

EAST AYRSHIRE COUNCIL

POLICY AND RESOURCES COMMITTEE – 4 MAY 2000

ABSENCE MANAGEMENT REPORT QUARTER 1 (2000)

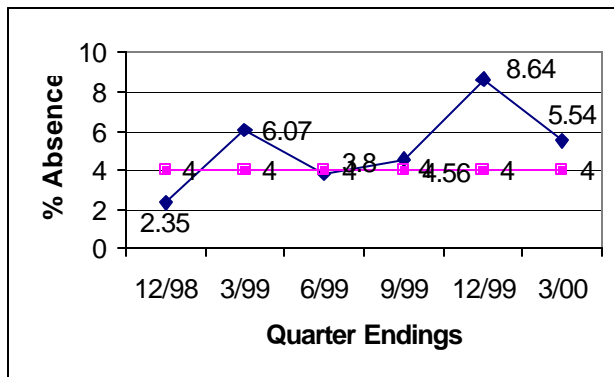
Report by the Director of Corporate Services

1. PURPOSE OF REPORT

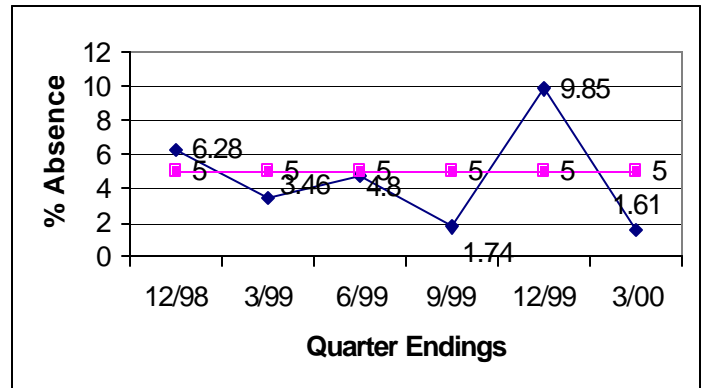
- 1.1 The purpose of this report is to advise the Committee of absence rates for the Department of Corporate Services for the quarterly period ending 31 March 2000.

2. HISTORICAL INFORMATION

- 2.1 Absence statistics for the six quarterly periods from December 1998 to the current reporting quarter are shown against the Council's targets in the following graphs:



