

## **EAST AYRSHIRE COUNCIL**

### **CORPORATE GOVERNANCE COMMITTEE - 23 SEPTEMBER 2003**

#### **DEPARTMENT OF FINANCE - ABSENCE MANAGEMENT REPORT (QUARTER 2, 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 27 June 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 31 March 2003 to 27 June 2003 was 3.38%. This is better than the Council's target of 4% and compares to 5.81% for the corresponding period ending 29 June 2002.

#### **4. DIRECTOR'S COMMENTS**

- 4.1** With regard to the absence levels reported for Quarter 1 the following points can be noted:
- 4.1.1** Short-term illness was the main reason for absence within Finance Department, accounting for 57.3% of the overall collective absence rate of 3.38%. The absence information 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** 26 Absence Reviews and 18 Follow-up meetings were held within Finance Department, resulting in 3 referrals to the Occupational Health Service, and 1 proceeding in accordance with disciplinary procedures.
- 4.2** It is encouraging to note that the sickness absence level for the department has fallen below the Council's target. 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**

**14 July 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 – 23 SEPTEMBER 2003

#### ABSENCE MANAGEMENT REPORT QUARTER 2 (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 July - Sept 02	Q4 Oct – Dec 02	Q1 Jan – March 03	Q2 Apr – Jun 03	Q2 Apr – Jun 02
Support & Admin	6.70%	5.35%	2.86%	<b>0.82%</b>	3.36%
Revenues	14.76%	7.78%	4.60%	<b>1.93%</b>	21.02%
Benefits	3.58%	7.76%	7.13%	<b>5.16%</b>	4.17%
Systems	3.12%	5.37%	4.47%	<b>3.81%</b>	5.03%
Payments	6.41%	5.57%	6.55%	<b>3.53%</b>	2.20%
Accountancy	2.03%	4.84%	4.45%	<b>2.19%</b>	3.29%
<b>Overall</b>	<b>5.31%</b>	<b>6.33%</b>	<b>5.36%</b>	<b>3.38%</b>	<b>5.81%</b>

Council Target: 4%

