

EAST AYRSHIRE COUNCIL

HOUSING COMMITTEE – 23 MAY 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 first quarter of 2001 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 131 APT&C and 21 manual employees, Technical Services with 63 APT&C and no manual employees and Building and Works with 56 APT&C and 218 manual employees. In total there are 250 APT&C and 239 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	4.76	5.12	5.05
Homes	7.05	7.23	7.08
Technical Services	3.89	-	3.89

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	73	-	-	-	-	-
Homes	58	7	2	1	-	-
Tech Serv	26	2	-	-	-	-

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	7	2	-	2	-	-
Homes	9	-	-	3	-	-
Tech Serv	2	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	97	12.2	92	15.5	29	20	218	14.2
Virus	19	2.4	13	2.2	-	-	32	2.0
Stomach Upset	26	3.3	23	3.9	4	2.7	53	3.5
Headaches/Migraine	6	0.8	6	1.0	1	0.7	13	.9
Back Problems	5	0.7	75	12.6	9	6.3	89	5.8
Stress/emotional/personal reasons	54	6.8	146	24.5	-	-	200	13.0
Long Term Illness	319	40	-	-	67	46.4	386	25.2
Workplace injury	164.5	20.6	-	-	-	-	164.5	10.7
Injury – Non work related	-	-	27	4.5	8.5	5.9	35.5	2.3
Other Reason	105	13.2	212	35.8	26	18	343	22.4
Total	795.5		594		144.5		1534	100%

There were 27,879 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	4.35	4.76	4.21	7.05	7.24	3.89
MANUAL	5.20	5.12	11.97	7.23	-	-

3 MANUAL EMPLOYEES

3.1 Homes

The sickness rate for the Homes Section over the first quarter of 2001 was 7.23%.

Analysis of the records shows one long term absences.

The reasons were:

Stress/Depression 1

The staff member is still on long term absence, has been referred to Occupational Health Services and has 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 continues the downward trend from 5.2% to 5.12%. 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 trend continues.

There were 4 long term absences, the reasons were:

Stress	1
Other reason	3

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

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

One has been referred to Occupational Health Service.

4 APT&C EMPLOYEES

4.1 Homes

The sickness rate for the Homes Section over the first quarter of 2001 was 7.05%.

Analysis of the records shows 9 employees had absences of more than four weeks.

The reasons were:

Back Problems	1
Stress	2
Other reason	5

Two have returned to work. All have been monitored in accordance with the Council's Managing Absence Policy. Three have been referred to Occupational Health Service

4.2 Technical Services

The sickness rate for Technical Services over the first quarter of 2001 was 3.89%

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

The reasons were:

Anxiety State	1
Other reason	1

Both 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 first quarter was 4.76%.

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

The reasons were:

Stress/Emotional	1
Other reason	2

All three 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
9 May 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