

EAST AYRSHIRE COUNCIL

HOUSING COMMITTEE - 31 MAY 2000

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 1 st quarter of 2000 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 241 APT&C employees and 262 Manual employees
- 2.3 The Department comprises the services of Homes with 128 APT&C employees and 19 manual employees, Technical Services with 65 APT&C employees and Building and Works with 46 APT&C and 241 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 Jan - March 2000

Absence Statistics

			Homes	Technical Services	Building & Works
APTC&C	Self	Lost Days	122	29	57
	Certified	% loss	1.52%	0.67%	2%
	Medical	Lost Days	129	18	30
	Certificate	% loss	1.60%	0.41%	1.5%
		Lost days	251	47	87
	Total	% Lost	3.12%	1.08%	3.05%
Manual	Self	Lost Days	8	-	335
	Certified	% loss	0.67%	-	2.45%
	Medical	Lost Days	92	-	944
	Certificate	% loss	7.72%	-	6.91%
		Lost Days	100	-	1279
	Total	% loss	8.39%	-	9.36%

The table below shows the comparison between quarters of 1999, 4 and 1 of 2000.

	Homes	Technical Services	Building & Works
APT&C	%	%	%
Quarter 4/1999	4.1	2.23	3.4
Quarter 1/2000	3.12	1.08	3.05
Manual			
Quarter 4/1999	17.8	-	6.34
Quarter 1/2000	8.39	-	9.36

3. **MANUAL EMPLOYEES**

3.1 Homes

The sickness rate for the Homes Section over the 1 st quarter was 8.39%

Analysis of the absence records shows that 1 employee had an absence of 25 working days or greater. This employee accounted for 49 days of the 100 days lost.

The reasons were:

- Hospital or similar 1

This employee was subject to involvement of the appropriate supervisor using the Council's Managing Absence policy guidelines and has now returned to work.

Two other individuals each had absences of 19 days (pneumonia and muscle damage) and have both returned to work.

This is a relatively small group of employees where absence by small numbers can disproportionately effect the overall figures.

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 1 st quarter was 9.36%

Analysis of the absence records shows that 5 employees had absence of 25 working days or greater. These 5 employees accounted for 325 days of the 858 days lost.

The reasons were:

- Hospital or similar 1
- Stress or similar 2
- Industrial injury 2

Of the 5 employees, 1 returned to work in April 2000.

Examination of the increase in absence compared with the last quarter revealed that this was mainly attributable to industrial injuries. Action taken by management and supervisory staff and increased training has resulted in a significant improvement during the period to 12 May 2000. Overall absence has now reduced to 6.3% of which only 1.54% represents industrial injury.

4 APT&C EMPLOYEES

4.1 The sickness rate for the Homes Section over the 1 st quarter of 2000 was 3.12%

Analysis of the absence records shows that 1 employee had an absence of 25 days or greater. This employee accounted for 65 days of the 251 days lost.

The reasons were:

- Hospital or Similar 1

This employee is subject to involvement by the appropriate supervisor using the Council's Managing Absence policy guidelines.

4.2 The sickness rate for Technical Services over the 1 st quarter of 2000 was 1.08%.

Analysis of the records shows no long term absenteeism.

4.3 The sickness rate for Building and Work Section over the 1st quarter of 2000 was 3.05%.

Analysis of the records shows no long term absence.

The employee was subject to involvement by the appropriate supervisors using the Council's 'Managing Absence' policy guidelines.

5 RECOMMENDATIONS

It is recommended that Committee:

- (i) note the content of this report.

James Lavery
Director of Homes and Technical Services
17 May 2000

LIST OF BACKGROUND PAPERS

Nil

Any person wishing to inspect the background papers listed above should contact Marion Kelso, Personnel Officer on 01563 576630.

AGENDA