

**EAST AYRSHIRE COUNCIL**

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

**ABSENCE MANAGEMENT REPORT - QUARTER 3 (2001)**

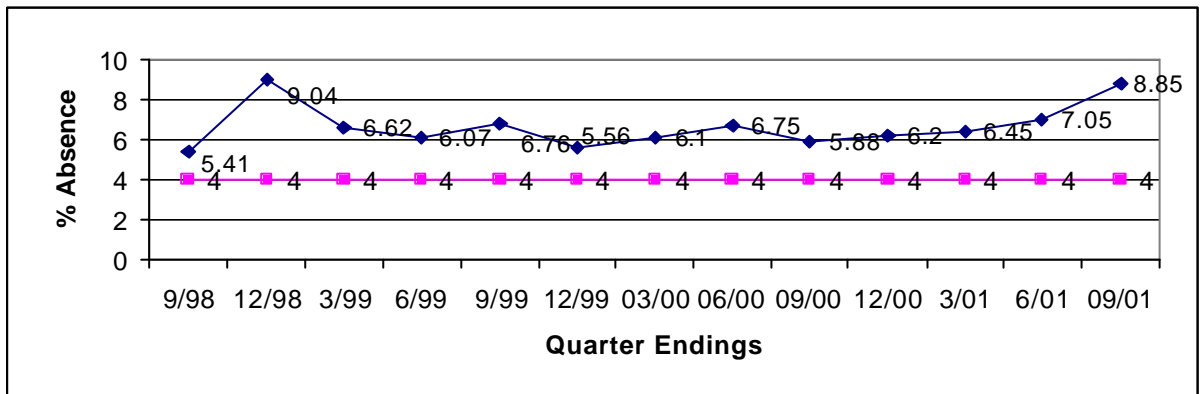
**Report by the Director of Finance**

**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 28 September, 2001.

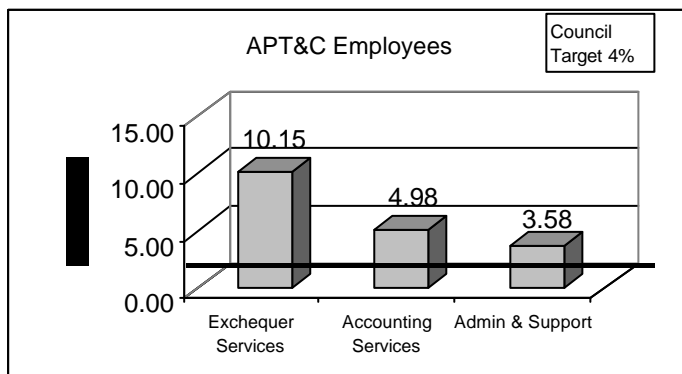
**2. HISTORICAL INFORMATION**

2.1 Absence statistics for the thirteen quarterly periods from September 1998 to the current reporting quarter are as shown against the Council's targets in the following graph:



**3. ANALYSIS OF QUARTERLY ABSENCE RATES**

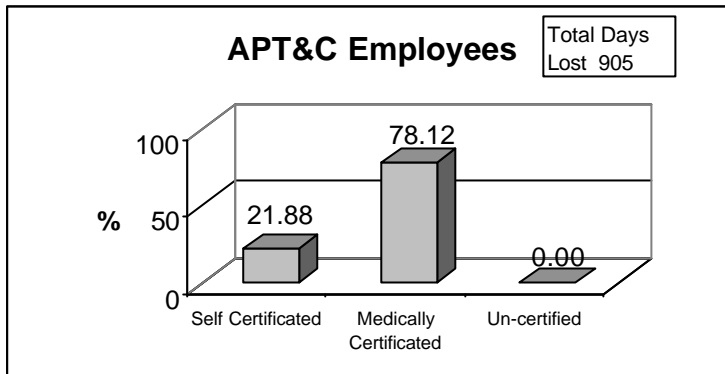
3.1 Absence statistics by section in reporting quarter 1 (2 July – 28 September 2001):-



**Number of APT&C Employees**

Exchequer Services	153
Accounting Services	44
Admin & Support	10
<b>Total</b>	<b><u>207</u></b>

**3.2** Absence statistics by levels of certification;



**3.3** Areas of concern identified during Quarter 3.

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.

**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.

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

**5.1** The Director 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  
29 October 2001

### LIST OF BACKGROUND PAPERS NIL

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

**AGENDA**