

EAST AYRSHIRE COUNCIL

DEVELOPMENT SERVICES COMMITTEE – 2 MAY 2006

ABSENCE MANAGEMENT REPORT QUARTER 1 (2006)

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 March 2006.

2. HISTORICAL INFORMATION

- 2.1 Historical data for this quarter last year and Quarter 4 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 January 2006 – 31 March 2006 was 5.48%. This consisted of 5.26% for APT&C employees, 6.49% for manual employees and 3.41% for craft employees. This compares to 3.69%, 8.89% and 3.02% for these groups respectively in the same quarter in 2005. Excluding the days lost due to the industrial action which took place in this quarter reduces the overall absence rate from 5.48% to 4.07%.

4. DIRECTOR'S COMMENTS

- 4.1 With regard to the absence levels reported for Quarter 1 the following points can be noted:
- 4.1.1 Absences falling under the 'other reason' category for absence were the main reasons for absence within Development & Property Services, accounting for 35.61% of the overall collective absence rate of 1148.5 days. This was due to the day of industrial action on 28 March 2006 which accounted for 295 of the 409 lost days in this category. All absences will be monitored on an ongoing basis with referrals to Occupational Health and/or Employee Counselling Service as appropriate.
- 4.1.2 16 absence reviews and 9 Follow-Up meetings had been held. There were 9 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 Lavery

Executive Director of Development and Property Services

21 April 2006

AMcC - FV

LIST OF BACKGROUND PAPERS

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

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

Implementation Officer: James Lavery, Executive Director Development and Property Services (Telephone 01563 576596)

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HISTORICAL DATA

APT&C EMPLOYEES

| SECTION | Q1 2005 (01.01.05 – 31.03.05) | Q1 2006 (01.01.06 – 31.03.06) | % INCREASE/ DECREASE |
|--|-------------------------------|-------------------------------|----------------------|
| Economic Development & Property | 4.30% | 6.48% | +2.18% |
| Planning, Development & Building Standards | 2.22% | 4.72% | +2.50% |
| Roads & Transportation | 3.70% | 4.00% | +0.30% |

| SECTION | Q4 2005 (01.10.05 – 31.12.05) | Q1 2006 (01.01.06 – 31.03.06) | % INCREASE/ DECREASE |
|--|-------------------------------|-------------------------------|----------------------|
| Economic Development & Property | 4.37% | 6.48% | +2.11% |
| Planning, Development & Building Standards | 1.68% | 4.72% | +3.04% |
| Roads & Transportation | 1.89% | 4.00% | +2.11% |

Council Target: 4%

MANUAL EMPLOYEES

| SECTION | Q1 2005 (01.01.05 – 31.03.05) | Q1 2006 (01.01.06 – 31.03.06) | % INCREASE/ DECREASE |
|------------------------|-------------------------------|-------------------------------|----------------------|
| Roads & Transportation | 8.89% | 6.49% | -2.40% |

| SECTION | Q4 2005 (01.10.05 – 31.12.05) | Q1 2006 (01.01.06 – 31.03.06) | % INCREASE/ DECREASE |
|------------------------|-------------------------------|-------------------------------|----------------------|
| Roads & Transportation | 4.70% | 6.49% | +1.79% |

Council target: 5%

CRAFT EMPLOYEES

| SECTION | Q1 2005 (01.01.05 – 31.03.05) | Q1 2006 (01.01.06 – 31.03.06) | % INCREASE/ DECREASE |
|------------------------|-------------------------------|-------------------------------|----------------------|
| Roads & Transportation | 3.02% | 3.41% | +0.39% |

| SECTION | Q4 2005 (01.10.05 – 31.12.05) | Q1 2006 (01.01.06 – 31.03.06) | % INCREASE/ DECREASE |
|------------------------|-------------------------------|-------------------------------|----------------------|
| Roads & Transportation | 3.77% | 3.41% | -0.36% |

Council Target: 5%