

EAST AYRSHIRE COUNCIL

**CORPORATE GOVERNANCE COMMITTEE
10 FEBRUARY 2004**

**DEPARTMENT OF CORPORATE RESOURCES AND CHIEF EXECUTIVE'S OFFICE –
ABSENCE MANAGEMENT REPORT (QUARTER 4 2003)**

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 Committee of absence rates for the Department of Corporate Resources and the Chief Executive's Office for the quarterly period ending 31 December 2003.

2. HISTORICAL INFORMATION

- 2.1** Historical data for this quarter 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 2003 - 31 December 2003 was 3.02% for APT&C employees. This compares to 4.65% for APT&C employees in the same quarter in 2002.

4. DIRECTOR'S COMMENTS

- 4.1** With regard to the absence levels reported for Quarter 4 the following can be noted:
- 4.1.1** Short term absence was the main reason for absence within Corporate Resources, accounting for 71.55% of the overall collective absence rate of 351.5 days.
- 4.1.2** 5 Absence Reviews and 4 Follow-Up Meetings were held in Corporate Resources. There were 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.

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 continues to review the Council's existing Managing Absence Policy with a view to further reducing absence levels and related costs.

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 Corporate Committee is asked to note the contents of this report.

Fiona Lees
Depute Chief Executive/
Director of Corporate Resources
23 January 2004

LIST OF BACKGROUND PAPERS

- 1. Departmental Returns – Quarter 4, 2003
- 2. Departmental Returns – Quarter 3, 2003
- 3. Departmental Returns – Quarter 4, 2002
- 3. Managing Absence Report – 11 February 2003.

Anyone wishing further information should contact Fiona Lees, Depute Chief Executive/
Director of Corporate Resources (Telephone 01563 576103).

EAST AYRSHIRE COUNCIL

CORPORATE GOVERNANCE COMMITTEE – 10 FEBRUARY 2004

ABSENCE MANAGEMENT REPORT QUARTER 4 (2003)

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

Comparison between Quarter 4 2003 and Quarter 3 2003

SECTION	Q3 2003 (1.07.03 – 30.9.03)	Q4 2003 (1.10.03 – 31.12.03)	% INCREASE/ DECREASE
Administration	1.61%	1.56%	-0.05%
Info. Tech.	2.09%	2.77%	+0.68%
Personnel Ser.	3.66%	2.50%	-1.16%
Legal	1.66%	1.56%	-0.10%
Dev. & Comm.	12.76%	16.95%	+4.19%
Directorate	0%	2.64%	+2.64%
Chief Exec. Off.	1.98%	0%	-1.98%
Internal Audit	1.37%	2.37%	+1.00%

Comparison between Quarter 4 2003 and Quarter 4 2002

SECTION	Q4 2002 (1.10.02 – 31.12.02)	Q4 2003 (1.10.03 – 31.12.03)	% INCREASE/ DECREASE
Administration	3.93%	1.56%	-2.37%
Info. Tech.	2.60%	2.77%	+0.17%
Personnel Ser.	3.32%	2.49%	-0.83%
Legal	6.00%	1.56%	-4.44%
Dev. & Comm.	5.67%	16.95%	+11.28%
Directorate	20.00%	2.64%	-17.36%
Chief Exec. Off.	27.00%	0%	-27.00%
Internal Audit	1.06%	2.37%	+1.31%

Council Target: 4%