

**EAST AYRSHIRE COUNCIL**

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

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

**Report by the Director of Finance**

**1. PURPOSE OF REPORT**

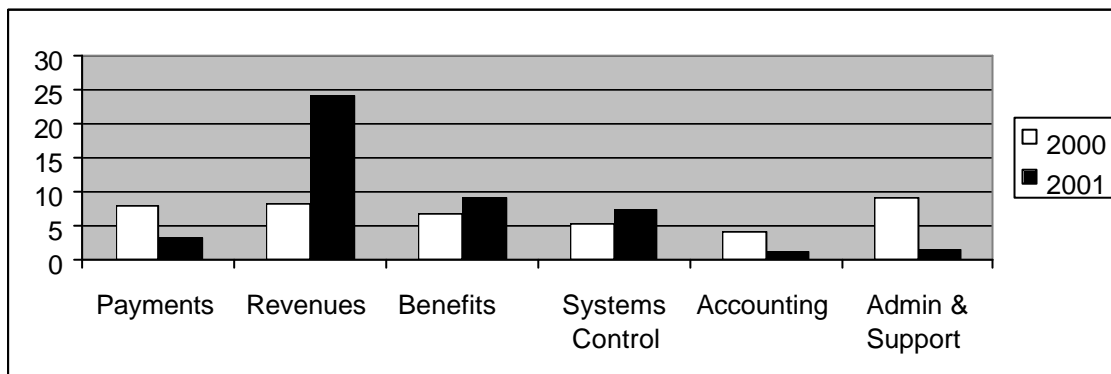
1.1 The purpose of this report is to advise the Committee of absence rates for the Department of Finance for the quarter period ending 31 December 2001.

**2 HISTORICAL INFORMATION**

2.1 The graph at 3.1 below shows historical data for the same period last year.

**3. ANALYSIS OF QUARTERLY ABSENCE RATES**

3.1 The average absence rate over the quarter was 8.47%. This masks a wide variety of rates within in the various sections of the department however as shown in the graph below.



3.2 Absence statistics by levels of certification;

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3.3 Areas of concern identified during Quarter 4.

Area of Concern	Management Action
Long Term Sickness	Employees have been referred to the Occupational Health Service as required. Appropriate contact has also been made with members of staff returning from long term sickness.
Short Term Sickness	Absence Review and Absence Review Follow-up Meetings have

	been carried out in line with Council policy and procedures.
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#### **4. DIRECTOR'S COMMENTS**

- 4.1 Work has been done to ensure that supervisors are complying with absence management procedures. Long-term illness continues to be a significant factor in the statistics. There does not appear to be any underlying reason but there are effects on the service being provided particularly in the Revenues Section.

#### **5. FINANCIAL IMPLICATIONS – COST OF ABSENCE**

- 5.1 The Head of Personnel Services is currently in the process of developing an appropriate mechanism for costing absence. It is anticipated that development will progress in association with the phased implementation of the Corporate Human Resource Information System (Cyborg).

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

- 6.1 Absence within the Finance Department is being managed in accordance with Council policy and employment legislation.

#### **7. CONCLUSIONS**

- 7.1 The department will continue to strive to reduce the level of absence.

#### **8. RECOMMENDATIONS**

- 8.1. It is recommended that Members note the contents of this report.

Alex McPhee  
**Director of Finance**

JB  
25 January 2002

#### **LIST OF BACKGROUND PAPERS NIL**

Any Member wishing further information should contact Alex McPhee, Director of Finance (Tel: 01563 576300).

<b>AGENDA</b>
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