

EAST AYRSHIRE COUNCIL

COMMUNITY SERVICES COMMITTEE – 12 NOVEMBER 2003

ABSENCE MANAGEMENT REPORT QUARTER 3 (30 JUNE – 28 SEPTEMBER 2003)

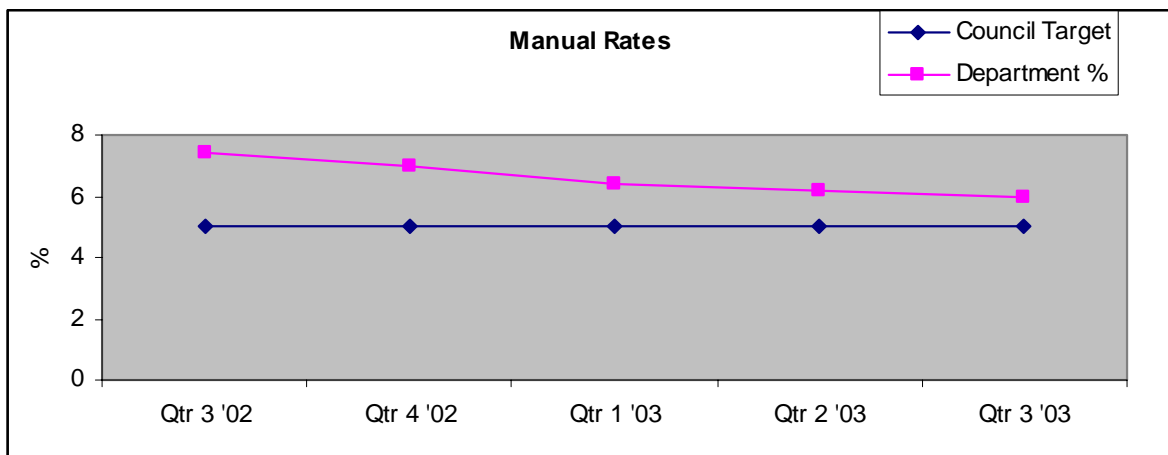
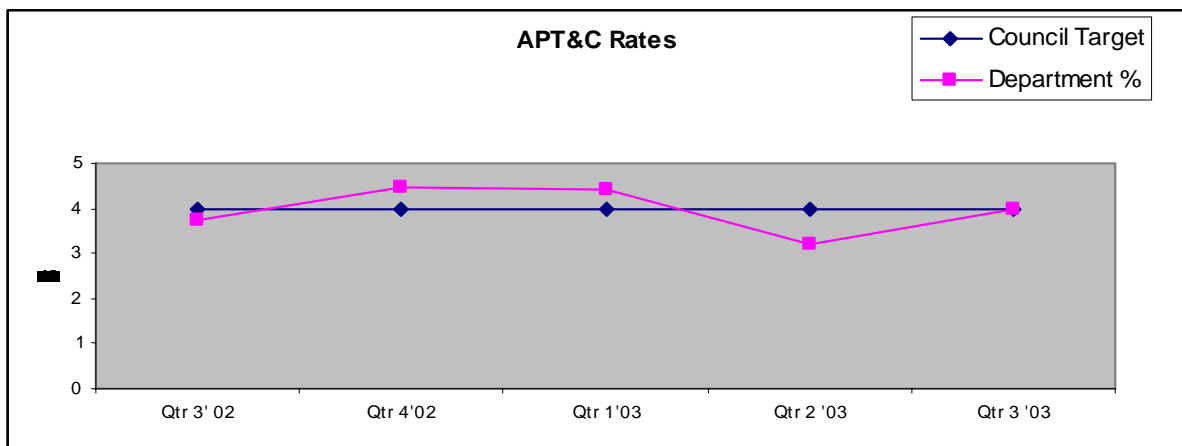
Report by Director of Community Services

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to advise the Committee of absence rates and absence management for the Department of Community Services for the period 30 June to 28 September 2003.

