

EAST AYRSHIRE COUNCIL

CORPORATE SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE – 4 JUNE 2002

DEPARTMENT OF CORPORATE RESOURCES AND CHIEF EXECUTIVE'S OFFICE - ABSENCE MANAGEMENT REPORT (QUARTER 1 2002)

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 29 March 2002.

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 January 2002 – 29 March 2002 were 3.23% for APT&C employees and 0.33% for manual employees. This compares to 5.95% for APT&C employees and 9.64% for Manual employees for the corresponding period ending 30 March 2001.

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 Long-term illness was the main reason for absence within Corporate Resources, accounting for 37% of the overall collective absence rate of 3.17%. 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 7 absence Review and 3 Follow-up meetings were held within Corporate Resources, resulting in one 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 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 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
24 April 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).

EAST AYRSHIRE COUNCIL

POLICY & RESOURCES COMMITTEE – 4 June 2002

ABSENCE MANAGEMENT REPORT QUARTER 1 (2002)

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. The numbers in brackets represent the absence figures for Q1 2000.

APT&C EMPLOYEES

SECTION	Q1 2001 (1.01.01 – 30.03.01)	Q1 2002 (1.01.02 – 30.03.02)	% INCREASE/ DECREASE
Directorate	2.61%	2.68%	+0.07%
Administration	9.78%	2.3%	-7.48%
Info. Tech.	4.70%	2.8%	-1.9%
Personnel Ser.	2.33%	3.8%	+1.47%
Legal	4.70%	3.6%	-1.1%
Dev. & Comm.	11.76%	2.65%	9.11%
Chief Exec. Off.	8.7%	2.2%	-6.5%
Internal Audit	14.01%	2.67%	-11.34%

Council Target: 4%

MANUAL EMPLOYEES

SECTION	Q1 2001 (1.01.01 – 30.03.01)	Q1 2002(1.01.01 – 29.03.02)	%INCREASE/ DECREASE
Personnel Services	9.64%%	0.33%	-9.31%

Council Target: 5%

AGENDA