

EAST AYRSHIRE COUNCIL

POLICY AND RESOURCES COMMITTEE – 5 OCTOBER 2000

ABSENCE MANAGEMENT REPORT QUARTER 2 (2000)

Report by the Director of Corporate Resources

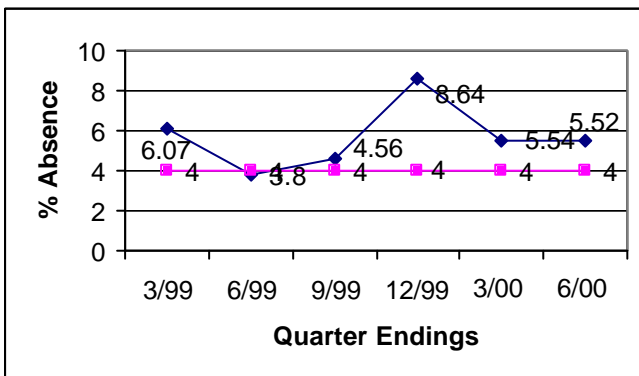
1. PURPOSE OF REPORT

1.1 The purpose of this report is to advise the Committee of absence rates for the former Departments of Chief Executive and Corporate Services for the quarterly period ending 26 June 2000.

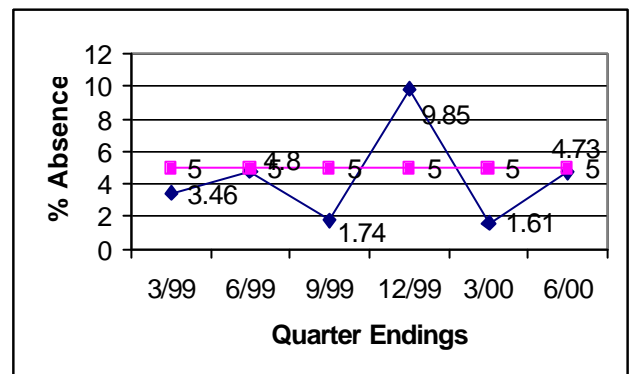
2. HISTORICAL INFORMATION

2.1 Absence statistics for the six quarterly periods from March 1999 to the current reporting quarter are shown against the Council's targets in the following graphs:

Former Corporate Services

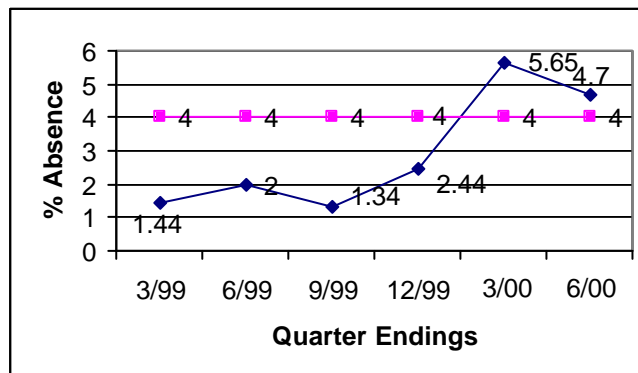


Number of APT&C Employees = 85



Number of Manual Employees = 6

Former Chief Executive's Office

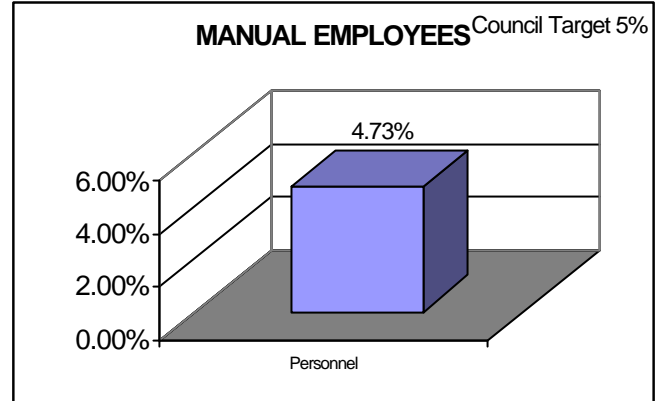
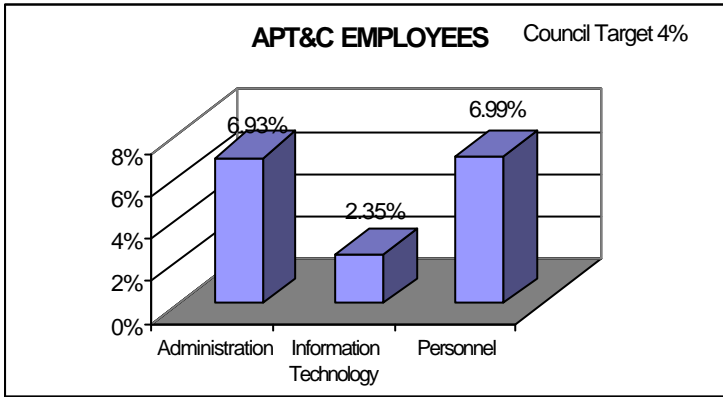


