

EAST AYRSHIRE COUNCIL

DEVELOPMENT SERVICES COMMITTEE – 20 MAY 2003

ABSENCE MANAGEMENT REPORT QUARTER 1 (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 31 March 2003.

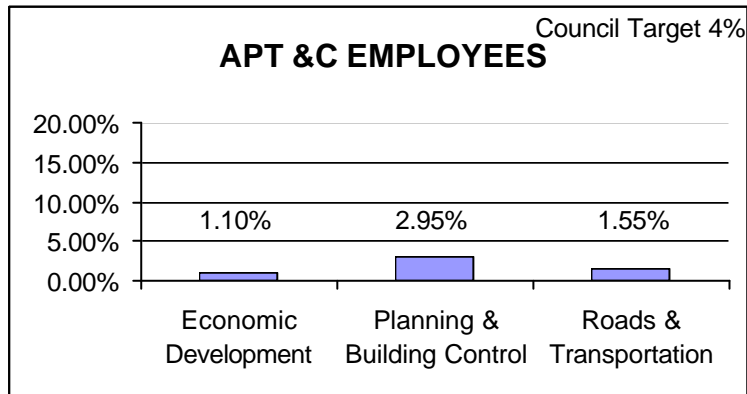
2. HISTORICAL INFORMATION

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

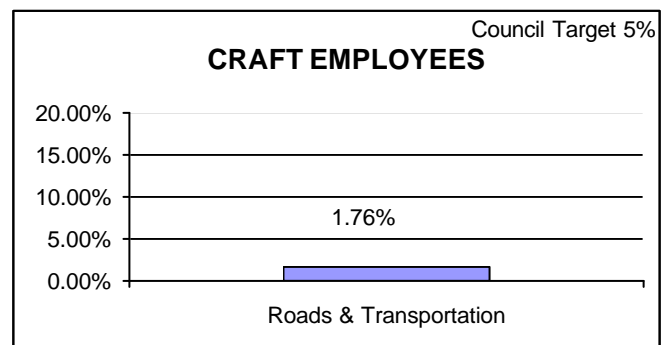
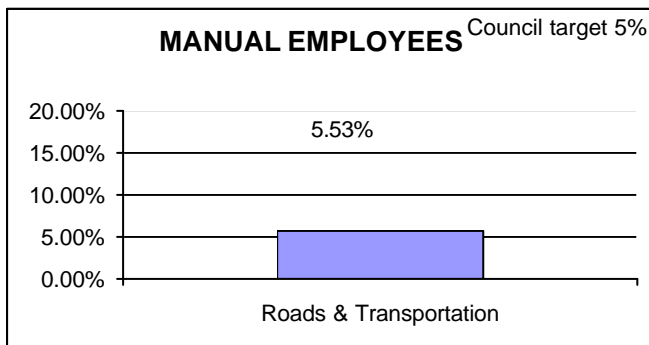
3. ANALYSIS OF QUARTERLY ABSENCE RATES

3.1 The department's average absence rate over the period 1 January 2003 – 31st March 2003 was 2.69%. This consisted of 1.80% for APT&C employees, 5.52% for manual employees and 0.94% 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 2003 -31March 2003)



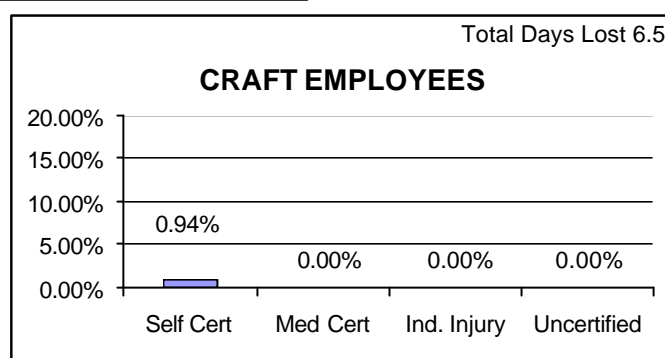
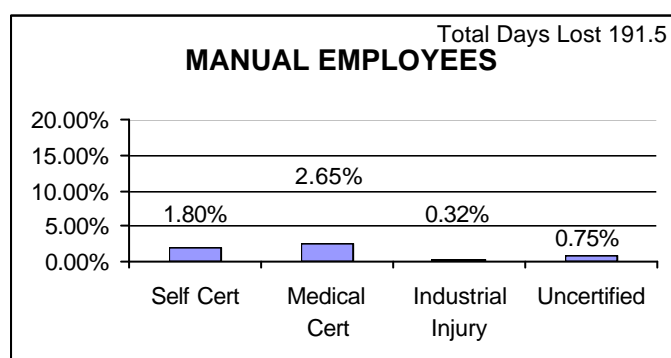
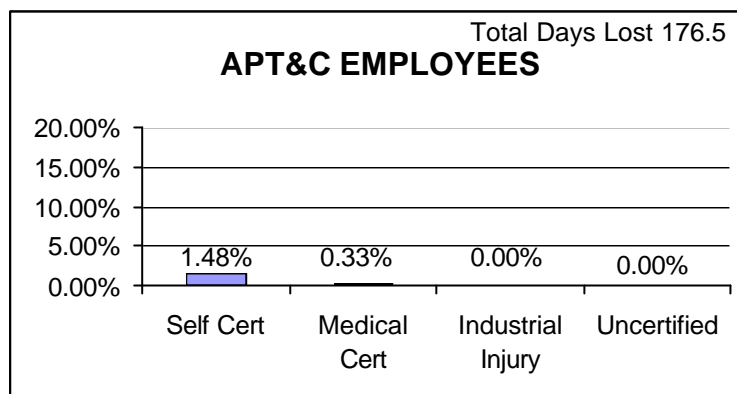
Number of APT&C Employees = 185



No. of Manual Employees = 62

No. of Craft Employees = 12

3.3 Absence statistics by levels of certification in reporting quarter 1
(1 January 2003 – 31 March 2003)



4. DIRECTOR'S COMMENTS

4.1 With regard to the absence levels reported for Quarter 1 the following points can be noted:

4.1.2 Cold/Flu was the main reason for absence within Development Services, accounting for 26.70% of the overall collective absence rate of 2.69%. Long-term illness was the main reason for sickness absence for manual employees accounting for 21.00% of their 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 as appropriate. At the end of Q1 16 absence review meetings were due to be held within Development Services, 8 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
2 May 2003

LIST OF BACKGROUND PAPERS

Nil

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

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ABSENCE MANAGEMENT- APPENDIX A

Comparison of Q1 Absence Rates

	Q1 2002	Q1 2003
APT & C	2.38%	1.80%
MANUAL	11.63%	5.52%
CRAFT	16.81%	0.94%

Comparison of Levels of Certification in Q1

	Q1 2002	Q1 2003
Self Cert	1.86%	1.53%
Med Cert	2.91%	0.89%
Industrial Injury	0.55%	0.08%
Unauthorised Absence	0.00%	0.19%

Overall Absence Rates

Q1 2002: 5.32%

Q1 2003: 2.69%