

EAST AYRSHIRE COUNCIL

DEVELOPMENT SERVICES COMMITTEE – 13 MARCH 2002

ABSENCE MANAGEMENT REPORT QUARTER 4 (2001)

Report by the Director of Development Services

1. PURPOSE OF REPORT

1.1 The purpose of this report is to advise the Committee of absence rates for the Departments of Development Services for the quarterly period ending 31 December 2001.

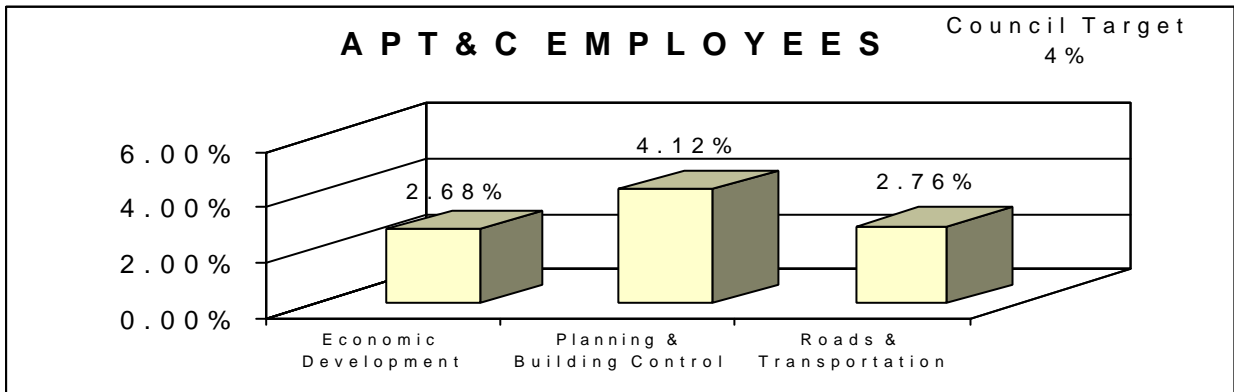
2. HISTORICAL INFORMATION

Historical data for this quarter last year is detailed in Appendix A to assist members in considering the absence rates.

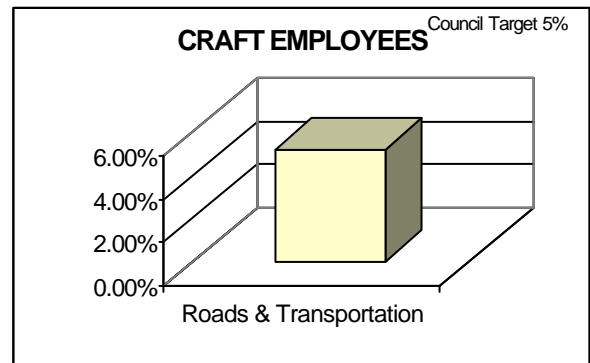
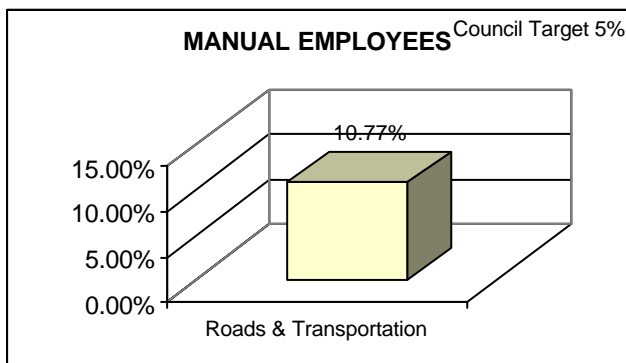
3. ANALYSIS OF QUARTERLY ABSENCE RATES

3.1 The department's average absence rate over the period 1 October 2001 – 31 December 2001 was 4.61%. This consisted of 2.76% for APT&C employees, 10.77% for manual employees and 5.27% for craft employees. A breakdown of these rates by section is detailed below

