2001 and indicate what action the department is taking in relation to the management of absence.

#### 2 BACKGROUND

- 2.1 At a meeting of the Chair's sub-group of the Personnel Sub Committee on 26 March 1998 it was agreed that the Director of Housing submit regular reports on absence within the department to the Housing Committee. This report sets out the incidence of absence across the Department of Homes and Technical Services and sets figures for future comparison.
- 2.2 The department has 243 APT&C employees and 245 Manual employees
- 2.3 The Department comprises the services of Homes with 128 APT&C employees and 18 manual employees, Technical Services with 62 APT&C employees and Building and Works with 56 APT&C and 224 manual employees.
- 2.4 The table below shows the details of absence split between Self-Certified and Medically Certified, the number of work days in the quarter and the work days lost, for each service.

#### ABSENCE ANALYSIS July – Sept 2001

##### Absence Statistics

			Homes	Technical Services	Building & Works
APT&C	Self Certified	Lost Days % loss	81 1.24%	56 1.75%	39 1.31%
	Medical Certificate	Lost Days % loss	374 5.74%	7 0.22%	-
	Total	Lost days % Lost	455 6.99%	63 1.97%	39 1.31%
Manual	Self Certified	Lost Days % loss	19 1.68%	-	186 1.25%
	Medical Certificate	Lost Days % loss	3 0.26%	-	439 2.94%
	Total	Lost Days % loss	22 1.94%	-	625 4.19%

2.5 The table below shows the comparison between quarters 2 and 3 of 2001.

	<b>Homes 2001</b>	<b>Technical Services 2001</b>	<b>Building &amp; Works 2001</b>
<b>APT&amp;C</b>	<b>%</b>	<b>%</b>	<b>%</b>
Quarter 2	8.80	3.07	4.08
Quarter 3	6.99	1.97	1.31
<b>Manual</b>			
Quarter 2	6.03	-	5.05
Quarter 3	1.94	-	4.91

### 3 **MANUAL EMPLOYEES**

#### 3.1 Homes

The sickness rate for the Homes Section over the 3rd quarter was 1.94%

Analysis of the absence records shows that there were no employees with absences over 25 days.

#### 3.2 Technical Services

There are no manual workers within Technical Services

#### 3.3 Building and Works

The sickness rate for Building and Works Section over the 3rd quarter was 4.91%

Analysis of the absence records shows that 6 employees had absences of 25 working days or greater. These 6 employees accounted for 281 days of the 586 days lost.

The reasons were:

- Other 3
- Hospital or similar 1
- Stress or similar 1
- Back injury 1

Of the 6 employees, 2 are still absent, 3 have returned to work and one has resigned.

In all cases the employees have been subject to involvement by the appropriate supervisor using the Council's 'Managing Absence' policy guidelines.

### 4 **APT&C EMPLOYEES**

4.1 The sickness rate for the Homes Section over the 3rd quarter of 2001 was 6.99%

Analysis of the absence records shows that 5 employees had absences of 25 days or greater. These employees accounted for 310 days of the 455 days lost.

The reasons were:

- Stress or similar            2
- Back injury                    1
- Other                            2

The five employees are still off. In all cases the employees are being monitored in accordance with the Council's Absence Policy.

**4.2** The sickness rate for Technical Services over the 3rd quarter of 2001 was 1.97%.

Analysis of the records shows no long term absenteeism.

**4.3** The sickness rate for Building and Work Section over the 3rd quarter of 2001 was 1.31%.

There were no absences over 25 days.

**(i) RECOMMENDATIONS**

It is recommended that Committee:

- (i) note the content of this report.

**LIST OF BACKGROUND PAPERS**

Nil

James Lavery  
Director of Homes and Technical Services  
4 January 2002

Any person wishing to inspect the background papers listed above should contact Catriona Arter, Personnel Officer on 01563 576635.

**AGENDA**