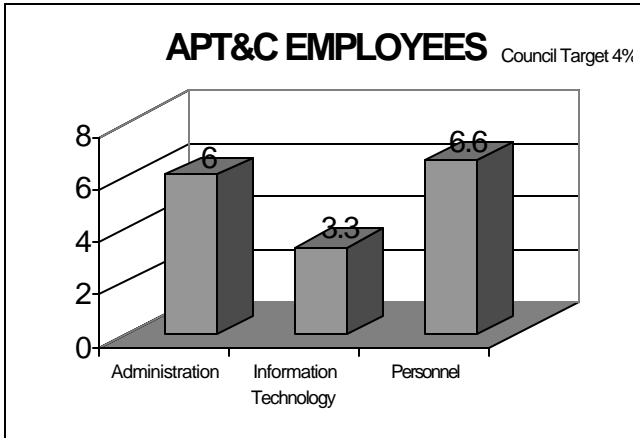
Number of APT&C Employees = 184



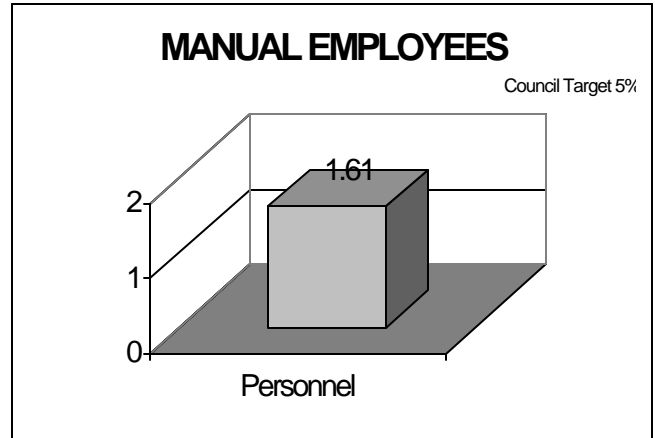
Number of Manual Employees = 6

3. ANALYSIS OF QUARTERLY ABSENCE RATES

3.1 Absence statistics by section in reporting quarter 4 (1 January 2000 – 31 March 2000):



(a) APT&C Employees



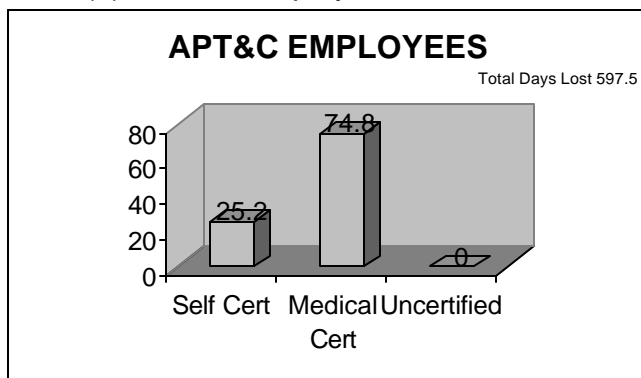
(b) Manual Employees

Number of APT&C Employees = 184

Number of Manual Employees = 6

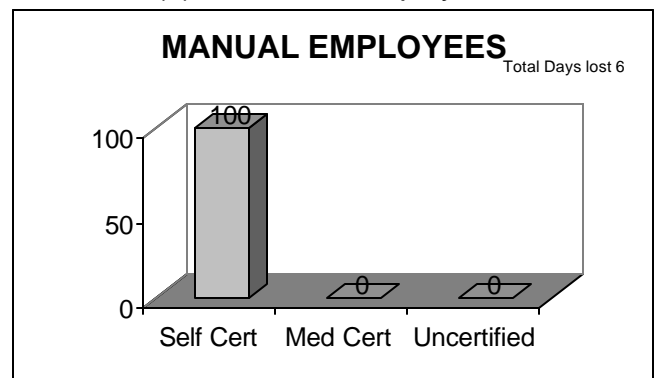
3.2 Absence statistics by levels of certification in reporting quarter 1 (1 January 2000 – 31 March 2000):

(a) APT&C Employees



Number of APT&C Employees = 184

(b) Manual Employee



Number of Manual Employees = 6

4. DIRECTOR'S COMMENTS

- 4.1 The Departmental Senior Management Team continually monitor and review absence levels within the Team Meeting Structure.
- 4.2 The absence rates for Quarter 4 reflect above target absence rates within the Administration and Personnel Sections of the Department. As detailed within paragraph 3.2 above, 74.8% of absence within the Department was medically certified. There has been a significant reduction in the rate of absence within the manual employee group due to the effective management of long-term absence within this section.
- 4.3 The Department has fully implemented the revised Managing Absence Procedure, which became effective at the commencement of Quarter 4. Absence review meetings are conducted by line managers in accordance with the absence "triggers" detailed within the procedure. It is anticipated that the introduction of the Occupational Health Service from April 2000 will assist managers in this regard.

5. FINANCIAL IMPLICATIONS – COST OF ABSENCE

- 5.1 The Personnel and Property Sub-Committee have asked the Head of Personnel to evaluate the Corporate Human Resource Information System absence module as a potential mechanism for costing absence.
- 5.2 The current cost of absence can be met from within existing resources.

6. LEGAL/POLICY IMPLICATIONS

- 6.1 Absenteeism within Corporate Services 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.

Barbara Haughan
Director of Corporate Services
25 April 2000

LIST OF BACKGROUND PAPERS

Nil

Any member wishing further information should contact Barbara Haughan,
Director of Corporate Services (Tel: 01563 576061).

AGENDA