

# EAST AYRSHIRE COUNCIL

## HOUSING COMMITTEE – 3 SEPTEMBER 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 2nd 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 regular reports on absence within the department be submitted to the Housing Committee. This report sets out the incidence of absence across the Department of Homes and Technical Services for the period from April to June 2003 and sets figures for future comparison.
- 2.2 The department has 312 APT&C employees and 223 Manual employees.
- 2.3 The Department comprises the divisions of Homes with 191 APT&C employees and 2 manual employees, Technical Services with 62 APT&C employees and Building and Works with 59 APT&C and 221 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 2003

##### Absence Statistics

			Homes	Technical Services	Building & Works
APT&C	Self Certified	Lost Days % loss	134.5 1.33%	43 1.13%	29 0.87%
	Medical Certificate	Lost Days % loss	586 5.79%	33 0.86%	0 0%
	Total	Lost days % Lost	720.5 7.12%	76 1.99%	29 0.87%
Manual	Self Certified	Lost Days % loss	0 0%	0 0%	171.5 1.57%
	Medical Certificate	Lost Days % loss	0 0%	0 0%	201 1.84%
	Total	Lost Days % loss	0 0%	0 0%	372.5 3.42%

2.5 The table below shows the comparison totals between the 1<sup>st</sup> quarter of 2003 and 2<sup>nd</sup> quarter 2003.

	Homes 2003	Technical Services 2003	Building & Works 2003
<b>APT&amp;C &amp; Manual</b>	%	%	%
Quarter 1	5.37%	3.69%	3.86%
Quarter 2	7.05%	1.99%	2.82%
<b>Overall Total for Homes &amp; Technical Services</b>			<b>4.24%</b>

### 3. **MANUAL EMPLOYEES**

#### 3.1 Homes

There is no reported absence for this period.

#### 3.2 Technical Services

There are no manual workers within Technical Services.

#### 3.3 Building and Works

There were 5 members of staff absent in the long-term category for this period.

The reasons were:

- Back 2
- Operation 1
- Damaged knee 1
- Stress 1

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. The stress highlighted is non-work related.

### 4. **APT&C EMPLOYEES**

#### 4.1 Homes

This quarter's statistics show that 7 employees were classed as long term sick.

The reasons were:

- Stress 2
- Chronic illness 2
- Operation 2
- Degenerative illness 1

The department is currently seeking re-deployment for one employee within the council guidelines, and have applied for early retirement for another. Both employees have recovered well from their operations and have now been fully supported back to work. Stress was due to personal circumstances and not work related. In all case the employees are being monitored in accordance with the Council's Absence Policy.

#### **4.2 Technical Services**

One employee was absent during this period.

The reason was:

- Stress 1

The above employee has since returned to work.

#### **4.3 Building & Works**

There is no reported absence for this period.

### **5. 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  
August 2003

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

Implementation Officer: James Lavery, Director of Homes and Technical Services