

EAST AYRSHIRE COUNCIL

POLICY AND RESOURCES COMMITTEE – 4 MAY 2000

ABSENCE MANAGEMENT REPORT - QUARTER 1 (2000)

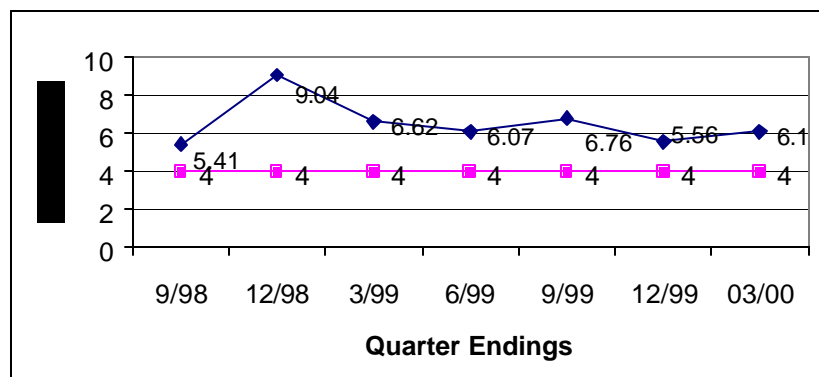
Report by the Director of Finance

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to advise the Committee of absence rates for the Department of Finance for the quarter period ending 31 March, 2000.

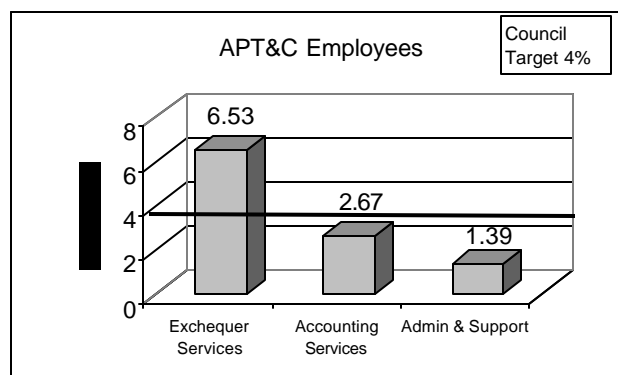
2. HISTORICAL INFORMATION

- 2.1 Absence statistics for the seven quarterly periods from September 1998 to the current reporting quarter are as shown against the Council's targets in the following graph:



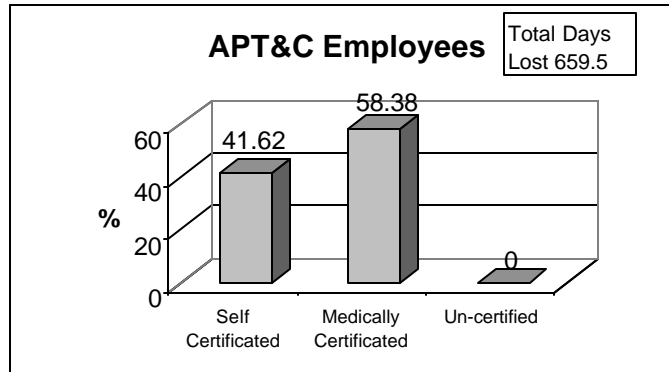
3. ANALYSIS OF QUARTERLY ABSENCE RATES

- 3.1 Absence statistics by section in reporting quarter 1 (3 January – 31 March 2000):-



Number of APT&C Employees = 204

3.2 Absence statistics by levels of certification;



3.3 Areas of concern identified during Quarter 4.

Area of Concern	Management Action
Long Term Sickness	2 Medical Examinations are in the process of being requested.

4. DIRECTOR'S COMMENTS

- 4.1 Advice has been provided to all Section Managers on the procedures to manage absence and adherence to this is being monitored by the Support and Development Manager. Nine Absence Review Meetings have been carried out in Quarter1 and four Absence Review Follow-up meetings have also been carried out during the period.
- 4.2 The high absence level results mainly from a small number of employees with long term illnesses, some of whom have been referred for medical examination inline with Council policy. This has resulted in retiral on ill health and the granting of leave of absence.

5. FINANCIAL IMPLICATIONS – COST OF ABSENCE

- 5.1 The Director of Personnel Services is currently in the process of developing an appropriate mechanism for costing absence. It is anticipated that development will progress in association with the phased implementation of the Corporate Human Resource Information System (Cyborg).

6. LEGAL/POLICY IMPLICATIONS

- 6.1 Absenteeism within Finance Department is being managed in accordance with Council policy and employment legislation.

7. CONCLUSIONS

7.1 The department will continue to strive to reduce the level of absence.

8. RECOMMENDATIONS

8.1. The Committee are asked to note the contents of this report.

Alex McPhee
Director of Finance

JB
13 April 2000

LIST OF BACKGROUND PAPERS NIL

Any Member wishing further information should contact Alex McPhee, Director of Finance (Tel: 01563 576300).

AGENDA