

EAST AYRSHIRE COUNCIL

DEVELOPMENT SERVICES COMMITTEE – 6 MARCH 2007

ABSENCE MANAGEMENT REPORT QUARTER 4 (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 31 December 2006.

2. HISTORICAL INFORMATION

- 2.1 Historical data for this quarter last year and Quarter 3 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 October 2006 – 31 December 2006 was 3.97%. This consisted of 3.96% for APT&C employees, 3.58% for manual employees and 7.25% for craft employees. This compares to 2.95%, 4.70% and 3.77% 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 4 the following points can be noted:
- 4.1.1 In relation to the high absence rate for craft employees, this is attributable to a small number of long term absences which were dealt with in accordance with the Council's managing absence policy. By excluding these long term absences from the figures, reduces the absence rate for craft workers to 2.67% for the period.
- 4.1.2 Stress (work and non-work related) was the main reason for absence within Development & Property Services, accounting for 31.20% of the overall collective absence rate of 798 days. All absences are monitored on an ongoing basis with referrals to Occupational Health and/or Employee Counselling Service as appropriate in accordance with Council Policy.
- 4.1.3 17 absence reviews and 12 Follow-Up meetings had been held. There were 16 referrals to the Occupational Health Service.
- 4.1.4 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 T. Kane

Acting Executive Director of Development and Property Services

11.01.07

LIST OF BACKGROUND PAPERS

1. Departmental Returns – Quarter 3, 2006
2. Departmental Returns – Quarter 4, 2005

Any member wishing further information should contact Jim Kane, Acting Executive Director Development and Property Services (Telephone 01563 576596).

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HISTORICAL DATA

APT&C EMPLOYEES

SECTION	Q4 2005 (01.10. 05 – 31.12.05)	Q4 2006 (01.10.06 – 31.12.06)	% INCREASE/ DECREASE
Economic Development & Property	4.37%	6.33%	+1.96%
Planning, Development & Building Standards	1.68%	2.65%	+0.97%
Roads & Transportation	1.89%	2.07%	+0.18%

SECTION	Q3 2006 (01.07. 06 – 30.09.06)	Q4 2006 (01.10 – 31.12.06)	% INCREASE/ DECREASE
Economic Development & Property	7.14%	6.33%	-0.81%
Planning, Development & Building Standards	2.10%	2.65%	+0.55%
Roads & Transportation	1.43%	2.07%	+0.64%

Council Target: 4%

MANUAL EMPLOYEES

SECTION	Q4 2005 (01.10. 05 – 31.12.05)	Q4 2006 (01.10.06 – 31.12.06)	% INCREASE/ DECREASE
Roads & Transportation	4.70%	3.58%	-1.12%

SECTION	Q3 2006 (01.07. 06 – 30.09.06)	Q4 2006 (01.10.06 – 31.12.06)	% INCREASE/ DECREASE
Roads & Transportation	5.51%	3.58%	-1.93%

Council target: 5%

CRAFT EMPLOYEES

SECTION	Q4 2005 (01.10. 05 – 31.12.05)	Q4 2006 (01.10.06 – 31.12.06)	% INCREASE/ DECREASE
Roads & Transportation	3.77%	7.25%	+3.48%

SECTION	Q3 2006 (01.07. 06 – 30.09.06)	Q4 2006 (01.10.06 – 31.12.06)	% INCREASE/ DECREASE
Roads & Transportation	4.23%	7.25%	+3.02%

Council Target: 5%