

EAST AYRSHIRE COUNCIL

HOUSING COMMITTEE – 7 NOVEMBER 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 the incidents of absence within the department for the 2nd quarter of 2001 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 244 APT&C employees and 230 Manual employees
- 2.3 The Department comprises the services of Homes with 127 APT&C employees and 18 manual employees, Technical Services with 62 APT&C employees and Building and Works with 56 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.

ABSENCE ANALYSIS April – June 2001

Absence Statistics

			Homes	Technical Services	Building & Works
APT&C	Self Certified	Lost Days % loss	81 1.21%	35 1.03%	27 0.87%
	Medical Certificate	Lost Days % loss	507 7.59%	69 2.04%	100 3.21%
	Total	Lost days % Lost	588 8.8%	104 3.07%	127 4.08%
Manual	Self Certified	Lost Days % loss	17 1.44%	-	147 1.1%
	Medical Certificate	Lost Days % loss	54 4.59%	-	530 3.95%
	Total	Lost Days % loss	71 6.03%	-	677 5.05%

2.5 The table below shows the comparison between quarters 1 and 2 of 2001.

	Homes 2001	Technical Services 2001	Building & Works 2001
APT&C	%	%	%
Quarter 1	7.05	3.89	4.76
Quarter 2	8.80	3.07	4.08
Manual			
Quarter 1	7.23	-	5.12
Quarter 2	6.03	-	5.05

3 **MANUAL EMPLOYEES**

3.1 Homes

The sickness rate for the Homes Section over the 2nd quarter was 6.03%

Analysis of the absence records shows that 1 employee had an absence of 25 working days or greater. This employee accounted for 32 days of the 71 days lost.

The reasons were:

- Depression 1

This employee has since retired on grounds of ill-health.

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 2nd quarter was 4.08%

Analysis of the absence records shows that 4 employees had absence of 25 working days or greater. These 4 employees accounted for 223 days of the 677 days lost.

The reasons were:

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

Of the 4 employees, 2 are still absent.

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 2nd quarter of 2001 was 8.8%

Analysis of the absence records shows that 9 employees had an absence of 25 days or greater. This employee accounted for 449 days of the 819 days lost.

The reasons were:

- Stress or similar 3
- Hospital or Similar 3
- Back injury 1
- Other 2

Four of the nine employees have now returned to work and one has left the service of the Council. Four employees are still off.

4.2 The sickness rate for Technical Services over the 2nd quarter of 2001 was 3.07%.

Analysis of the records shows no long term absenteeism.

4.3 The sickness rate for Building and Work Section over the 2nd quarter of 2001 was 4.08%.

There were no absences over 25 days.

(i) RECOMMENDATIONS

It is recommended that Committee:

- (i) note the content of this report.

LIST OF BACKGROUND PAPERS

Nil

James Lavery
Director of Homes and Technical Services
16 October 2001

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

AGENDA