

## **EAST AYRSHIRE COUNCIL**

### **POLICY AND RESOURCES COMMITTEE - 25 NOVEMBER 2004**

#### **DEPARTMENT OF CORPORATE SUPPORT AND CHIEF EXECUTIVE'S OFFICE – ABSENCE MANAGEMENT REPORT (QUARTER 3 2004)**

##### **Report by the Depute Chief Executive/Executive Director of Corporate Support**

#### **1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to advise the Committee of absence rates for the Department of Corporate Support and the Chief Executive's Office for the quarterly period ending 30 September 2004.

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

- 2.1 Historical data for this quarter 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 rates over the period 1 July 2004 - 30 September 2004 was 4.25% for APT&C employees. This compares to 3.86% for APT&C employees in the same quarter in 2003.
- 3.3 The comparison figure relating to the quarter in 2003 incorporates the previous departments of Corporate Resources and Finance.

#### **4. DIRECTOR'S COMMENTS**

- 4.1 With regard to the absence levels reported for Quarter 3 the following can be noted:
- 4.1.1 Short-term absence was the main reason for absence within Corporate Support, accounting for 50.88% of the overall collective absence rate of 965 days.
- 4.1.2 With regard to both short term and long term absence 29 Absence Reviews and 29 Follow-Up Meetings were held with 8 referrals being made 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.
- 5.2 The Head of Personnel continues to review the Council's existing Managing Absence Policy with a view to further reducing absence levels and related costs.

## **6. LEGAL/POLICY IMPLICATIONS**

- 6.1 Absenteeism within Corporate Support is being managed in accordance with Council Policy and employment legislation.

## **7. RECOMMENDATIONS**

- 7.1 The Policy and Resources Committee is asked to note the contents of this report.

Elizabeth Morton  
Depute Chief Executive/Executive Director of Corporate Support  
8 November 2004

### **LIST OF BACKGROUND PAPERS**

- 1. Departmental Returns – Quarter 3, 2004
- 2. Departmental Returns – Quarter 2, 2004
- 3. Departmental Returns – Quarter 1, 2004

Anyone wishing further information should contact Martin Rose, Head of Personnel (Telephone 01563 576092).

## EAST AYRSHIRE COUNCIL

## POLICY AND RESOURCES COMMITTEE – 25 NOVEMBER 2004

## ABSENCE MANAGEMENT REPORT QUARTER 3 (2004)

## HISTORICAL DATA

## 1. ANALYSIS OF QUARTERLY ABSENCE RATES

- 1.1. Absence statistics in the sections within the Department of Corporate Support and the Chief Executive's Office are detailed below to assist members in considering the absence rates.

## APT&amp;C EMPLOYEES

## Comparison between Quarter 2 2004 and Quarter 3 2004

SECTION	Q2 2004 (1.4.04 – 30.6.04)	Q3 2004 (1.7.04 – 31.9.04)	% INCREASE/ DECREASE
Administration	5.44%	3.89%	-1.55%
Info. Tech.	4.80%	4.09%	-0.71%
Personnel Ser.	8.44%	5.70%	-2.74%
Legal Services	2.10%	1.27%	-0.83%
Dev. & Comm.	0.95%	3.04%	+2.09%
Directorate	1.34%	0%	-1.34%
Finance	7.12%	4.75%	-2.37%
Chief Exec. Off.	3.49%	20.39%	+16.9%
Internal Audit	0%	0%	0%

## Comparison between Quarter 3 2004 and Quarter 3 2003

SECTION	Q3 2003 (1.7.04 – 31.9.04)	Q3 2004 (1.7.04 – 31.9.04)	% INCREASE/ DECREASE
Administration	1.61%	3.89%	+2.28%
Info. Tech.	2.09%	4.09%	+2%
Personnel Ser.	3.66%	5.70%	+2.04%
Legal Services	1.66%	1.27%	-0.39%
Dev. & Comm.	12.76%	3.04%	-9.72%
Directorate	0%	0%	0%
Finance	4.93%	4.75%	-0.18%
Chief Exec. Off.	1.98%	20.39%	+18.41%
Internal Audit	1.37%	0%	-1.37%

**Council Target: 4%**