

EAST AYRSHIRE COUNCIL

POLICY AND RESOURCES COMMITTEE – 22 FEBRUARY 2001

ABSENCE MANAGEMENT REPORT QUARTER 4 (2000)

Report by the Depute Chief Executive/Director of Corporate Resources

1. PURPOSE OF REPORT

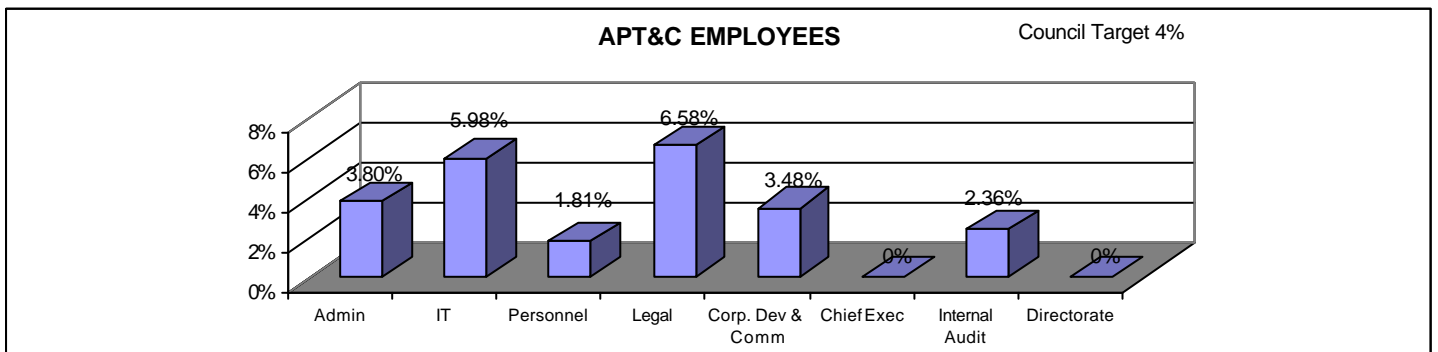
- 1.1 The purpose of this report is to advise the Committee of absence rates for the Departments of Corporate Resources and the Chief Executive's Office for the quarterly period ending 29 December 2000.

2. HISTORICAL INFORMATION

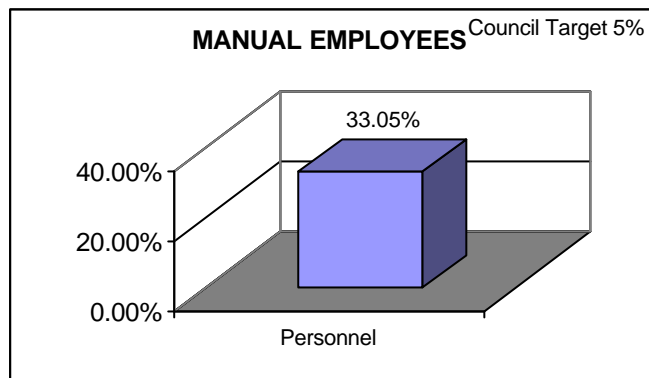
Historical data is detailed in Appendix A to assist members in considering the absence rates. However, it should be noted that only Q3 absence levels allow a meaningful comparison to be made as statistics for Q1 & 2 are prior to the reorganisation exercise.

