

EAST AYRSHIRE COUNCIL

HOUSING COMMITTEE – 28 JANUARY 2004

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 3rd quarter of 2003 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 326 APT&C employees and 231 Manual employees.
- 2.3 The Department comprises the divisions of Homes with 202 APT&C employees and 2 manual employees, Technical Services with 64 APT&C employees and Building and Works with 60 APT&C and 229 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 July – September 2003.

ABSENCE ANALYSIS JULY - SEPTEMBER 2003

Absence Statistics

			Homes	Technical Services	Building & Works
APTC&C	Self Certified	Lost Days % loss	128.5 1.33%	30.5 0.84%	40 1.30%
	Medical Certificate	Lost Days % loss	615 6.36%	0 0%	27 0.88%
	Total	Lost days % Lost	743.5 7.69%	30.5 0.84%	67 2.17%
Manual	Self Certified	Lost Days % loss	0 0%	0 0%	188.5 1.52%
	Medical Certificate	Lost Days % loss	0 0%	0 0%	521 4.21%
	Total	Lost Days % loss	0 0%	0 0%	709.5 5.73%

2.6 The table below shows the comparison totals between the 2nd quarter of 2003 and 3rd quarter of 2003.

	Homes 2003	Technical Services 2003	Building & Works 2003
APT&C & Manual	%	%	%
Quarter 2 (2003)	7.05%	1.99%	2.82%
Quarter 3 (2003)	7.60%	0.84%	5.02%
Overall Total for Homes & Technical Services			5.37%

3. **MANUAL EMPLOYEES**

3.1 **Homes**

After recent committee paper adjustment we have 2 manual employees in Homes. There is no absence for this period.

3.2 **Technical Services**

There are no manual workers within Technical Services.

3.3 **Building and Works**

There are 9 members of staff absent in the long-term category, on writing this report five employees are to return by the last week of September.

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 **Homes**

This quarter's statistics show that 6 employees were classed as long term sick. We have been successful in seeking re-deployment for one of our employees within the Council guidelines, and have applied for early retirement for another.

Any absence due to Stress was highlighted as being of a personal nature and not work related. In all cases the employees are being monitored in accordance with the Council's Absence Policy.

4.2 **Technical Services**

No long term absences for this section.

4.3 **Building & Works**

There are no employees in this bracket.

5. 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
December 2003

For further information please contact Catriona Arter, Personnel Officer on 01563 576635.

Implementation Officer: James Lavery, Director of Homes and Technical Services.