

EAST AYRSHIRE COUNCIL

POLICY AND RESOURCES COMMITTEE – 30 NOVEMBER 2000

ABSENCE MANAGEMENT REPORT - QUARTER 3 (2000)

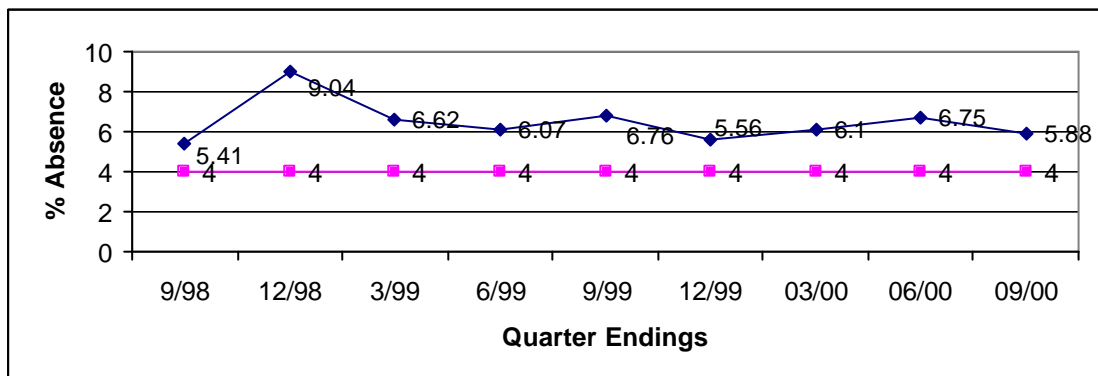
Report by the Director of Finance

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 29 September, 2000.

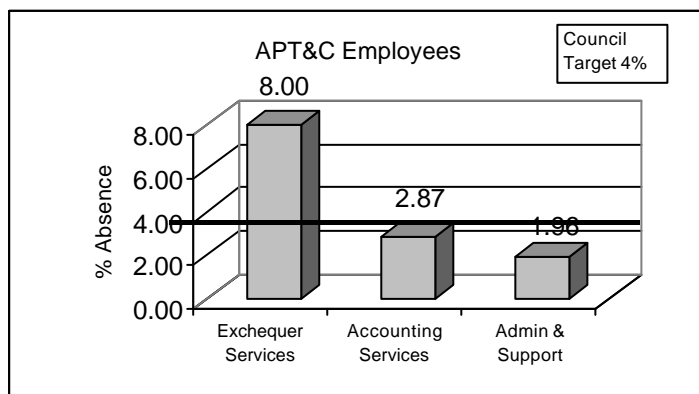
2. HISTORICAL INFORMATION

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



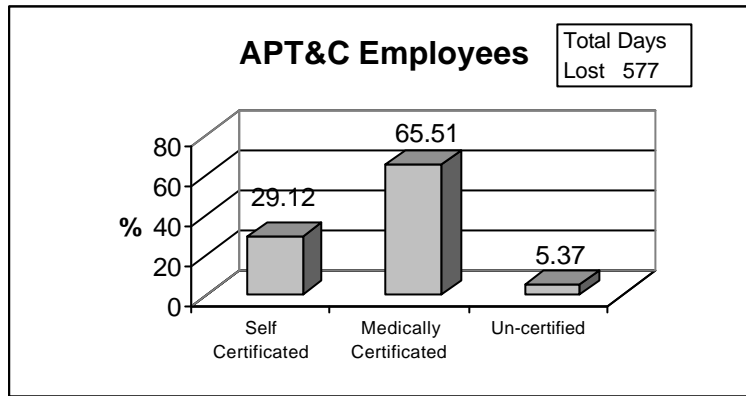
3. ANALYSIS OF QUARTERLY ABSENCE RATES

- 3.1 Absence statistics by section in reporting quarter 1 (3 July – 29 Sept 2000):-



Number of APT&C Employees = 207

3.2 Absence statistics by levels of certification;



3.3 Areas of concern identified during Quarter 3.

Area of Concern	Management Action
Long Term Sickness	Employees have been referred to the Occupational Health Service as required. Appropriate contact has been made with staff returning to work from long-term sickness. Home visits have been recorded for 4 members of staff.
Short Term Sickness	At the end of Quarter 3 a total of 16 Absence Review meetings had been carried out.

4. DIRECTOR'S COMMENTS

4.1 A review of procedures and supervisors' awareness of them has been carried out to ensure compliance. Absence review meetings continue to be arranged where appropriate.

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
12 November 2000

LIST OF BACKGROUND PAPERS NIL

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

AGENDA