

# EAST AYRSHIRE COUNCIL

## HOUSING COMMITTEE – 13 SEPTEMBER 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 absence within the department for the 2nd quarter of 2000 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 194 APT&C and 20 manual employees, Technical Services with 65 APT&C and no manual employees and Building and Works with 44 APT&C and 230 manual employees. In total there are 303 APT&C and 250 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	2.90	7.04	6.41
Homes	5.43	4.67	4.88
Technical Services	4.22	-	4.22

#### **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	93	7	-	-	-	-
Homes	35	5	1	1	-	-
Tech Servs	23	4	-	-	-	-

## Long term absence

<b>Long Term Absence</b>						
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	4	3	2	2	1	-
Homes	4	1	2	3	-	-
Tech Servs	2	1		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	135.5	13.26	27	7.08	20	13.38	182.5	11.76
Virus	105	10.27	9	2.36	4	2.68	118	7.60
Stomach Upset	42	4.10	42.5	11.14	7.5	5.02	92	5.93
Headaches/Migraine	2	0.20	1	0.26	5	3.34	8	0.51
Back Problems	97	9.50	89	23.33	75	50.17	261	16.81
Stress/emotional/personal reasons	168	6.46	63	16.51	-	-	231	14.88
Workplace injury	274	26.82	-	-	-	-	274	17.65
Injury – Non work related	68	6.67	13	3.41	7	4.68	88	5.67
Other Reason	130	12.72	137	35.91	3	20.73	298	19.19
<b>Total</b>	<b>1021.5</b>	<b>100%</b>	<b>381.5</b>	<b>100%</b>	<b>149.5</b>	<b>100%</b>	<b>1552.5</b>	<b>100%</b>

## **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	3.05	2.90	3.12	5.43	1.08	4.22
MANUAL	9.36	7.04	8.39	4.67	-	-

### **3 MANUAL EMPLOYEES**

#### **3.1 Homes**

The sickness rate for the Homes Section over the second quarter of 2000 was 4.67%.

Analysis of the records shows no long term absence.

#### **3.2 Technical Services**

There are no manual workers within Technical Services

### **3.3 Building and Works**

The sickness rate for Building and Works has fallen from 9.36% to 7.04%. 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 downward trend continues.

There are 4 long term absences, the reasons were:

Ligament Tear	2
Back Injury	1
Hospital Treatment (Surgery)	1

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

## **4 APT&C EMPLOYEES**

### **4.1 Homes**

The sickness rate for the Homes Section over the second quarter of 2000 was 5.43%.

Analysis of the records shows 4 employees had an absence of more than four weeks.

The reasons were:

Back Problems	1
Hospital or Similar	2
Stress	1

Of the four employees, two have returned to work. All have been monitored in accordance with the Council's Managing Absence Policy and three have been referred to the Occupational Health Service.

### **4.2 Technical Services**

The sickness rate for Technical Services over the 2nd quarter of 2000 was 4.22%

Analysis of the records shows 2 employees had an absence of more than four weeks.

The reasons were:

Back Problem	1
Hospital of Similar	1

Of the two employees, one has died and the other was referred to the Occupational Health Service and has returned to work.

#### **4.3** Building and Works

The sickness has reduced from 3.05% to 2.90%. There are no long term absences.

#### **5 RECOMMENDATIONS**

It is recommended that Committee note the content of this report.

James Lavery  
Director of Homes and Technical Services  
21 August 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**