

EAST AYRSHIRE COUNCIL

HOUSING COMMITTEE – 8 NOVEMBER 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 3rd 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 129 APT&C and 19 manual employees, Technical Services with 64 APT&C and no manual employees and Building and Works with 43 APT&C and 229 manual employees. In total there are 236 APT&C and 248 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	2.35	6.2	5.6
Homes	4.43	7.77	4.9
Technical Services	2.93	-	2.93

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	6	-	-	-	-
Homes	27	1	-	-	-	-
Tech Servs	20	4	-	-	-	-

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	8	5	-	4	-	-
Homes	5	2	1	2	-	-
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	37	4.78	3	.82	12	12.12	52	4.21
Virus	5	.68	-	-	-	-	5	.40
Stomach Upset	44	5.69	12	3.28	12	12.12	68	5.49
Headaches/Migraine	3	.39	6	1.64	1	1.01	10	.82
Back Problems	10	1.29	20	5.46	2	2.02	32	2.59
Stress/emotional/personal reasons	43	5.56	16	4.37	35	35.35	94	7.59
Long Term Illness	223	28.81	255	69.67	20	20.2	498	40.21
Workplace injury	190	24.5	1	.28	-	-	191	15.41
Injury – Non work related	105	13.57	-	-	-	-	105	8.42
Other Reason	114	14.73	53	14.48	17	17.18	184	14.86
Total	774	100%	366	100%	99	100%	1239	100%

There were 24,662 working days available during third 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	2.90	2.35	5.43	4.43	4.22	2.93
MANUAL	7.04	6.2	4.67	7.77	-	-

3 MANUAL EMPLOYEES

3.1 Homes

The sickness rate for the Homes Section over the third quarter of 2000 was 7.77%.

Analysis of the records shows two long term absences.

The reasons were:

Stress/Depression 1
Surgical Operation 1

Both now returned to work.

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 7.04% to 6.2%. 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 were 8 long term absences, the reasons were:

Severed Tendon	2	Arm Injury	1
Ligament Tear	2	Leg Injury	1
Back Injury	1		
Hospital Treatment (Surgery)	1		

Of the above 5 have now returned to work.

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 third quarter of 2000 was 4.43%.

Analysis of the records shows 3 employees had an absence of more than four weeks.

The reasons were:

Back Problems	1
Hospital or Similar Other	1
Stress	1

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

4.2 Technical Services

The sickness rate for Technical Services over the third quarter of 2000 was 2.93%

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

The reason was:

Back Problems	1
Anxiety State	1

These 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 has reduced from 2.9% to 2.35%. There are no long term absences.

5 RECOMMENDATIONS

It is recommended that Committee:

- (i) 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 John Thompson, Personnel Officer on 01563 576635.

AGENDA