

EAST AYRSHIRE COUNCIL

DEVELOPMENT SERVICES COMMITTEE – 8 MARCH 2006

ABSENCE MANAGEMENT REPORT QUARTER 4 (2005)

Report by 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 31 December 2005.

2. HISTORICAL INFORMATION

- 2.1 Historical data for this quarter last year and Quarter 3 of 2005 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 2005 – 31 December 2005 was 3.38%. This consisted of 2.95% for APT&C employees, 4.70% for manual employees and 3.77% for craft employees. This compares to 3.01, 6.27% and 2.53% for these groups respectively in the same quarter in 2004.

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 Musculo-Skeletal problems (which include back, leg and neck problems) were the main reasons for absence within Development & Property Services, accounting for 26.33% of the overall collective absence rate of 676 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 17 absence reviews and 16 Follow-Up meetings had been held. There were 7 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 note the contents of this report.

James Lavery

Executive Director of Development and Property Services

16 February 2006

LIST OF BACKGROUND PAPERS

1. Departmental Returns – Quarter 4, 2005
2. Departmental Returns – Quarter 3, 2005

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

Implementation Officer: James Lavery

DEVELOPMENT SERVICES COMMITTEE – 8 MARCH 2006

ABSENCE MANAGEMENT REPORT QUARTER 4 (2005)

HISTORICAL DATA

APT&C EMPLOYEES

SECTION	Q4 2004 (01.10. 04 – 31.12.04)	Q4 2005 (01.10.05 – 31.12.05)	% INCREASE/ DECREASE
Economic Development & Property	3.95%	4.37%	+0.42%
Planning, Development & Building Standards	2.12%	1.68%	-0.44%
Roads & Transportation	2.30%	1.89%	-0.41%

SECTION	Q3 2005 (01.07. 05 – 30.09.05)	Q4 2005 (01.10.05 – 31.12.05)	% INCREASE/ DECREASE
Economic Development & Property	2.60%	4.37%	+1.77%
Planning, Development & Building Standards	1.01%	1.68%	+0.67%
Roads & Transportation	3.04%	1.89%	+1.15%

Council Target: 4%

MANUAL EMPLOYEES

SECTION	Q4 2004 (01.10. 04 – 31.12.04)	Q4 2005 (01.10.05 – 31.12.05)	% INCREASE/ DECREASE
Roads & Transportation	6.27%	4.70%	-1.57%

SECTION	Q3 2005 (01.07. 05 – 31.10.05)	Q4 2005 (01.10.05 – 31.12.05)	% INCREASE/ DECREASE
Roads & Transportation	9.33%	4.70%	-4.63%

Council target: 5%

CRAFT EMPLOYEES

SECTION	Q4 2004 (01.10. 04 – 31.12.04)	Q4 2005 (01.10.05 – 31.12.05)	% INCREASE/ DECREASE
Roads & Transportation	2.53%	3.77%	+1.24%

SECTION	Q3 2005 (01.07. 05 – 30.09.05)	Q4 2005 (01.10.05 – 31.12.05)	% INCREASE/ DECREASE
Roads & Transportation	9.54%	3.77%	-5.77%

Council Target: 5%