

EAST AYRSHIRE COUNCIL

CORPORATE SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE – 12 FEBRUARY 2002

DEPARTMENT OF CORPORATE RESOURCES AND CHIEF EXECUTIVE'S OFFICE - ABSENCE MANAGEMENT REPORT (QUARTER 4 2001)

Report by the Depute Chief Executive/Director of Corporate Resources

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to advise the Sub - Committee of absence rates for the Department of Corporate Resources and the Chief Executive's Office for the quarterly period ending 31 December 2001.

2. HISTORICAL INFORMATION

- 2.1 Historical data for this quarter last year 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 October 2001 – 31 December 2001 were 3% for APT&C employees and 33.05% for manual employees. This compares to 3% (APT&C) and 33.05% (Manual) respectively for the corresponding period ending 31 December 2000.

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 Long-term illness was the main reason for absence within Corporate Resources, accounting for 54.8% of the overall collective absence rate of 4.51%. The absence information does not identify any constant underlying reason at this time but absences continue to be monitored on an ongoing basis with employees being communicated with on a regular basis.
 - 4.1.2 4 absence Review and 5 Follow-up meetings were held within Corporate Resources, resulting in no referrals 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.

- 4.2 The Depute Chief Executive and the Departmental Management Team will continue to ensure the rigorous application of the Council's managing absence procedures and review absence levels and trends at monthly departmental team 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 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 is working with service department Personnel Officers to introduce a computerised absence information system which will bolster the managing absence process. The system is currently in a pilot phase and is intended to be in place by its target date of 1 April 2002.

6. LEGAL/POLICY IMPLICATIONS

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

7. RECOMMENDATIONS

- 7.1 The Sub - Committee is asked to note the contents of this report.

Fiona Lees
Depute Chief Executive/Director of Corporate Resources
22 January 2002

LIST OF BACKGROUND PAPERS

Nil

Any member wishing further information should contact Fiona Lees, Depute Chief Executive/
Director of Corporate Resources (Tel:01563 576103).

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**POLICY &
 RESOURCES
 COMMITTEE – 12
 FEBRUARY 2002**

**ABSENCE MANAGEMENT REPORT QUARTER 4
 (2001)**

HISTORICAL DATA

1. ANALYSIS OF QUARTERLY ABSENCE RATES

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

APT&C EMPLOYEES

SECTION	Q4 2000 (2.10.00 – 29.12.00)	Q4 2001 (01.10.01 – 31.12.01)	% INCREASE/ DECREASE
Administration	3.80%	4.07%	+0.27%
Info. Tech.	5.98%	5.26%	-0.72%
Personnel Ser.	1.81%	2.8%	+0.99%
Legal	6.58%	6.12%	-0.46%
Dev. & Comm.	3.48%	8.29%	+4.81
Directorate	0%	6.02%	+6.02%
Chief Exec. Off.	0%	2.46%	+2.46%
Internal Audit	2.36%	1.24%	-1.12%

Council Target: 4%

MANUAL EMPLOYEES

SECTION	Q4 (2.10.00 – 29.12.00)	Q4 (1.10.01-31.12.01)
Personnel Services	33.05	1.39%

Council Target: 5%

AGENDA