

EAST AYRSHIRE COUNCIL

POLICY AND RESOURCES COMMITTEE – 14 JUNE 2001

ABSENCE MANAGEMENT REPORT QUARTER 1 (2001)

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 30 March 2001.

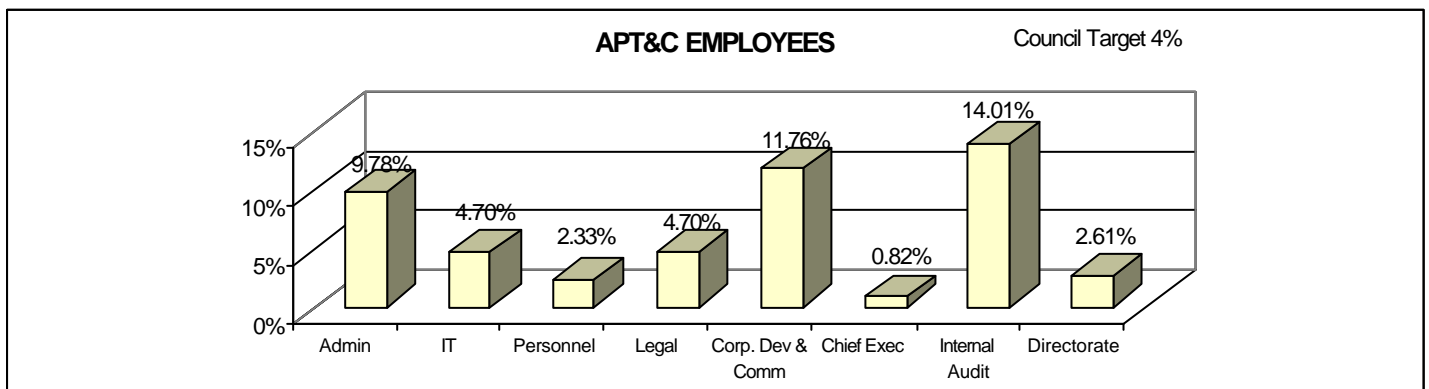
2. HISTORICAL INFORMATION

Historical data for this quarter last year is detailed in Appendix A to assist members in considering the absence rates. However, it should be that for some sections it is not possible to make a meaningful comparison with the absence statistics for Q1 2000 as these reflect the sections prior to the reorganisation exercise of service departments.

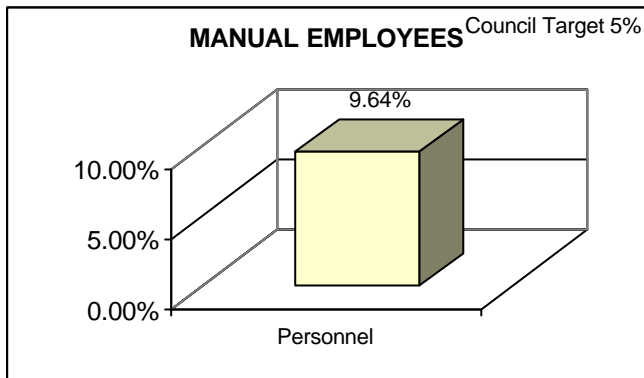
3. ANALYSIS OF QUARTERLY ABSENCE RATES

- 3.1 The department's average absence rates over the period 1 January 2001 – 30 March 2001 were 5.95% for APT&C employees and 9.64% for manual employees. A breakdown of these rates by section is detailed below.

- 3.2 Absence statistics by section in reporting quarter 1 (1 January 2001-30 March 2001)

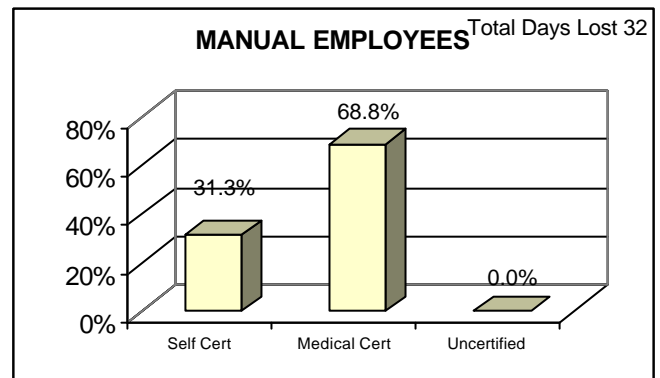
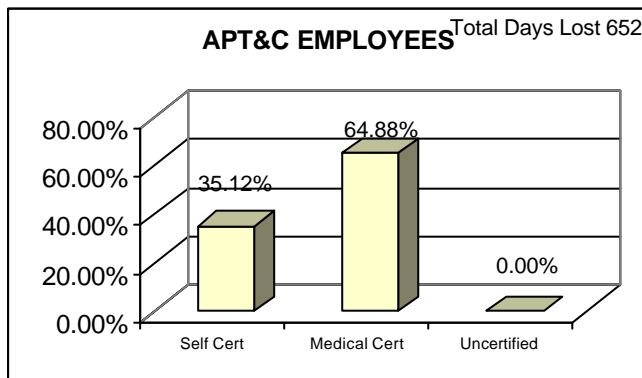


Number of APT&C Employees = 246



No. Of Manual Employees: 6

3.3 Absence statistics by levels of certification in reporting quarter 1 (1 January 2001 – 30 March 2001)



4. DIRECTOR'S COMMENTS

4.1 With regard to the absence levels reported for Quarter1 the following points can be noted:

4.1.1 Long-term illness was the main reason for absence within Corporate Resources, accounting for 46.78% of the overall collective absence rate of 6.03%. The 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 4 referrals to the Occupational Health Service.

- 4.1.3 A detailed review of individual record cards within each section has been carried out 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, demonstrated through percentages, amongst APT&C employees within the Corporate Development & Communication and Internal Audit sections is attributable to a small number of employees on long term sick leave. These situations are being managed in accordance with the Managing Absence Policy.
- 4.2 The Depute Chief Executive and the 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. The Head of Personnel will finalise a review of the Council's existing Managing Absence policy by 30 June 2001 with a view to further reducing absence levels and related costs.

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

21st May 2001

LIST OF BACKGROUND PAPERS

Nil

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

EAST AYRSHIRE COUNCIL

POLICY & RESOURCES COMMITTEE – 14 June 2001

ABSENCE MANAGEMENT REPORT QUARTER 1 (2001)

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. The numbers in brackets represent the absence figures for Q1 2000.

APT&C EMPLOYEES

SECTION	Q1 2000 (1.01.00 – 31.03.00)	Q1 2001 (1.01.01 – 31.03.01)	% INCREASE/ DECREASE
Administration	6.0%	9.78%	+3.78%
Info. Tech.	3.3%	4.70%	+1.4%
Personnel Ser.	6.6%	2.33%	-4.27%
Legal	5.6%	4.70%	-0.9%
*Dev. & Comm.	7.33%	11.76%	+4.43%
*Directorate	-	2.61%	+2.61%
*Chief Exec. Off.	2.9%	0.82%	-2.08%
Internal Audit	4.2%	14.01%	+9.81%

Council Target: 4%

MANUAL EMPLOYEES

SECTION	Q1 2000 (1.01.00 – 31.03.00)	Q1 2001 (1.01.01 – 30.03.01)	%INCREASE/ DECREASE
Personnel Services	1.61%	9.64%	+8.03

Council Target: 5%

*It should be noted that these comparisons involve sections which have undergone changes as part of the July 2000 council reorganisation. A more meaningful comparison will be available for those reports relating to the end of September onwards.

AGENDA