

EAST AYRSHIRE COUNCIL

DEVELOPMENT SERVICES COMMITTEE –17 DECEMBER 2002

ABSENCE MANAGEMENT REPORT QUARTER 3 (2002)

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 September 2002.

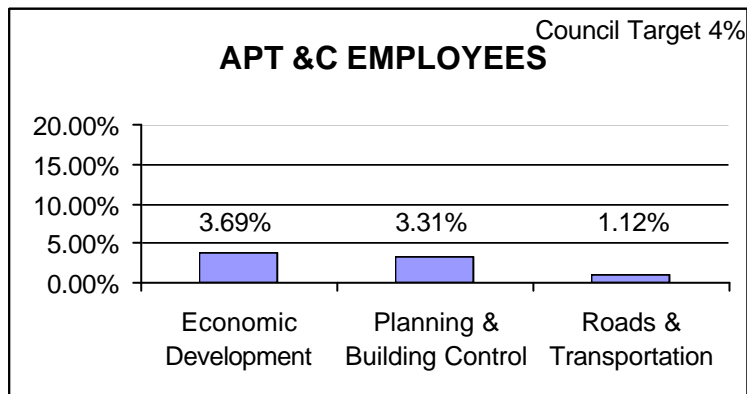
2. HISTORICAL INFORMATION

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

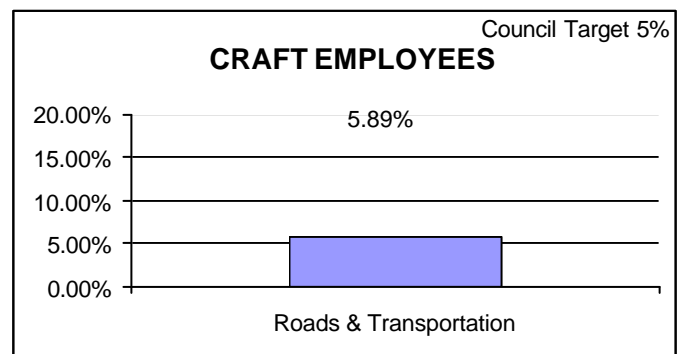
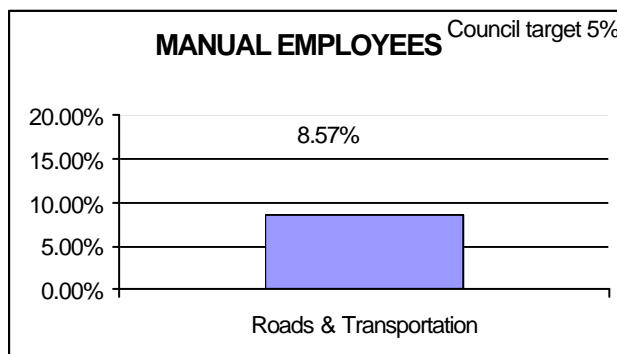
3. ANALYSIS OF QUARTERLY ABSENCE RATES

3.1 The department's average absence rate over the period 1 July 2002 – 30 September 2002 was 3.95%. This consisted of 2.29% for APT&C employees, 8.57% for manual employees and 5.89% for craft employees. A breakdown of these rates by section is detailed below.

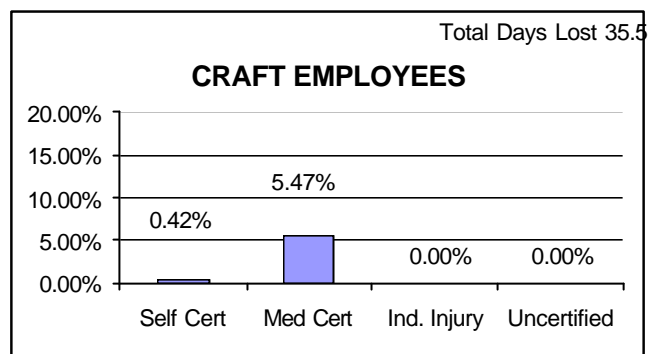
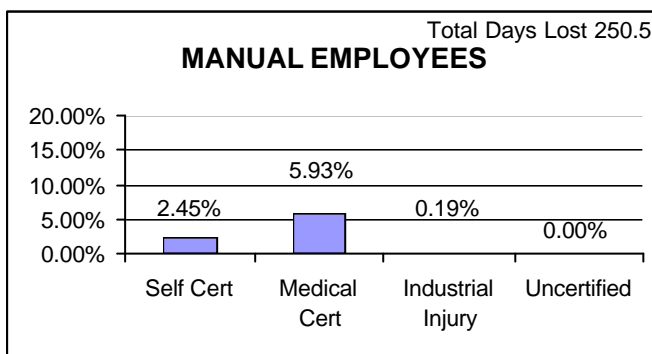
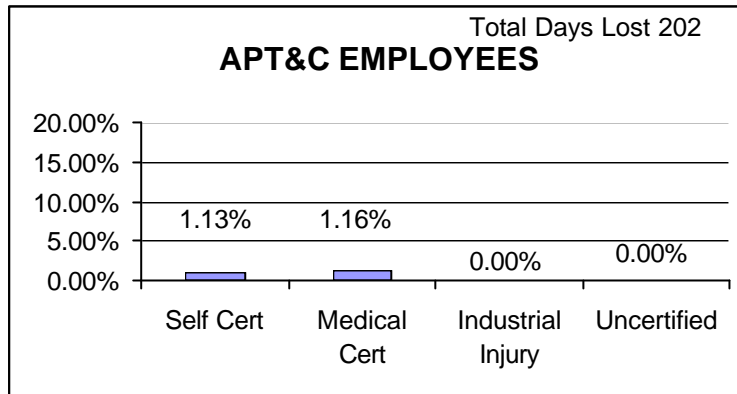
3.2 Absence statistics by section in reporting quarter 3 (1 July 2002-30 September 2002)



Number of APT&C Employees = 178



3.3 Absence statistics by levels of certification in reporting quarter 3
(1 July 2002 – 30 September 2002)



4. DIRECTOR'S COMMENTS

4.1 With regard to the absence levels reported for Quarter 3 the following points can be noted:

4.1.1 Non-work related injury was the main reason for absence within Development Services, accounting for 20.08% of the overall collective absence rate of 3.95%. This is also the main reason for the high absence rates for manual employees with non-work related injury for the quarter at 33.26%. 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 as appropriate. Indeed three of the manual employees who were absent from work during the quarter with non-work related injuries have attended Occupational Health and have been able to resume their full range of duties through a managed return to work.

4.1.2 At the end of Q3 6 absence review meetings were due to be held within Development Services, 19 had been held and there were 4 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 Service
9 December 2002
AMcC

LIST OF BACKGROUND PAPERS

Nil

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

Implementation Officer: Stephen Chorley

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DEVELOPMENT SERVICES COMMITTEE – DECEMBER 2002

ABSENCE MANAGEMENT- APPENDIX A

Comparison of Q3 Absence Rates

	Q3 2001	Q3 2002
APT & C	2.61%	2.29%
MANUAL	9.88%	8.57%
CRAFT	0.12%	5.89%

Comparison of Levels of Certification in Q3

	Q3 2001	Q3 2002
Self Cert	0.84%	1.41%
Med Cert	2.46%	2.50%
Industrial Injury	0.87%	5.50%
Unauthorised Absence	0.00%	0.00%

Overall Absence Rates

Q3 2001: 4.17%

Q3 2002: 3.95%