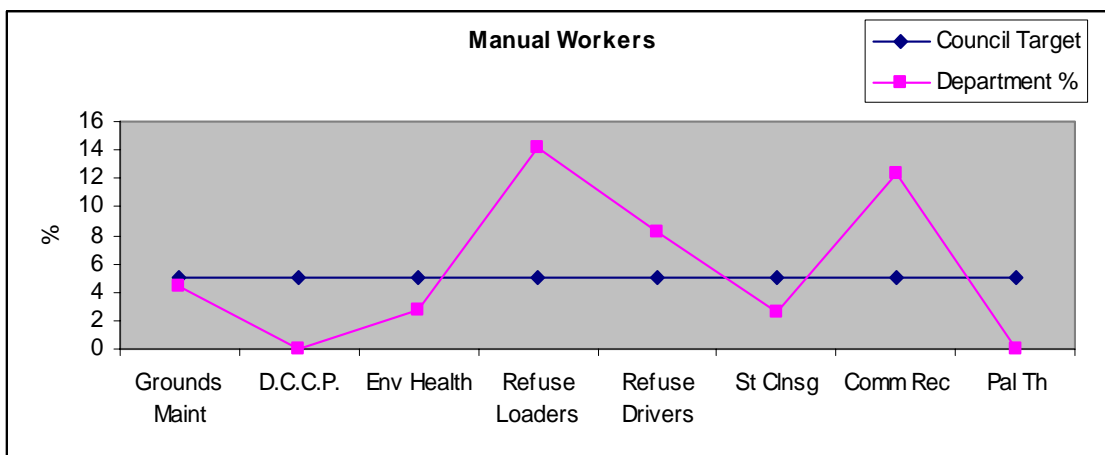
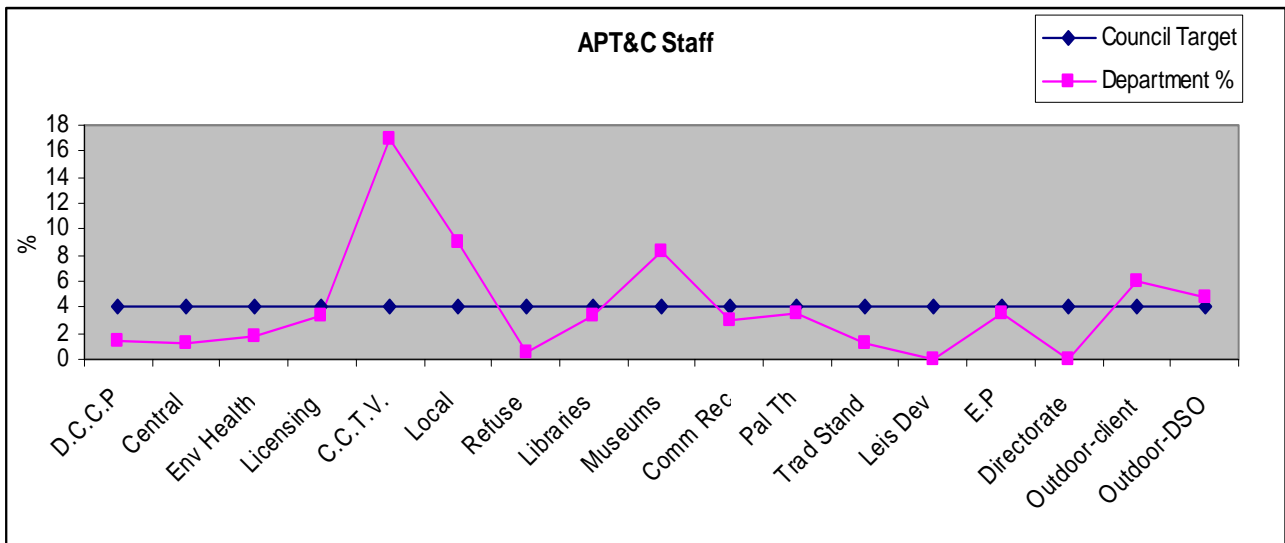
2. HISTORICAL INFORMATION

- 2.1 Absence statistics for the period 30 June 2002 to the current reporting quarter are as shown in the following graphs:

