

EAST AYRSHIRE COUNCIL

CORPORATE GOVERNANCE COMMITTEE - 18 NOVEMBER 2003

DEPARTMENT OF FINANCE - ABSENCE MANAGEMENT REPORT (QUARTER 3, 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 26 September 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 30 June 2003 to 26 September 2003 was 4.93%, as compared to 5.31% for the same period last year.

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 36.1% of the absences are as a result of long term illness. The absence information for the remaining 63.9% does not identify any constant underlying reason at this time but absences continue to be monitored on an ongoing basis with regular communication with absent employees in line with the Council policy.
 - 4.1.2 24 Absence Reviews and 32 Follow-up meetings were held within Finance Department, resulting in 4 referrals to the Occupational Health Service, and 1 proceeding in accordance with disciplinary procedures.
- 4.2 The Director of Finance and the Departmental Management Team will continue to ensure the careful application of the Council's managing absence procedures and review absence levels and trends on a regular basis.

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 has been live since 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 Sub-Committee is asked to note the contents of this report.

Alex McPhee
Director of Finance

29 October 2003

LIST OF BACKGROUND PAPERS

Nil

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

APPENDIX A

EAST AYRSHIRE COUNCIL

CORPORATE GOVERNANCE COMMITTEE – 18 NOVEMBER 2003

ABSENCE MANAGEMENT REPORT QUARTER 3 (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 | Q4 Oct – Dec 02 | Q1 Jan – March 03 | Q2 Apr – Jun 03 | Q3 July-Sept 03 | Q3 July - Sept 02 |
|-----------------|-----------------|-------------------|-----------------|-----------------|-------------------|
| Support & Admin | 5.35% | 2.86% | 0.82% | 0.23% | 6.70% |
| Revenues | 7.78% | 4.60% | 1.93% | 5.25% | 14.76% |
| Benefits | 7.76% | 7.13% | 5.16% | 5.38% | 3.58% |
| Systems | 5.37% | 4.47% | 3.81% | 2.47% | 3.12% |
| Payments | 5.57% | 6.55% | 3.53% | 8.77% | 6.41% |
| Accountancy | 4.84% | 4.45% | 2.19% | 5.20% | 2.03% |
| Overall | 6.33% | 5.36% | 3.38% | 4.93% | 5.31% |

Council Target: 4%

