

## **EAST AYRSHIRE COUNCIL**

### **DEVELOPMENT SERVICES COMMITTEE –14 DECEMBER 2004**

#### **ABSENCE MANAGEMENT REPORT QUARTER 3 (2004)**

##### **Report by the Executive Director of Development and Property Services**

#### **1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to advise the Committee of absence rates for the Department of Development and Property Services for the quarterly period ending 30 September 2004.

#### **2. HISTORICAL INFORMATION**

- 2.1 Historical data for this quarter last year and Quarter 2 of 2004 is detailed in Appendix A to assist Members in considering the absence rates.

#### **3. ANALYSIS OF QUARTERLY ABSENCE RATES**

- 3.1 The department's average absence rate over the period 1 July 2004 – 30 September 2004 was 5.01%. This consisted of 3.30% for APT&C employees, 10.74% for manual employees and 3.38% for craft employees. This compares to 2.62%, 7.81% and 4.24% for these groups respectively in the same quarter in 2003.

#### **4. DIRECTOR'S COMMENTS**

- 4.1 With regard to the absence levels reported for Quarter 3 the following points can be noted:
  - 4.1.1 In relation to the high absence rate for manual employees, this is attributable to a small number of long term absences which are being dealt with in accordance with the Council's managing absence policy. Excluding these long term absences from the figures reduces the absence rate for manual workers to 4.26% for the period.
  - 4.1.2 Stress/debility related problems were the main reason for absence within Development & Property Services, accounting for 35.72% of the overall collective absence rate of 915.5 days. The absence information does not identify any common underlying reason at this time but all absences will be monitored on an ongoing basis with referrals to Occupational Health and/or Employee Counselling Service as appropriate.
  - 4.1.3 8 absence reviews and 20 Follow-Up meetings had been held. There were 8 referrals to the Occupational Health Service.
  - 4.1.4 A detailed review of individual record cards within each section has been carried out to ensure that the Council's Managing Absence Policy is being adhered to in terms of Absence Review Meetings.

**5. FINANCIAL IMPLICATIONS – COST OF ABSENCE**

5.1 The current cost of absence requires to be met from within existing resources.

**6. LEGAL/POLICY IMPLICATIONS**

6.1 Absence within Development Services is being managed in accordance with Council Policy and employment legislation.

**7. RECOMMENDATIONS**

7.1 The Committee is asked to;

- i) note the contents of this report.

**James Lavery**  
**Director of Development and Property Services**  
**25 November 2004**

**LIST OF BACKGROUND PAPERS**

1. Departmental Returns – Quarter 3, 2004
2. Departmental Returns – Quarter 2, 2004

Any member wishing further information should contact James Lavery, Executive Director Development and Property Services (Telephone 01563 554875).

Implementation Officer: James Lavery

## EAST AYRSHIRE COUNCIL

## DEVELOPMENT SERVICES COMMITTEE – 14 DECEMBER 2004

## ABSENCE MANAGEMENT REPORT QUARTER 3 (2004)

## HISTORICAL DATA

APT&C EMPLOYEES

| SECTION                               | Q3 2003 (01.07. 03<br>– 30.09.03) | Q3 2004 (01.07.04<br>– 30.09.04) | % INCREASE/<br>DECREASE |
|---------------------------------------|-----------------------------------|----------------------------------|-------------------------|
| Economic<br>Development &<br>Property | 2.66%                             | 4.40%                            | +1.74%                  |
| Planning & Building<br>Control        | 3.51%                             | 3.31%                            | -0.20%                  |
| Roads &<br>Transportation             | 2.18%                             | 2.07%                            | -0.11%                  |

| SECTION                        | Q2 2004 (01.03. 04<br>– 30.06.04) | Q2 2004 (01.04.04<br>– 30.06.04) | % INCREASE/<br>DECREASE |
|--------------------------------|-----------------------------------|----------------------------------|-------------------------|
| Economic<br>Development        | 3.91%                             | 4.40%                            | +0.49%                  |
| Planning & Building<br>Control | 4.20%                             | 3.31%                            | -0.89%                  |
| Roads &<br>Transportation      | 2.19%                             | 2.07%                            | -0.12%                  |

Council Target: 4%

MANUAL EMPLOYEES

| SECTION                   | Q3 2003 (01.07. 03<br>– 30.07.03) | Q3 2004 (01.07.04<br>– 30.09.04) | % INCREASE/<br>DECREASE |
|---------------------------|-----------------------------------|----------------------------------|-------------------------|
| Roads &<br>Transportation | 8.24%                             | 10.74%                           | +2.5%                   |

| SECTION                   | Q2 2004 (01.04. 04<br>– 30.06.04) | Q3 2004 (01.07.04<br>– 30.09.04) | % INCREASE/<br>DECREASE |
|---------------------------|-----------------------------------|----------------------------------|-------------------------|
| Roads &<br>Transportation | 12.71%                            | 10.74%                           | -1.97%                  |

Council target: 5%

CRAFT EMPLOYEES

| SECTION                   | <b>Q3 2003 (01.07. 03<br/>– 30.09.03)</b> | <b>Q3 2004 (01.07.04<br/>– 30.09.04)</b> | <b>% INCREASE/<br/>DECREASE</b> |
|---------------------------|---|--|---------------------------------|
| Roads &<br>Transportation | 5.26%                                     | 3.38%                                    | -1.88%                          |

| SECTION                   | <b>Q2 2004 (01.04. 04<br/>– 30.06.04)</b> | <b>Q2 2004 (01.04.04<br/>– 30.06.04)</b> | <b>% INCREASE/<br/>DECREASE</b> |
|---------------------------|---|--|---------------------------------|
| Roads &<br>Transportation | 2.34%                                     | 3.38%                                    | +1.04%                          |

Council Target: 5%