

EAST AYRSHIRE COUNCIL

DEVELOPMENT SERVICES COMMITTEE –10th MARCH 2004

ABSENCE MANAGEMENT REPORT QUARTER 4 (2003)

Report by the Director of Development 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 Services for the quarterly period ending 31 December 2003.

2. HISTORICAL INFORMATION

Historical data for this quarter last year and Quarter 3 of 2003 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 October 2003 – 31st December 2003 was 6.03%. This consisted of 4.86% for APT&C employees, 9.10% for manual employees and 2.42% for craft employees. This compares to 2.83%, 8.76% and 2.18%, for these groups respectively in the same quarter in 2002.

4. DIRECTOR'S COMMENTS

- 4.1 With regard to the absence levels reported for Quarter 4 the following points can be noted:
- 4.1.1 Recovery from operations was the main reason for absence within Development Services, accounting for 24.28% of the overall collective absence rate of 852.5 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.
- 4.1.2 13 absence reviews and 8 Follow-Up meetings had been held. There were 5 referrals to the Occupational Health Service.
- 4.1.3 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 note the contents of this report.

Stephen Chorley
Director of Development Services
26 February 2004

LIST OF BACKGROUND PAPERS

1. Departmental Returns – Quarter 4, 2003
2. Departmental Returns – Quarter 3, 2003

Any member wishing further information should contact Stephen Chorley, Director Development Services (Telephone 01563 576011).

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HISTORICAL DATA

APT&C EMPLOYEES

SECTION	Q4 2002 (01.10. 02 – 31.12.02)	Q4 2003 (01.10.03 – 31.12.03)	% INCREASE/ DECREASE
Economic Development	3.25%	8.93%	+5.68%
Planning & Building Control	2.55%	5.15%	+2.60%
Roads & Transportation	2.75%	3.15%	+0.40%

SECTION	Q3 2003 (01.07. 03 – 30.09.03)	Q4 2003 (01.10.03 – 31.12.03)	% INCREASE/ DECREASE
Economic Development	2.66%	8.93%	+6.27%
Planning & Building Control	3.51%	5.15%	+1.64%
Roads & Transportation	2.18%	3.15%	+0.97%

Council Target: 4%

MANUAL EMPLOYEES

SECTION	Q4 2002 (01.10. 02 – 31.12.02)	Q3 2003 (01.10.03 – 31.12.03)	% INCREASE/ DECREASE
Roads & Transportation	8.76%	9.10%	+0.34

SECTION	Q3 2003 (01.07. 03 – 30.09.03)	Q3 2003 (01.10.03 – 31.12.03)	% INCREASE/ DECREASE
Roads & Transportation	8.24%	9.10%	+0.86

Council target: 5%

CRAFT EMPLOYEES

SECTION	Q4 2002 (01.10. 02 – 31.12.02)	Q4 2003 (01.10.03 – 31.12.03)	% INCREASE/ DECREASE
Roads & Transportation	2.38%	2.42%	+0.04%

SECTION	Q3 2003 (01.07. 03 – 30.09.03)	Q4 2003 (01.10.03 – 31.12.03)	% INCREASE/ DECREASE
Roads & Transportation	5.26%	2.42%	-2.84%

Council Target: 5%