

EAST AYRSHIRE COUNCIL

DEVELOPMENT SERVICES COMMITTEE –26 AUGUST 2003

ABSENCE MANAGEMENT REPORT QUARTER 2 (2003)

Report by the Director of Development Services

1. PURPOSE OF REPORT

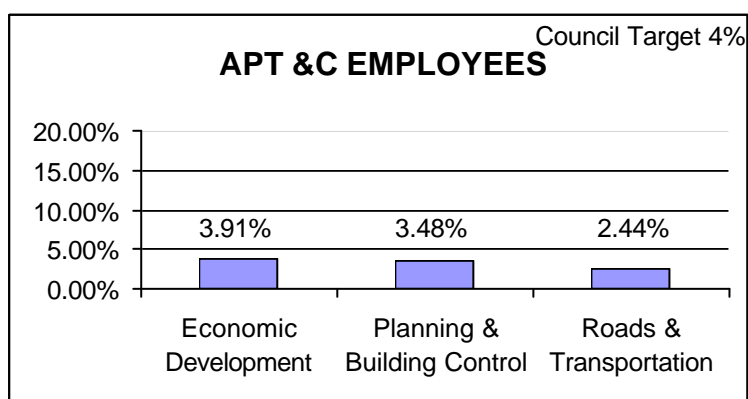
- 1.1 The purpose of this report is to advise the Committee of absence rates for the Department of Development Services for the quarterly period ending 30 June 2003.

2. HISTORICAL INFORMATION

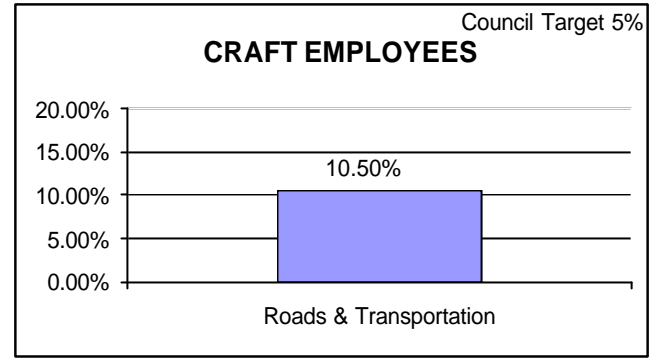
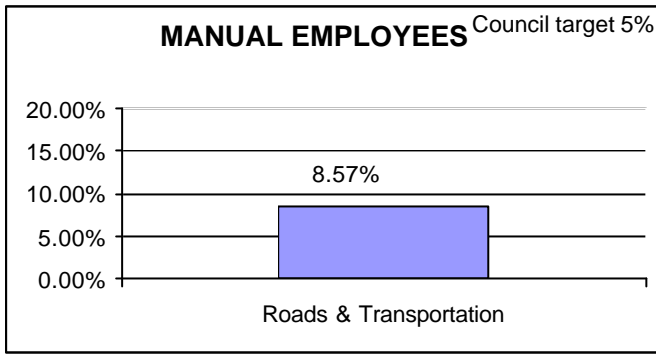
- 2.1 Historical data for this quarter last year is detailed in Appendix A to assist Members in considering the absence rates.

3. ANALYSIS OF QUARTERLY ABSENCE RATES

- 3.1 The department's average absence rate over the period 1 April 2003 – 30th June 2003 was 4.83%. This consisted of 3.04% for APT&C employees, 8.57% for manual employees and 10.50% for craft employees. A breakdown of these rates by section is detailed below.
- 3.2 Absence statistics by section in reporting quarter 2 (1 April 2003 -30 June 2003)



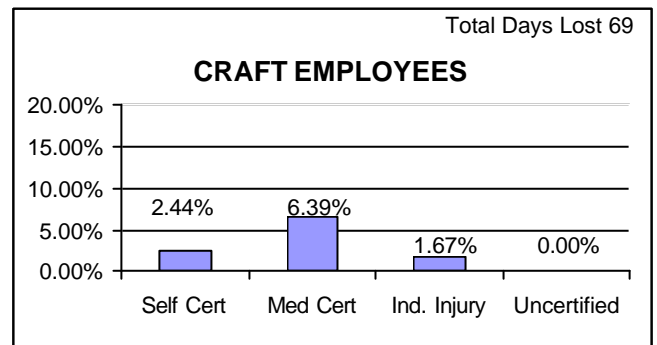
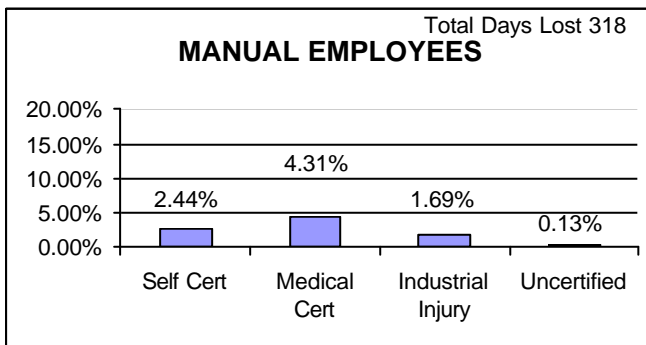
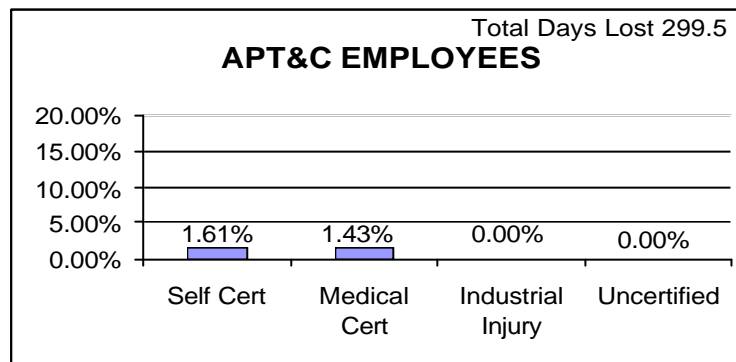
No. of APT&C Employees = 182



No. of Manual Employees = 67

No. of Craft Employees = 12

3.3 Absence statistics by levels of certification in reporting quarter 2
(1 April 2003 – 30 June 2003)



4. **DIRECTOR'S COMMENTS**

4.1 With regard to the absence levels reported for Quarter 2 the following points can be noted:

4.1.2 Stress/emotional/ personal reasons were the main reasons for absence within Development Services, accounting for 21.63% of the overall collective absence rate of 4.83%. The absence information does not identify any constant underlying reason at this time but these absences will be monitored

on an ongoing basis with referrals to Occupational Health/Employee Counselling Service as appropriate. At the end of Q2 6 absence review meetings were due to be held within Development Services, 17 had been held and there were 3 referrals 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

4 August 2003
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LIST OF BACKGROUND PAPERS

Nil

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

ABSENCE MANAGEMENT- APPENDIX A

Comparison of Q2 Absence Rates

	Q2 2002	Q2 2003
APT & C	2.14%	3.04%
MANUAL	13.41%	8.57%
CRAFT	12.16%	10.50%

Comparison of Levels of Certification in Q2

	Q2 2002	Q2 2003
Self Cert	2.04%	1.86%
Med Cert	3.13%	2.41%
Industrial Injury	0.16%	0.52%
Unauthorised Absence	0.00%	0.04%

Overall Absence Rates

Q2 2002: 5.33%
Q2 2003: 4.83%