

# EAST AYRSHIRE COUNCIL

## HOUSING COMMITTEE – 29 JANUARY 2003

### MANAGING ABSENCE

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

#### 1 PURPOSE OF REPORT

1.1 The purpose of this report is to analyse absence within the department for the 4th quarter of 2002 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 272 APT&C employees and 227 Manual employees.

2.3 The Department comprises the divisions of Homes with 150 APT&C employees and 15 manual employees, Technical Services with 62 APT&C employees and Building and Works with 60 APT&C and 212 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.

2.5 This report covers absence from October – end of 2<sup>nd</sup> week in December 2002 (week of writing report).

#### ABSENCE ANALYSIS October – December 2002

##### Absence Statistics

			Homes	Technical Services	Building & Works
APT&C	Self Certified	Lost Days % loss	125 0.91%	35 0.25%	42 0.31%
	Medical Certificate	Lost Days % loss	321 2.24%	134.5 0.98%	32 0.23%
	Total	Lost days % Lost	446 3.25%	169.5 1.23%	74 0.54%
Manual	Self Certified	Lost Days % loss	13 0.12%	0	119 1.78%
	Medical Certificate	Lost Days % loss	16 0.14%	0	224.5 2.01%
	Total	Lost Days % loss	29 0.26%	0	423.5 3.79%

2.5 The table below shows the comparison totals between the 3rd quarter of 2002 and 4th of 2002.

	<b>Homes 2002</b>	<b>Technical Services 2002</b>	<b>Building &amp; Works 2002</b>
<b>APT&amp;C &amp; Manual</b>	<b>%</b>	<b>%</b>	<b>%</b>
Quarter 3 (2002)	7.20	5.35	3.56
Quarter 4 (2002)	1.91%	0.68%	2.0%
<b>Overall Total for Homes &amp; Technical Services</b>			<b>4.58%</b>

### 3 **MANUAL EMPLOYEES**

#### 3.1 Homes

The sickness rate for the Homes Section over the 4th quarter was 0.26%

The 4 members of staff on long-term illness have all returned at the end of the last quarter, reflected in the low percentage.

#### 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 4th quarter was 3.79%

There are 4 members of staff absent in the long-term category in writing this report. Three of these employees are returning before the Christmas Period.

- Back 2
- Operation 1
- Broken wrist 1

In all cases the employees have been subject to involvement by the appropriate supervisor using the Council's 'Managing Absence' policy guidelines, and will be phased back to work with reviewed duties and shift patterns.

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

4.1 The sickness rate for the Homes Section over the 4th quarter of 2002 was 3.25%

This quarter's statistics show that 5 employees were classed as long term sick. On producing this report two employees have returned to work and three have dates to return in the New Year. The employees absent in the chronic illness bracket are returning on a trial, phased return with review dates given.

The reason are:

- Stress 1
- Chronic illness 2
- Operation 2

Stress was due to personal circumstances and not work related. In all case the employees are being monitored in accordance with the Council's Absence Policy.

**4.2** The sickness rate for Technical Services over the 4th quarter of 2002 was 1.23%.

One employee is has long-term absence, and monitored through appropriate procedures and is awaiting ill-health retrial.

- Chronic illness - 1

**4.3** The sickness rate for Building and Work Section over the 4th quarter of 2002 was 0.54%.

No long term absences.

**(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  
JANUARY 2003

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