

# EAST AYRSHIRE COUNCIL

## DEVELOPMENT SERVICES COMMITTEE – 9 JANUARY 2007

### ABSENCE MANAGEMENT REPORT QUARTER 3 (2006)

#### Report by Acting 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 2006.

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

- 2.1 Historical data for this quarter last year and Quarter 2 of 2006 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 2006 – 30 September 2006 was 4.37%. This consisted of 4.05% for APT&C employees, 5.51% for manual employees and 4.23% for craft employees. This compares to 2.44%, 9.33% and 9.54% for these groups respectively in the same quarter in 2005.

#### **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 Stress was the main reason for absence within Development & Property Services, accounting for 30.69% of the overall collective absence rate of 857 days. All absences will be monitored on an ongoing basis with referrals to Occupational Health and/or Employee Counselling Service as appropriate.
- 4.1.2 26 absence reviews and 14 Follow-Up meetings had been held. There were 14 referrals to the Occupational Health Service.
- 4.1.3 The Council's Managing Absence Policy is being strictly 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 and Property 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 T Kane**  
**Acting Executive Director of Development and Property Services**  
**JK/AMcC - FV**  
**18 December 2006**

### **LIST OF BACKGROUND PAPERS**

1. Departmental Returns – Quarter 2, 2006
2. Departmental Returns – Quarter 3, 2005

Any member wishing further information should contact Aynsley McCrone on 01563 – 576427

Implementation Officer: James T Kane

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## ABSENCE MANAGEMENT REPORT QUARTER 3 (2006) - HISTORICAL DATA

APT&C EMPLOYEES

SECTION	Q3 2005 (01.07. 05 – 30.09.05)	Q3 2006 (01.07.06 – 30.09.06)	% INCREASE/ DECREASE
Economic Development & Property	2.60%	7.14%	+4.54%
Planning, Development & Building Standards	1.01%	2.10%	+1.09%
Roads & Transportation	3.04%	1.43%	-1.61%

SECTION	Q2 2006 (01.04. 06 – 30.06.06)	Q3 2006 (01.04.06 – 30.06.06)	% INCREASE/ DECREASE
Economic Development & Property	4.76%	7.14%	+2.38%
Planning, Development & Building Standards	1.45%	2.10%	+0.65%
Roads & Transportation	3.86%	1.43%	-2.43%

Council Target: 4%

MANUAL EMPLOYEES

SECTION	Q3 2005 (01.07. 05 – 30.09.05)	Q3 2006 (01.07.06 – 30.09.06)	% INCREASE/ DECREASE
Roads & Transportation	9.33%	5.51%	-3.82%

SECTION	Q2 2006 (01.04. 06 – 30.06.06)	Q3 2006 (01.07.06 – 30.09.06)	% INCREASE/ DECREASE
Roads & Transportation	4.08%	5.51%	+1.43%

Council target: 5%

CRAFT EMPLOYEES

SECTION	Q3 2005 (01.07. 05 – 30.09.05)	Q3 2006 (01.07.06 – 30.09.06)	% INCREASE/ DECREASE
Roads & Transportation	9.54%	4.23%	-5.31%

SECTION	Q2 2006 (01.04. 06 – 30.06.06)	Q3 2006 (01.07.06 – 30.09.06)	% INCREASE/ DECREASE
Roads & Transportation	8.01%	4.23%	-3.78%

Council Target: 5%