

EAST AYRSHIRE COUNCIL

DEVELOPMENT SERVICES COMMITTEE – 7 MAY 2002

ABSENCE MANAGEMENT REPORT QUARTER 1 (2002)

Report by 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 Department of Development Services for the quarterly period ending 31 March 2002.

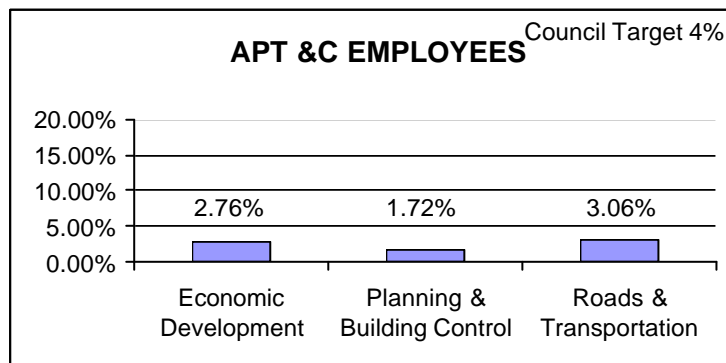
2. HISTORICAL INFORMATION

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

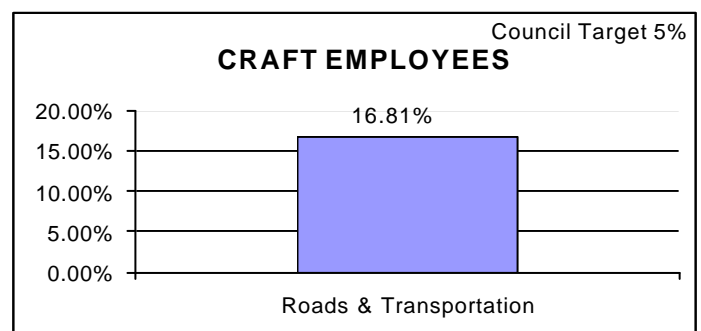
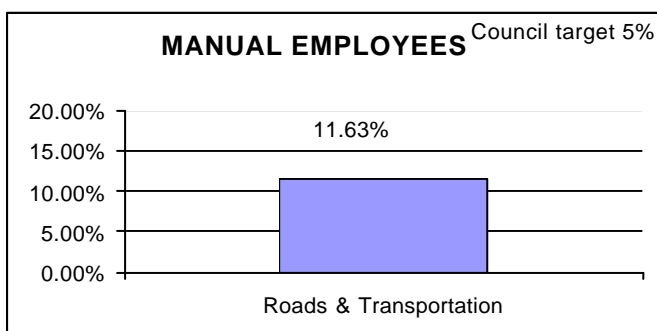
3. ANALYSIS OF QUARTERLY ABSENCE RATES

3.1 The department's average absence rate over the period 1 January 2002 – 31 March 2002 was 5.32%. This consisted of 2.38% for APT&C employees, 11.63% for manual employees and 16.81% for craft employees. A breakdown of these rates by section is detailed below

3.2 Absence statistics by section in reporting quarter 1 (1 January 2002-31 March 2002)



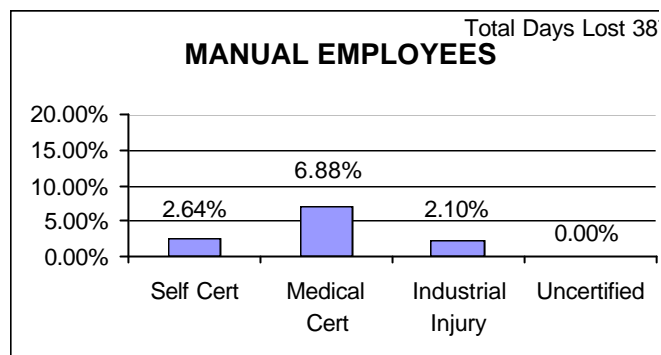
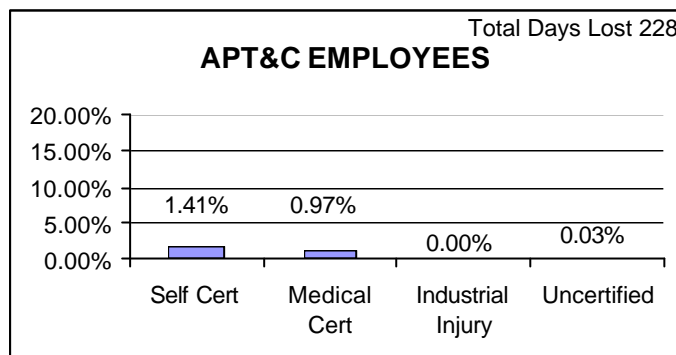
Number of APT&C Employees = 177



No. of Manual Employees: 57

No. of Craft Employees: 11

3.3 Absence statistics by levels of certification in reporting quarter 1 (1 January 2002 – 31 March 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 Development Services, accounting for 35% of the overall collective absence rate of 5.32%. This is also the main reason for the high absence rates for manual and craft employees with long term illness for the quarter at 50.00% and 56.08% respectively. 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 Three absence review meetings are due to be held within Development Services, and there has been 1 referral to the Occupational Health Service.

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.

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/ 19 April 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 Q1 Absence Rates

	Q1 2001	Q1 2002
APT & C	4.09%	2.38%
MANUAL	9.01%	11.63%
CRAFT	1.83%	16.81%

Comparison of Levels of Certification in Q1

	Q1 2001	Q1 2002
Self Cert	1.77%	1.86%
Med Cert	2.33%	2.91%
Industrial Injury	0.99%	0.55%
Unauthorised Absence	0.03%	0.00%

Overall Absence Rates

Q1 2001: 5.13%

Q1 2002: 5.32%

AGENDA