

EAST AYRSHIRE COUNCIL

DEVELOPMENT SERVICES COMMITTEE – 12 MARCH 2003

ABSENCE MANAGEMENT REPORT QUARTER 4 (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 31 December 2002.

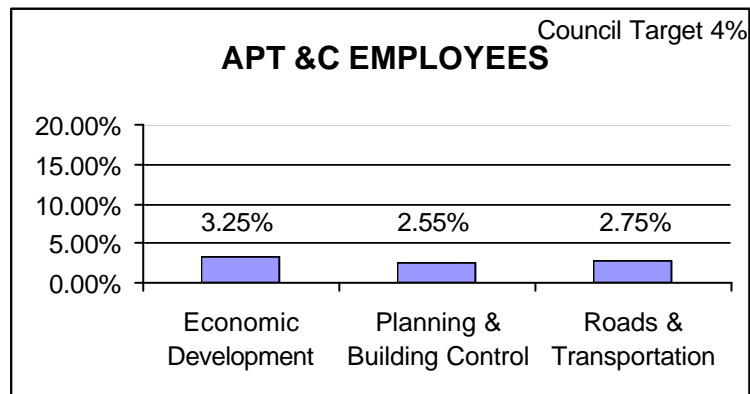
2. HISTORICAL INFORMATION

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

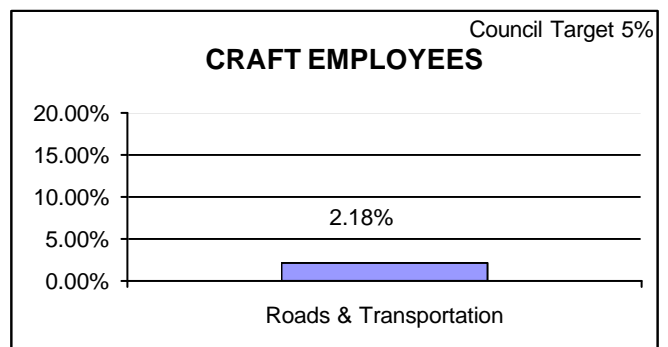
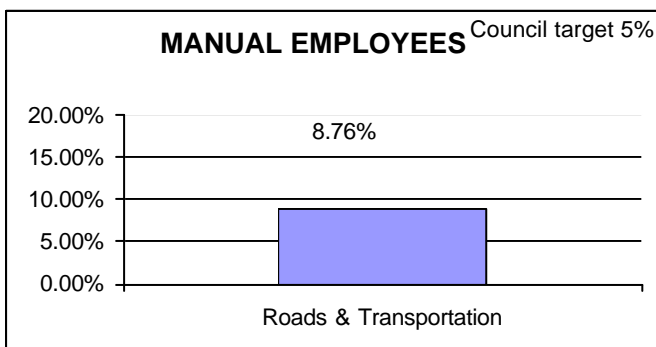
3. ANALYSIS OF QUARTERLY ABSENCE RATES

3.1 The department's average absence rate over the period 1 October 2002 – 31st December 2002 was 4.37%. This consisted of 2.83% for APT&C employees, 8.76% for manual employees and 2.18% 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 2002-30 December 2002)



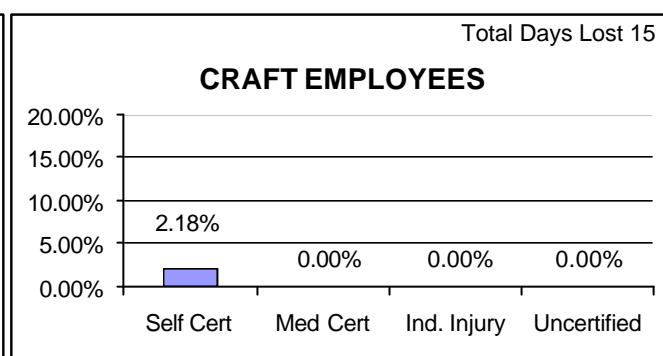
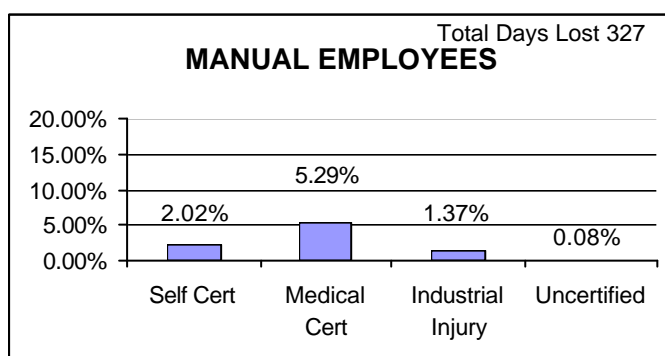
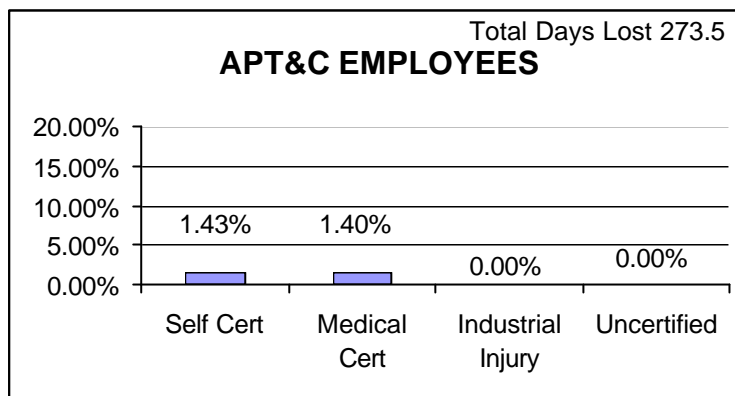
Number of APT&C Employees = 176



No. of Manual Employees = 62

No. of Craft Employees = 12

3.3 Absence statistics by levels of certification in reporting quarter 4
(1 October 2002 – 31 December 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 Stress/emotional/personal reasons was the main reason for absence within Development Services, accounting for 18.6% of the overall collective absence rate of 4.37%. This is also the main reason for the high absence rates for manual employees with stress/emotional/personal reasons accounting for 30.2% of the absence for the quarter. 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 and Employee Counselling as appropriate. 2 of the manual workers have been offered counselling during their absence review meeting and one has been referred to Occupational Health.

4.1.2 At the end of Q4 8 absence review meetings were due to be held within Development Services, 27 had been held and there were 7 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

AC
18 February 2003

LIST OF BACKGROUND PAPERS

Nil

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

Implementation Officer: Aynsley McCrone

EAST AYRSHIRE COUNCIL

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ABSENCE MANAGEMENT- APPENDIX A

Comparison of Q4 Absence Rates

	Q4 2001	Q4 2002
APT & C	2.76%	2.83%
MANUAL	10.77%	8.76%
CRAFT	5.27%	2.18%

Comparison of Levels of Certification in Q4

	Q4 2001	Q4 2002
Self Cert	1.55%	1.63%
Med Cert	2.55%	2.36%
Industrial Injury	0.49%	0.36%
Unauthorised Absence	0.02%	0.02%

Overall Absence Rates

Q3 2001: 4.61%

Q3 2002: 4.37%