

# EAST AYRSHIRE COUNCIL

## HOUSING COMMITTEE – 28 MARCH 2001

### 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 2000 and to 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 comprises the services of Homes with 130 APT&C and 21 manual employees, Technical Services with 64 APT&C and no manual employees and Building and Works with 57 APT&C and 217 manual employees. In total there are 251 APT&C and 238 manual employees.
- 2.3 The tables below show absence rates for the 3 sections split into APT&C and manual rates, short and long term absence, reasons for absence within each section and comparison between previous and current quarters.

#### **Breakdown of Absence Statistics in the Current Quarter**

Section	APT&C % Loss	Manual % Loss	Total % Loss
Building and Works	4.35	5.2	5.05
Homes	4.21	11.97	5.30
Technical Services	7.24	-	7.24

#### **Application of Managing Absence Policy**

##### 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
B & Works	89	-	-	-	-	-
Homes	59	1	-	-	-	-
Tech Serv	33	3	1	-	-	-

Long term absence

Long 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
B & Works	8	3	-	3	-	-
Homes	4	-	-	2	-	-
Tech Serv	3	-	-	2	1	-

**Reason for Absence during the current quarter are as follows:**

Reason for Absence	Lost Working Days						Overall	
	B & W		Homes		Tech Servs			
	Nos	%age	Nos	%age	Nos	%age	Nos	%age
Colds/Flu	116.5	13.9	60	14.3	40	15.8	216.5	14.9
Virus	17	2.3	4	1.0			21	1.5
Stomach Upset	33	4.4	36	8.6	14	5.5	83	5.7
Headaches/Migraine	8	1.2	1	.2	1	.4	10	.7
Back Problems	27	3.6	55	13.1	7	2.8	89	6.1
Stress/emotional/personal reasons	76	9.9	140	33.3	34	13.4	250	17.4
Long Term Illness	229	29.7			156	61.4	385	26.6
Workplace injury	85.5	11.2					85.5	5.8
Injury – Non work related	53	6.9	56	13.2			109	7.5
Other Reason	130	16.9	69	16.3	2	.7	201	13.8
Total	775	100%	421	100%	254	100%	1450	100%

There were 26,801 working days available during fourth quarter.

**Comparison between current and previous quarters**

	Building & Works		Homes		Technical Services	
	% Last Quarter	% Current Quarter	% Last Quarter	% Current Quarter	% Last Quarter	% Current Quarter
APT & C	2.35	4.35	4.43	4.21	2.93	7.24
MANUAL	6.2	5.20	7.77	11.97	-	-

**3 MANUAL EMPLOYEES**

**3.1 Homes**

The sickness rate for the Homes Section over the fourth quarter of 2000 was 11.97%.

Analysis of the records shows two long term absences.

The reasons were:

- Stress/Depression                    1
- Injury (Non work related)       1

One has returned to work, the other is still on long term absence and has been referred to Occupational Health Services. Both have been monitored in accordance with the Council's Managing Absence Policy.

### **3.2 Technical Services**

There are no manual workers within Technical Services

### **3.3 Building and Works**

The sickness rate for Building and Works has fallen from 6.2% to 5.2%. This has been largely due to the return to duty of employees with long term illness. The situation continues to be monitored to ensure the downward trend continues.

There were 6 long term absences, the reasons were:

Severed Tendon	1
Back Injury	1
Other reason	4

Of the six employees, four have now returned to work.

All have been monitored in accordance with the Council's Managing Absence Policy.

Two have been referred to Occupational Health Service.

## **4 APT&C EMPLOYEES**

### **4.1 Homes**

The sickness rate for the Homes Section over the fourth quarter of 2000 was 4.21%.

Analysis of the records shows 2 employees had absences of more than four weeks.

The reasons were:

Back Problems	1
Stress	1

Both have returned to work. Both have been monitored in accordance with the Council's Managing Absence Policy,

### **4.2 Technical Services**

The sickness rate for Technical Services over the fourth quarter of 2000 was 7.24%

Analysis of the records shows 3 employees had an absence of more than four weeks.

The reasons were:

Hospital	1
Anxiety State	1
Injury (Non work related)	1

These employees have been monitored in accordance with Council's Managing Absence Policy and one has also been referred to Occupational Health Services.

### 4.3 Building and Works

The sickness rate for Building and Works over the fourth quarter was 4.35%.

Analysis of the records shows there were two long term absences.

The reasons were:

Stress/Emotional	1
Virus	1

Both have now returned to work.

## 5 **RECOMMENDATIONS**

It is recommended that Committee:

- (i) note the content of this report.

James Lavery  
Director of Homes and Technical Services  
7 March 2001

### **LIST OF BACKGROUND PAPERS**

Nil

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

**AGENDA**