

EAST AYRSHIRE COUNCIL

CORPORATE GOVERNANCE COMMITTEE – 10 FEBRUARY 2004

DEPARTMENT OF FINANCE - ABSENCE MANAGEMENT REPORT (QUARTER 4, 2003)

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 quarterly period ending 31 December 2003.

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 29 September to 31 December 2003 was 6.60%. This compares to 6.33% for the corresponding period ending 31 December 2002.

4. DIRECTOR'S COMMENTS

- 4.1** With regard to the absence levels reported for Quarter 4 the following points can be noted:

4.1.1 Long Term illness was the main reason for absence within Finance Department, accounting for 58% of the overall collective absence rate of 6.60%. 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 13 Absence Reviews and 19 Follow-up meetings were held within Finance Department, resulting in 4 referrals to the Occupational Health Service.

- 4.2** The Director of Finance 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 the Department of Finance 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.

Alex McPhee
Director of Finance
13 January 2004

**LIST OF BACKGROUND PAPERS
NIL**

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

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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 Finance are detailed below to assist Members in considering the absence rates.

APT&C EMPLOYEES

SECTION	Q3 2003 (30.6.03 – 28.9.03)	Q4 2003 (29.9.03 – 31.12.03)	% Increase/ Decrease
Support & Admin	0.23%	10.67%	+ 10.44%
Revenues	5.25%	10.49%	+ 5.24%
Benefits	5.38%	4.58%	- 0.80%
Systems	2.47%	2.19%	- 0.28%
Payments	8.77%	7.66%	- 1.11%
Accountancy	5.20%	5.34%	+ 0.14%
Overall	4.93%	6.60%	+ 1.67%

Council Target: 4%