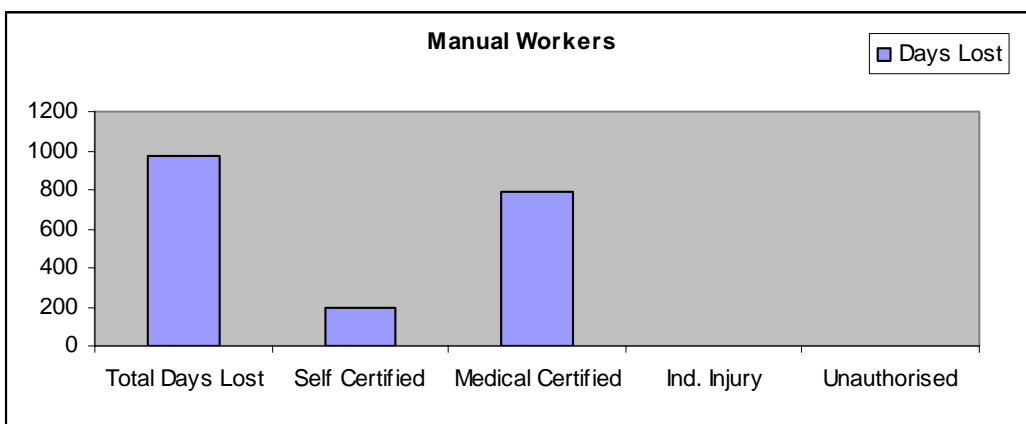
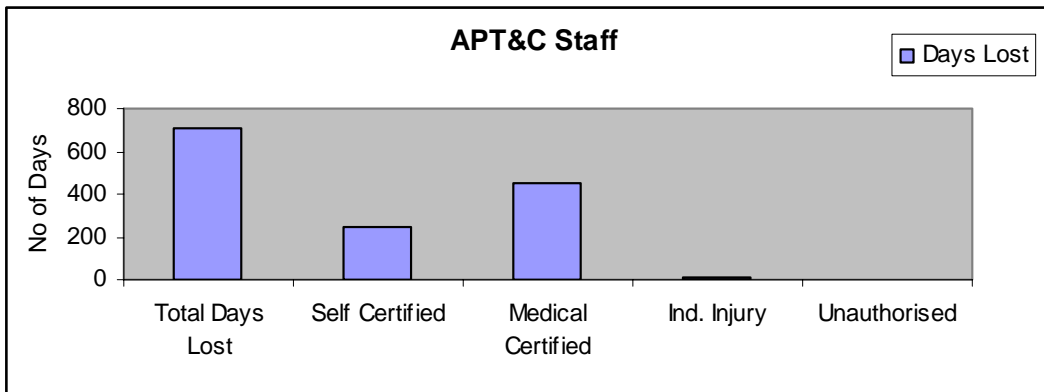


3. ANALYSIS OF CURRENT QUARTER ABSENCE RATES

3.1 Absence statistics by section;



3.2 Absence statistics by levels of certification;



4. DIRECTOR'S COMMENTS

- 4.1 There has been a slight increase in absence levels from the last quarter (April – June 2003) which was 4.53% compared to 4.94% in this quarter. For the same period last year the absence was 5.54%, therefore there has been a decrease in absence within the department.
- 4.2 The Department will continue to ensure the rigorous application of the Council's Managing Absence Policy and review absence levels and trends at regular intervals.
- 4.3 A number of employees who were absent through illness have now either returned to work or have retired on the grounds of ill health.

5. FINANCIAL IMPLICATIONS – COSTS OF ABSENCE

- 5.1 The Head of Personnel is finalising a review of the Council's existing Managing Absence Policy with a view to further reducing absence levels and related costs. As part of this review, the Head of Personnel has introduced a computerised absence information system, which will bolster the managing absence process. The system completed its pilot and went live on 1 April 2002 and is currently being closely monitored by both IT and Personnel.

6. LEGAL/POLICY IMPLICATIONS

6.1 Nil

7. CONCLUSIONS

7.1 Since the introduction and application of the Managing Absence Policy, absence levels within the department have continued to be monitored and where there are areas for concern, the appropriate action is taken.

8. RECOMMENDATIONS

8.1. The Committee are asked to note the contents of this report.

William Stafford
Director of Community Services

WS/JK/LAM

22 October 2003

LIST OF BACKGROUND PAPERS

1. Statistical Analysis of Absence Management Information

Any person wishing to inspect the above background paper should telephone 01563 576023 and ask to speak to William Stafford.

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