

**EXCERPT OF MINUTE OF MEETING OF THE PERSONNEL SERVICES COMMITTEE HELD ON
3 SEPTEMBER 1998****ABSENCE MANAGEMENT POLICY - MONITORING**

13. With reference to paragraph 12 of the Minute of the meeting of this Committee held on 12 March 1998, there was submitted a report dated 20 August 1998 by the Head of Personnel Services providing statistics on absenteeism within Departments of the Council for the period April to December 1997, and proposing that the statistics be submitted periodically or quarterly to future meetings.

Decided:

- (1) that the terms of the report, including the approval by the Committee on 28 January 1998 of the Absence Management Policy, be noted;
- (2) that further reports be submitted on a quarterly basis giving statistics on absence management containing long term and short term sickness, and
- (3) that the absence management reports be submitted to all Committees of the Council enable consideration of the statistics for the appropriate Departments.

NORTH LANARKSHIRE COUNCIL

REPORT

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| To: PERSONNEL SERVICES COMMITTEE | | Subject: ABSENCE MANAGEMENT POLICY - MONITORING |
| From: HEAD OF PERSONNEL SERVICES | | |
| Date: 20 August 1998 | Ref: AB/MB | |

Introduction

The Absence Management Policy approved by Committee on 28 January 1998 contained reference to the requirement for monitoring procedures as part of the framework of implementing the policy effectively and consistently.

The purpose of this report is to submit the first set of statistics for Committee's interest; and to propose periodic or quarterly reporting for the future.

As set out in Section 6 of the policy, the production of statistics, in isolation, does not necessarily effectively manage absence; that is a responsibility of managers, as is the analysis of the data, the assessment of problems and the best measures to resolve them.

The statistics, accordingly, require to be dealt with given this proviso and future reporting structured to provide analysis and commentary on the data collated.

Detail

The statistics have been collated and are presented, by service, on a quarterly basis, commencing with the period April - December 1997. The formula adopted is the number of working days absent as a proportion of the total working days available and expressed as a percentage.

Appendix 1 sets out the absence statistics.

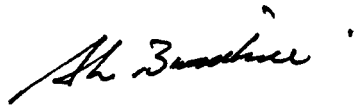
It is intended that Council Departments be provided with the absence statistics for their respective services to facilitate commentary and to incorporate summary observations for future reports.

Committee will note that the absence statistics as provided in Appendix 1 are data internal to the Council and unless or until other Councils publish their respective data, it is not possible to provide comparative levels. Similarly, there is no national yardstick or benchmark which sets a particular standard to allow the Council's data to be compared against.

In similar vein, variations between quarters will be influenced for example by the incidence of long term illness or injury, resulting in the fluctuations noted in the data. For these reasons, it is important to establish the circumstances which give rise to the data and which subsequent reports are intended to reflect.

Recommendation

That Committee note the first set of absence statistics collated; agree to the submission of these on a quarterly basis; note the proposals to supplement the statistics with commentary.

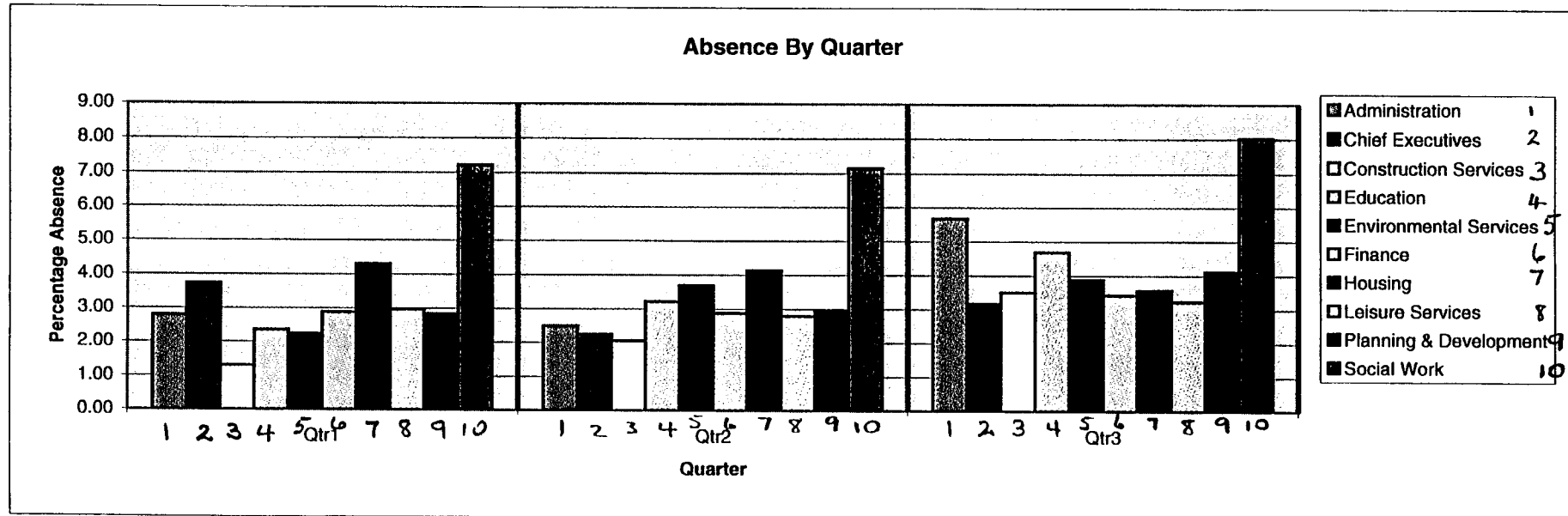


Head of Personnel Services

Non Manual Staff including Teachers

Absence Analysis Quarterly Statistics April to December 1997

| | % | | | |
|------------------------|------|------|------|------|
| | Qtr1 | Qtr2 | Qtr3 | Qtr4 |
| Administration | 2.79 | 2.48 | 5.68 | |
| Chief Executives | 3.73 | 2.24 | 3.18 | |
| Construction Services | 1.30 | 2.05 | 3.50 | |
| Education | 2.35 | 3.21 | 4.69 | |
| Environmental Services | 2.24 | 3.68 | 3.88 | |
| Finance | 2.88 | 2.88 | 3.43 | |
| Housing | 4.30 | 4.13 | 3.57 | |
| Leisure Services | 2.97 | 2.80 | 3.23 | |
| Planning & Development | 2.83 | 2.92 | 4.12 | |
| Social Work | 7.22 | 7.14 | 8.03 | |



Manual and Craft

Absence Analysis Quarterly Statistics April to December 1997

%

| | | | | |
|------------------------|------|------|------|--|
| Administration | 1.33 | 2.89 | 7.69 | |
| Construction Services | | 6.42 | | |
| Education | 2.56 | 1.78 | 2.79 | |
| Environmental Services | 5.70 | 6.36 | 6.81 | |
| Housing | 3.54 | 3.89 | 5.36 | |
| Leisure Services | 3.83 | 5.86 | 4.69 | |
| Social Work | 9.20 | 8.66 | 9.65 | |

Construction no statistics calculable for Qtr 1 or 3

