

EAST AYRSHIRE COUNCIL

HOUSING COMMITTEE – 21 MARCH 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 absence within the department for the 4th quarter of 2001 and indicate what action the department is taking in relation to the management of absence.

2 BACKGROUND

- 2.1 The Department submits regular reports on absence, within the department, to 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 254 APT&C employees and 236 Manual employees
- 2.3 The Department comprises the services of Homes with 129 APT&C employees and 20 manual employees, Technical Services with 64 APT&C employees and Building and Works with 61 APT&C and 216 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 October – December 2001

Absence Statistics

			Homes	Technical Services	Building & Works
APTC&C	Self Certified	Lost Days % loss	134 1.9%	56 1.3%	66 1.97%
	Medical Certificate	Lost Days % loss	404 5.5%	90 2.1%	104 3.11%
	Total	Lost days % Lost	542 7.5%	146 3.5%	170 5%
Manual	Self Certified	Lost Days % loss	14 1.2%	-	243 2%
	Medical Certificate	Lost Days % loss	34 3%	-	333 2.7%
	Total	Lost Days % loss	48 4.3%	-	576 4.88%

2.5 The table below shows the comparison totals between quarters 3 and 4 of 2001.

	Homes 2001	Technical Services 2001	Building & Works 2001
APT&C & Manual	%	%	%
Quarter 3	6.99	1.97	1.31
Quarter 4	7.10	3.51	4.88

3 **MANUAL EMPLOYEES**

3.1 Homes

The sickness rate for the Homes Section over the 4th quarter was 4.37%

Sporadic Absence, no long term sick.

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 4.82%

The figure takes account of 4 long term sick employees. All are being monitored and referrals made to Occupational Health. One employee has returned.

The reasons were:

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

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 4th quarter of 2001 was 7.52%

Analysis of the absence records shows that 5 employees were classed as long term sick. Two of these employees have returned to a phased programme, and a further 2 employees have now retired under ill-health grounds. This will reflect on the figures for the 1st quarter of 2002.

The reasons were:

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

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 4th quarter of 2001 was 3.51%.

One employee long term absent, now returned to a phased programme.

4.3 The sickness rate for Building and Work Section over the 4th quarter of 2001 was 5.08%.

No long term absences.

(i) **RECOMMENDATIONS**

It is recommended that Committee:

(i) note the content of this report.

James Lavery
Director of Homes and Technical Services
28 February 2002

LIST OF BACKGROUND PAPERS

Nil

Anyone wishing further information should contact Catriona Arter, Personnel Officer on 01563 576635.

AGENDA