

**EAST AYRSHIRE COUNCIL**  
**HOUSING COMMITTEE – 21 MAY 2003**

**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 1st 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 279 APT&C employees and 228 Manual employees.

2.3 The Department comprises the divisions of Homes with 158 APT&C employees and 16 manual employees, Technical Services with 61 APT&C employees and Building and Works with 60 APT&C and 212 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 January 2003 – March 2003

**ABSENCE ANALYSIS January – March 2003**

**Absence Statistics**

			<b>Homes</b>	<b>Technical Services</b>	<b>Building &amp; Works</b>
<b>APTC&amp;C</b>	Self Certified	Lost Days % loss	123 0.44%	50.5 0.18%	51 0.18%
	Medical Certificate	Lost Days % loss	330.5 1.17%	83 0.29%	127 0.45%
	Total	Lost days % Lost	453.5 1.60%	133.5 0.47%	178 0.63%
<b>Manual</b>	Self Certified	Lost Days % loss	23 0.08%	0 0%	151.5 0.54%
	Medical Certificate	Lost Days % loss	39 0.14%	0 0%	253 0.89%
	Total	Lost Days % loss	62 0.22%	0 0%	404.5 1.43%

2.6 The table below shows the comparison totals between the 4th quarter of 2002 and 1<sup>st</sup> quarter of 2003.

	<b>Homes 2002/3</b>	<b>Technical Services 2002/3</b>	<b>Building &amp; Works 2002/3</b>
<b>APT&amp;C &amp; Manual</b>	<b>%</b>	<b>%</b>	<b>%</b>
Quarter 4 (2002)	1.91%	0.68%	2.0%
Quarter 1 (2003)	5.37%	3.69%	3.86%
<b>Overall Total for Homes &amp; Technical Services</b>			<b>4.35%</b>

### 3. **MANUAL EMPLOYEES**

#### 3.1 Homes

The recent changes in Hostel Wardens from manual workers to APT&C will be reflected in future figures.

#### 3.2 Technical Services

There are no manual workers within Technical Services.

#### 3.3 Building and Works

There are 6 members of staff absent in the long-term category in writing this report. Four of these employees have dates to return to work.

- Back 2
- Operation 1
- Damaged knee 1
- Chronic illness 2

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 9 employees were classed as long term sick. On producing this report three employees have returned to work. One of our employees has since passed away.

The reason are:

- Stress 3
- Chronic illness 4
- Operation 2

Stress was due to personal circumstances and not work related. In all cases the employees are being monitored in accordance with the Council's Absence Policy.

#### 4.2 Technical Services

From the last report, the employee awaiting ill health retirement has since retired from service.

- Stress - 1

#### 4.3 Building and Works

No long term absences.

#### (i) **RECOMMENDATIONS**

It is recommended that Committee:

- (i) note the content of this report.

### **LIST OF BACKGROUND PAPERS**

Nil

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May 2003

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