

## EAST AYRSHIRE COUNCIL

### CORPORATE SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE – 20 NOVEMBER 2001

#### ABSENCE MANAGEMENT REPORT QUARTER 3 (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 28 September 2001.

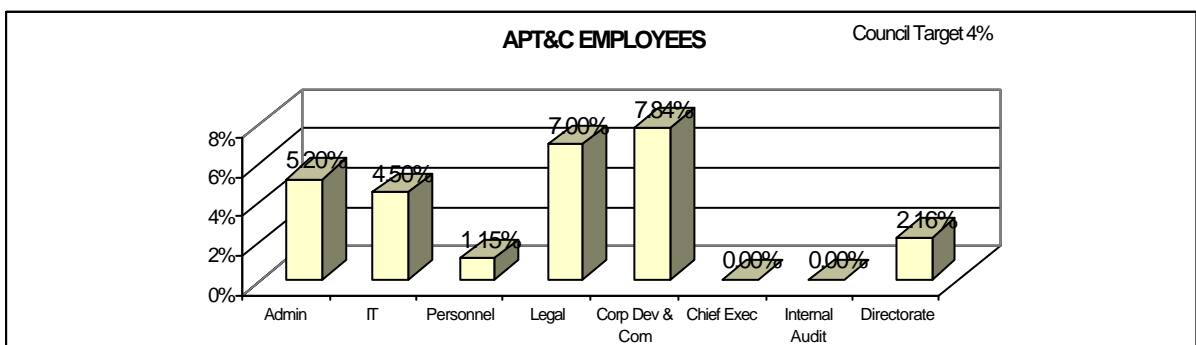
### 2. HISTORICAL INFORMATION

- 2.1 Historical data for this quarter last year is detailed in Appendix A to Assist members in considering the absence rates.

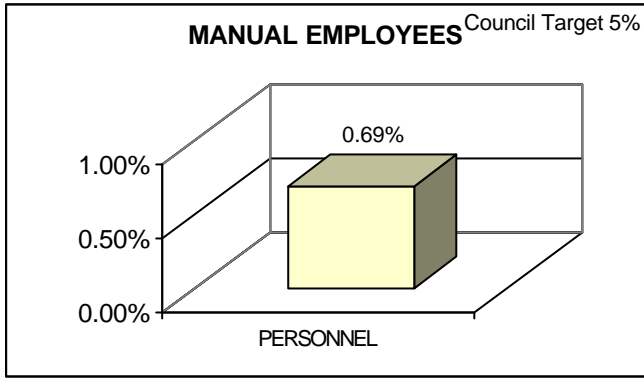
### 3. ANALYSIS OF QUARTERLY ABSENCE RATES

- 3.1 The department's average absence rates over the period 2 July 2001 – 28 September 2001 were 4.37% for APT&C employees and 0.69% for manual employees. A breakdown of these rates by section is detailed below.

- 3.2 Absence statistics by section in reporting quarter 3 (2 July 2001 -28 September 2001)

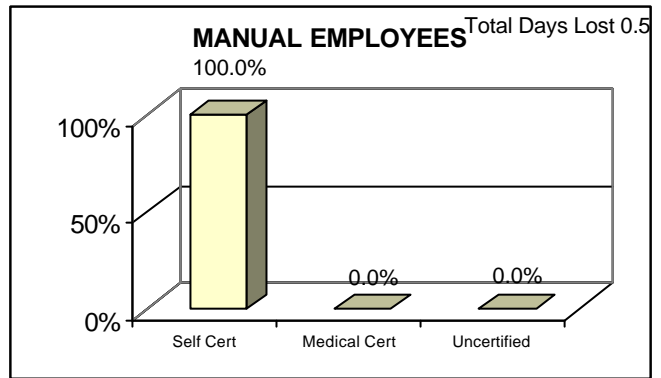
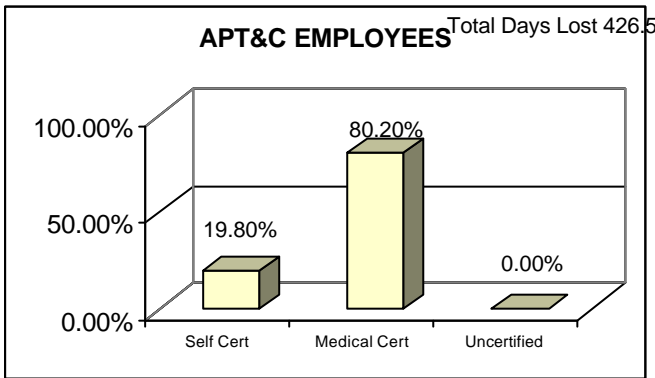


Number of APT&C Employees = 192



No. of Manual Employees: 5

**3.3 Absence statistics by levels of certification in reporting quarter 3  
(2 July 2001 – 28 September 2001)**



**4. DIRECTOR'S COMMENTS**

4.1 With regard to the absence levels reported for Quarter 3 the following points can be noted:

4.1.1 Long-term illness was the main reason for absence within Corporate Resources, accounting for 59.48% of the overall collective absence rate of 4.27%. The absence information does not identify any constant underlying reason at this time but these absences will be monitored on an ongoing basis with employees being communicated with on a regular basis.

4.1.2 12 absence review meetings were held within Corporate Resources, resulting in 3 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 with a view to introducing a computerised absence information system which will bolster the managing absence process. It is expected that the system will be in place by 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**

**9<sup>th</sup> November 2001**

## **LIST OF BACKGROUND PAPERS**

Nil

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

**AGENDA**