Number of APT&C Employees 144

3. ANALYSIS OF QUARTERLY ABSENCE RATES

3.1 Absence statistics by section in reporting quarter 2 (3 April 2000 – 26 June 2000):

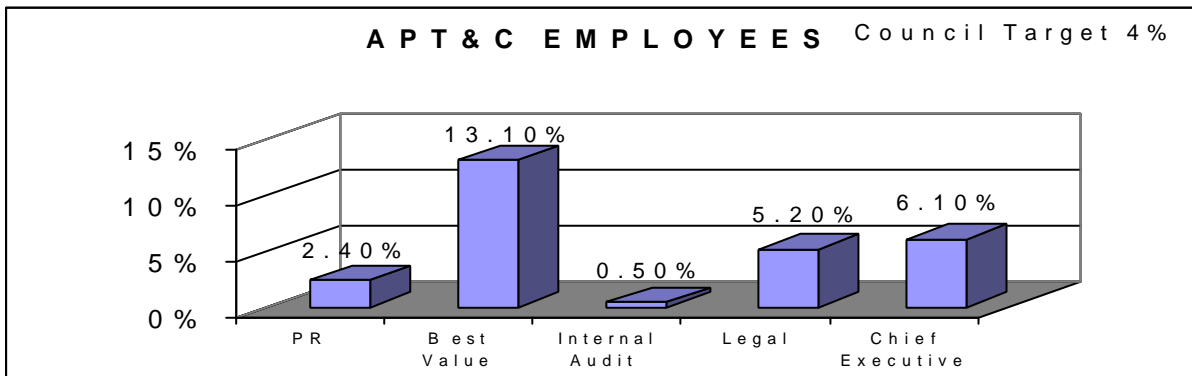
Former Department of Corporate Services



Number of APT&C Employees = 85

Number of Manual Employees = 6

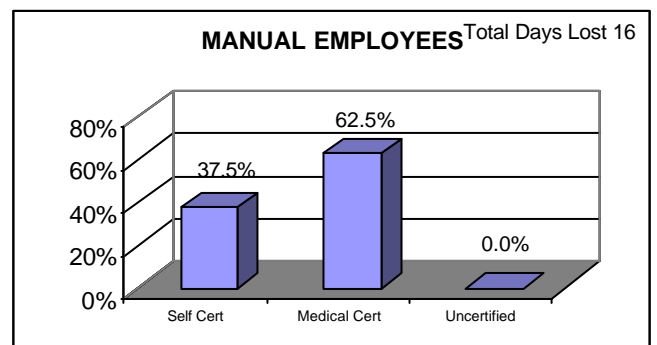
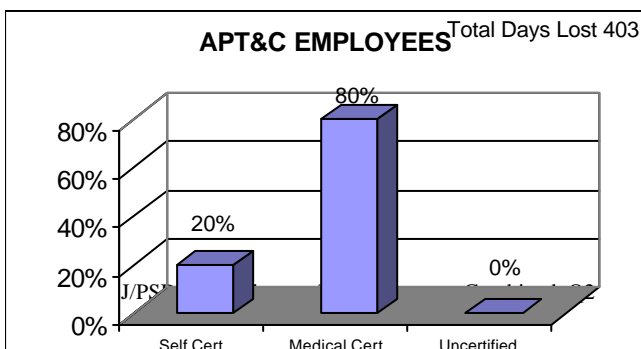
Former Department of Chief Executive's Office



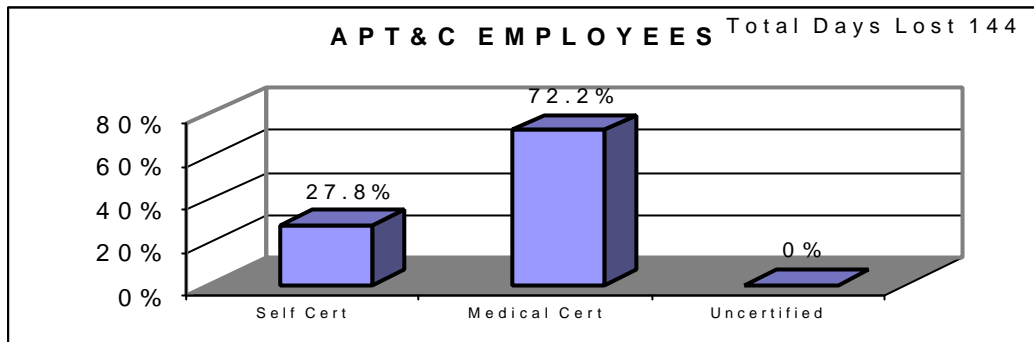
Number of APT&C Employees 144

3.2 Absence statistics by levels of certification in reporting quarter 2 (3 April 2000 – 26 June 2000):

Former Corporate Services



Former Department of Chief Executive's Office



- 4.1 The Senior Management Teams within the former Chief Executive's Office and Department of Corporate Services monitored and reviewed absence levels within the Team Meeting Structure.
- 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.
- 4.3 With regard to the absence levels reported for Quarter 2 (3 April 2000 – 26 June 2000) the following points can be noted:
 - 4.3.1 Long-term illness was the main reason for absence within Corporate Services, accounting for 28% of all absence;
 - 4.3.2 15 absence review meetings were held within Corporate Services, resulting in four referrals to the Occupational Health Service;
 - 4.3.3 Long-term illness was the main reason for absence within the Chief Executive's Office, accounting for 66% of all absence; and
 - 4.3.4 The high level of absence within the Best Value Section of the Chief Executive's Department can be attributed to long term sickness absence. As this section contained a small number of employees, the impact on employee % absence levels is greater.

5. FINANCIAL IMPLICATIONS – COST OF ABSENCE

- 5.1 The Personnel and Property Sub-Committee has 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 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

19 September 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