3. ANALYSIS OF QUARTERLY ABSENCE RATES

- 3.1 Absence statistics by section in reporting quarter 4 (2 October 2000 – 29 December 2000)

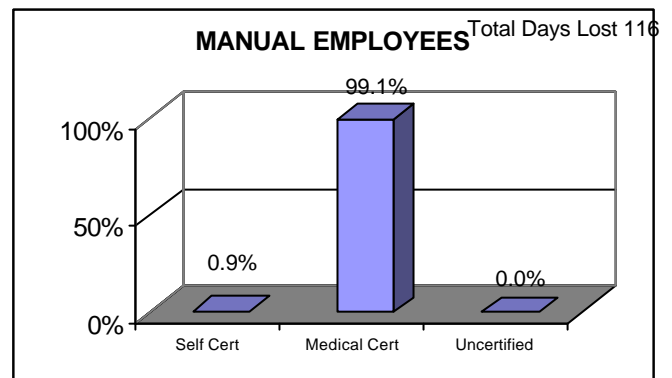
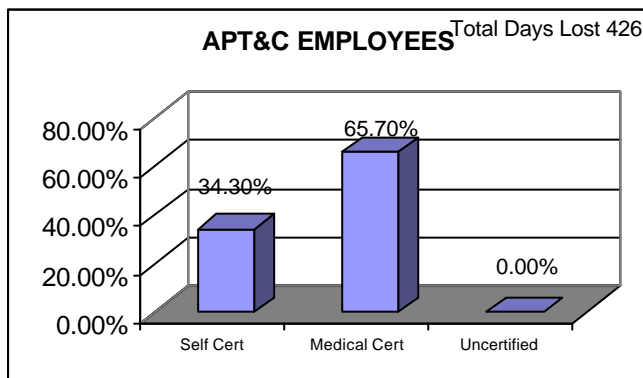


Number of APT&C Employees = 186



No. Of Manual Employees: 6

3.2 Absence statistics by levels of certification in reporting quarter 3 (1 October 2000 – 29 December 2000)



4. DIRECTOR'S COMMENTS

4.1 With regard to the absence levels reported for Quarter4 the following points can be noted:

4.1.1 Long-term illness was the main reason for absence within Corporate Resources, accounting for 64% of all absence. 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 16 absence review meetings were held within Corporate Resources, resulting in 2 referrals to the Occupational Health Service;

4.1.3 The Director of Corporate Resources/Depute Chief Executive has undertaken a detailed review of individual record cards within each section to ensure that the Council's Managing Absence Policy is being adhered to in terms of absence review meetings.

4.1.4 The high level of absence within the Personnel Services Section amongst Manual employees is attributable to two employees on long term sick leave

one of whom has subsequently been granted early retirement on grounds of ill-health and the other has recently returned to work.

- 4.2 The Senior Management Team within the Department of Corporate Resources 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 can be met from within existing resources.

6. LEGAL/POLICY IMPLICATIONS

- 6.1 Absenteeism within Corporate Resources is 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.

Fiona Lees

Depute Chief Executive/Director of Corporate Resources

25 January 2001

LIST OF BACKGROUND PAPERS

Nil

Any member wishing further information should contact Fiona Lees, Depute Chief Executive/ Director Corporate Resources (Tel:01563 576103).

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ABSENCE MANAGEMENT REPORT QUARTER 4 (2000)

HISTORICAL DATA

1. ANALYSIS OF QUARTERLY ABSENCE RATES

- 1.1 Absence statistics in the sections within the Department of Corporate Resources and the Chief Executive's Office are detailed below to assist members in considering the absence rates.

APT&C EMPLOYEES

SECTION	Q3 (3.07.00 – 29.09.00)	Q4 (2.10.00 – 29.12.00)	% INCREASE/ DECREASE
Administration	5.87%	3.80%	- 2.07%
Info. Tech.	3.98%	5.98%	+2.00%
Personnel Ser.	3.24%	1.60%	-1.64%
Legal	7.30%	6.58%	-0.72%
Dev. & Comm.	0.75%	3.48%	+2.73%
Directorate	0%	0%	0%
Chief Exec. Off.	0%	0%	0%
Internal Audit	1.10%	2.36%	+1.26%

Council Target: 4%

MANUAL EMPLOYEES

SECTION	Q3 (1.06.00 – 29.09.00)	Q4 (2.10.00 – 29.12.00)
Personnel Services	22.33%	33.05%

Council Target: 5%

AGENDA