

EAST AYRSHIRE COUNCIL

POLICY AND RESOURCES COMMITTEE – 30 NOVEMBER 2000

ABSENCE MANAGEMENT REPORT QUARTER 3 (2000)

Report by the Depute Chief Executive/Director of Corporate Resources

1. PURPOSE OF REPORT

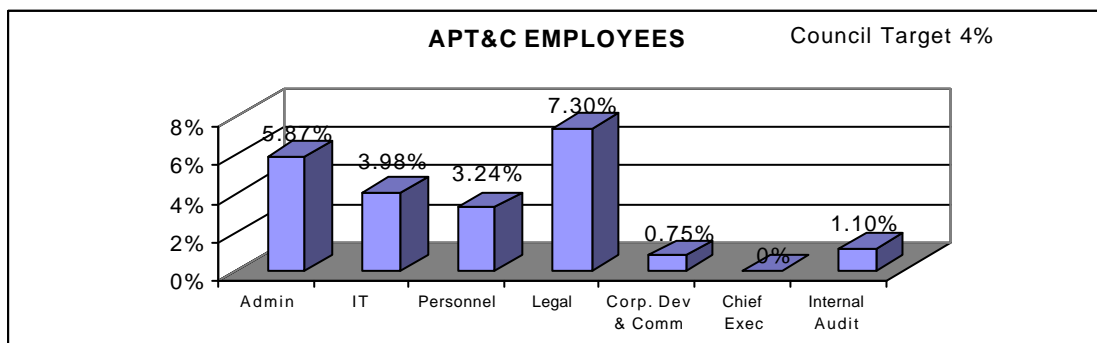
- 1.1 The purpose of this report is to advise the Committee of absence rates for the Departments of Corporate Resources and the Chief Executive's Office for the quarterly period ending 29 September 2000.

2. HISTORICAL INFORMATION

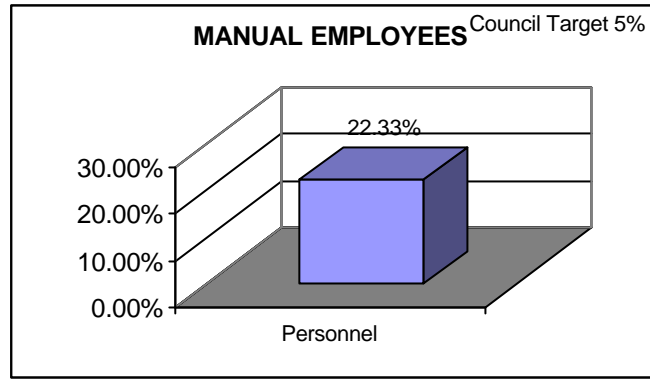
- 2.1 Due to the impact of the recent Council departmental reorganisation, it is difficult to provide accurate historical data on the new Chief Executive's Office and Department of Corporate Resources. However, associated historical data is detailed in Appendix A to assist members in considering the absence rates. It is the intention of the Depute Chief Executive/Director of Corporate Resources to report historical data in future reports to Committee.

3. ANALYSIS OF QUARTERLY ABSENCE RATES

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

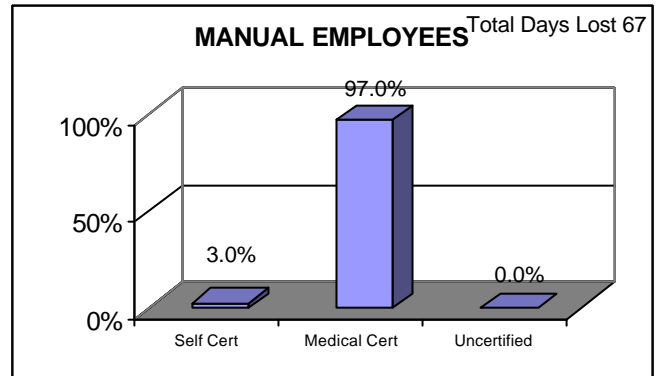
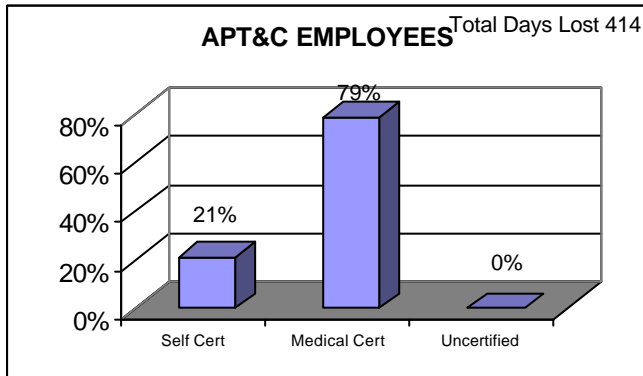


Number of APT&C Employees = 183



Number of Manual Employees = 6

3.2 Absence statistics by levels of certification in reporting quarter 3 (1 July 2000 – 29 September 2000):



4. DIRECTOR'S COMMENTS

4.1 With regard to the absence levels reported for Quarter 3 the following points can be noted:

4.1.1 Long-term illness was the main reason for absence within Corporate Resources, accounting for 74% 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 14 absence review meetings were held within Corporate Resources, resulting in 3 referrals to the Occupational Health Service;

4.2 The Senior Management Team within the new Corporate Resources Department 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
23 November 2000

LIST OF BACKGROUND PAPERS

Nil

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

AGENDA