3.2 Absence statistics by section in reporting quarter 4 (1 October 2001-31 December 2001)



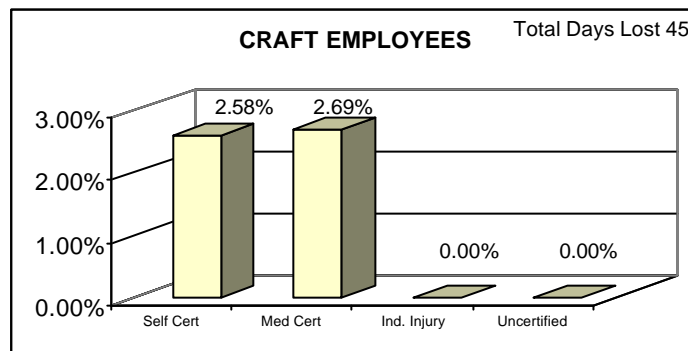
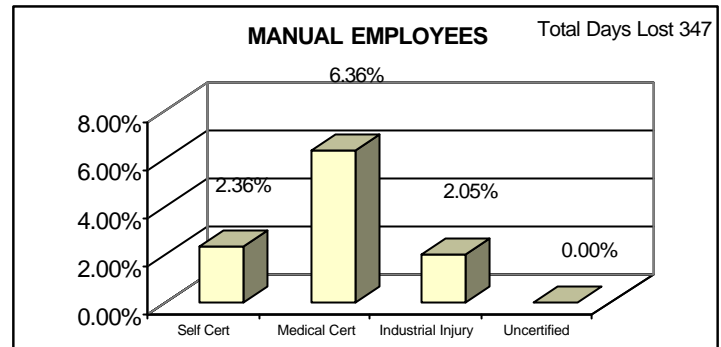
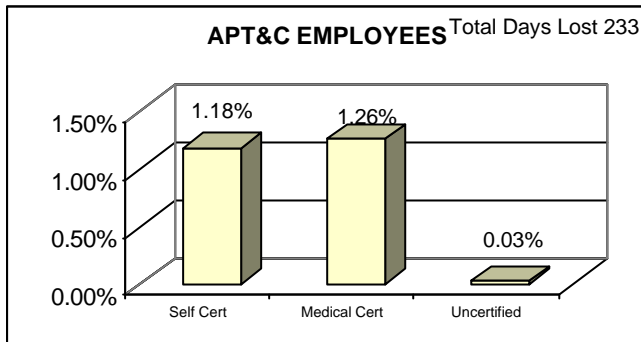
Number of APT&C Employees = 175



No. of Manual Employees: 56

No. of Craft Employees: 14

3.3 Absence statistics by levels of certification in reporting quarter 4 (1 October 2001 – 31 December 2001)



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 Development Services, accounting for 17.16% of the overall collective absence rate of 4.61%. Within the manual section long-term absence accounted for 30.84% of their overall absence rate of 10.77%. The absence information does not identify any constant underlying reason at this time but these absences will be monitored on an ongoing basis with employees being communicated with on a regular basis.

4.1.2 Two absence review meetings were held within Development Services, resulting in 1 referral to the Occupational Health Service. Two further referrals to the Occupational Health Service resulted from the application of the Council's Early Intervention procedure.

4.1.3 There has been a 1.05% reduction in the overall absence rate within Development Services between Q4 2000 (5.66%) and Q4 2001 (4.61%).

- 4.2 The Director and 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.
- 4.3 Members will wish to note that the Heads of Personnel and IT are currently developing a computerised management information system aimed at supporting the existing manual arrangements. This system is being piloted in the first quarter of 2002 with a view to extending across Council departments from 1 April 2002.

5. FINANCIAL IMPLICATIONS – COST OF ABSENCE

- 5.1 The current cost of absence requires to be met from within existing resources.

6. LEGAL/POLICY IMPLICATIONS

- 6.1 Absence levels within Development Services are being managed in accordance with Council policy and employment legislation.

7. RECOMMENDATIONS

- 7.1 The Committee is asked to note the contents of this report.

Stephen Chorley
Director of Development Services

AC
4th February 2002

LIST OF BACKGROUND PAPERS

Nil

Any member wishing further information should contact Stephen Chorley, Director Development Services (Tel:01563 576011).

Implementation Officer: Aynsley Caldwell

EAST AYRSHIRE COUNCIL

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ABSENCE MANAGEMENT- APPENDIX A

Comparison of Q4 Absence Rates

	Q4 2000	Q4 2001
APT & C	5.25%	2.76%
MANUAL	7.13%	10.77%
CRAFT	4.45%	5.27%

Comparison of Levels of Certification in Q4

	Q4 2000	Q4 2001
Self Cert	1.28%	1.55%
Med Cert	3.65%	2.55%
Industrial Injury	0.70%	0.49%
Unauthorised Absence	0.007%	0.02%

Overall Absence Rates

Q4 2000: 5.66%

Q4 2001: 4.61%

AGENDA