

EAST AYRSHIRE COUNCIL

CORPORATE SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE – 11 FEBRUARY 2003

DEPARTMENT OF CORPORATE RESOURCES AND CHIEF EXECUTIVE'S OFFICE - ABSENCE MANAGEMENT REPORT (QUARTER 4 2002)

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 Sub - Committee of absence rates for the Department of Corporate Resources and the Chief Executive's Office for the quarterly period ending 31 December 2002.

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 1 October 2002 – 31 December 2002 was 4.65% for APT&C employees. This compares to 4.53% for APT&C employees. A figure of 1.39% was reported at 31 December 2001 for Manual employees who have since been redesignated as APT&C employees.

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 absence was the main reason for absence within Corporate Resources, accounting for 35.5%% of the overall collective absence rate of 4.65%. For the period of reporting this involved 5 employees, 3 of whom have now returned to work.
- 4.1.2 10 absence Reviews and 4 Follow-up meetings were held within Corporate Resources, resulting in two 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.
- 4.2 The Depute Chief Executive 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 has finalised 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, a computerised absence information system has been introduced 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 Corporate Resources 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.

Fiona Lees
Depute Chief Executive/Director of Corporate Resources
30 January 2003

LIST OF BACKGROUND PAPERS

- 1. Departmental Absence Returns – Quarter 4, 2001
- 2. Departmental Absence Returns – Quarter 4, 2002
- 3. Managing Absence Report – 24 September 2002

Any member wishing further information should contact Fiona Lees, Depute Chief Executive/
Director of Corporate Resources (Tel:01563 576103).

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ABSENCE MANAGEMENT REPORT QUARTER 4 (2002)

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

SECTION	Q4 2001 (1.10.01 – 31.12.01)	Q4 2002 (01.10.02 31.12.02)	% INCREASE/ DECREASE
Administration	4.07%	3.93%	-0.14%
Info. Tech.	5.26%	2.6%	-2.66%
Personnel Ser.	2.8%	3.32%	+0.52%
Legal	6.12%	6%	-0.12%
Dev. & Comm.	8.29%	5.67%	-2.62%
Directorate	6.02%	20%	+13.98%
Chief Exec. Off.	2.46%	27%	+24.54
Internal Audit	1.24%	1.06%	-0.18%

Council Target: 4%

MANUAL EMPLOYEES

SECTION	Q4 (1.10.01 – 31.12.01)	Q4 (1.10.02-31.12.02)
Personnel Services	1.39%	Manual employees transferred to APT&C

Council Target: 5%