

EAST AYRSHIRE COUNCIL

POLICY AND RESOURCES COMMITTEE – 5 OCTOBER 2000

ABSENCE MANAGEMENT REPORT - QUARTER 2 (2000)

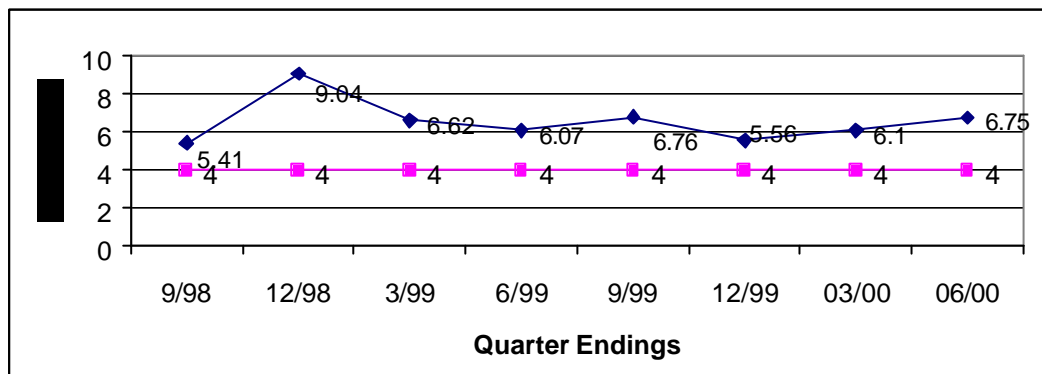
Report by the Director of Finance

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 30 June, 2000.

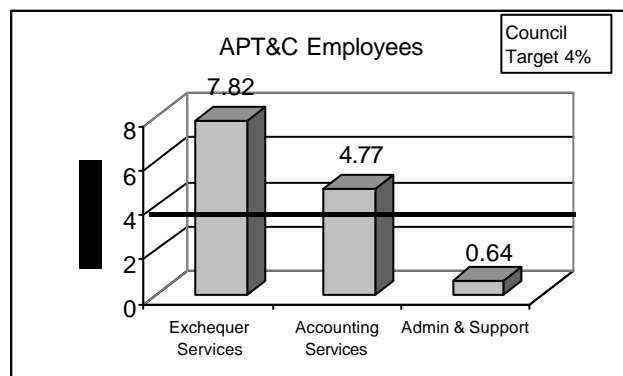
2. HISTORICAL INFORMATION

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



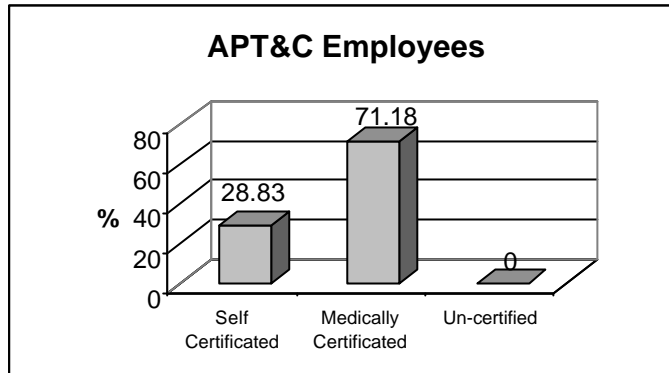
3. ANALYSIS OF QUARTERLY ABSENCE RATES

- 3.1 Absence statistics by section in reporting quarter 1 (3 April – 30 June 2000):-



Number of APT&C Employees = 202

3.2 Absence statistics by levels of certification;



3.3 Areas of concern identified during Quarter 2.

| Area of Concern | Management Action |
|---------------------|--|
| Long Term Sickness | 2 Medical Examinations have been requested. 1 employee retired in July due to ill health. |
| Short Term Sickness | Absence Review Meetings have been carried out in line with Council Policy. |

4. DIRECTOR'S COMMENTS

- 4.1** Five Absence Review Meetings have been carried out in Quarter 2 and one Absence Review Follow-up meeting has also been carried out during the period.
- 4.2** The high absence level includews a small number of employees with long term illnesses.
- 4.3** The level of sickness absence is of concern and has affected the performance of the department particularly in the Benefits Section. All Managers are continuing to observe the guidance on the management of absence issued by the Head of Personnel.

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
17 Sept 2000

**LIST OF BACKGROUND PAPERS
NIL**

AGENDA