

Report to Joint Consultative and Safety Committee

Subject: Sickness Absence: summary of current trends

Date: 27 February 2013

**Author: Chief Executive
Service Manager; Organisational Development**

1. Purpose of the Report

This is an information item to inform the Committee of the current levels of sickness absence in the organisation and to examine trends. Relevant data is shown at Appendix 1; officers will present a verbal report on the context of this data.

As part of the introduction of this item, officers will also highlight to the Committee through verbal report, any matters of particular current interest in respect to absence management.

2. Summary of key data

Of particular interest to the committee may be that:

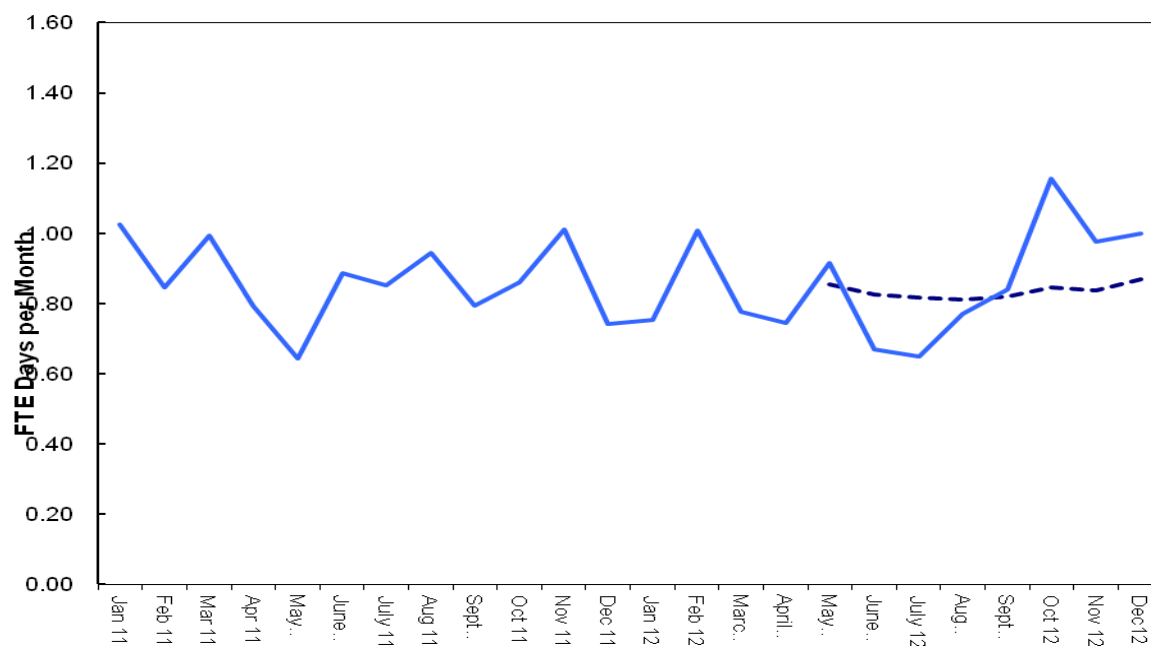
- The summary of trends graph shows that in broad terms, absence over the last four months has increased. This follows a pattern of general decline in sickness levels since autumn 2011 when the new sickness absence reporting and recording mechanism was implemented.
- The target for this financial year is nine days.
- The “year to date” table shows that average absence levels generally seem to be within target although, in particular, there are two large service areas where absence levels are very high.
- Measures that are currently being taken to combat this increase include:
 - Visits by the Chief Executive and Corporate Director to teams with particularly poor rates of attendance
 - Further refresher training sessions being delivered to leisure centre supervisors and managers
 - Members will also recall that the new Attendance Management Scheme commenced January 2013. The effect of the introduction of the new scheme, with its more onerous attendance targets, will be monitored over the coming months. Employees will be reminded of the introduction of these new arrangements.
 - Case conferences are to be held in order for relevant senior managers to discuss options available to better manage attendance by employees with a poor record of sickness absence.

- Although the “current month” data shows a mix of increase and decrease when compared to the previous month, the service with the highest absence rate over the year, Waste Services, in fact shows a significant drop and stands at a rate one third lower than the previous month. Some service areas do show a substantial increase in absence rates between the current and previous month although care should be taken in the analysis of information as a single long-term absence within a small team can significantly skew the data.
- The “current month” data is high when compared to the same month last year (around 25% greater) and is higher than all but one of the last six months.

3. Recommendation

The Committee is asked to note this report.

Summary of trends graph; year to date at December 2012



— FTE Days per FTE in Current Month

--- 12 Month Rolling Average

Month	Total Absence (%)	12 Month Average (%)	FTE Days per FTE in Current Month	FTE Days per FTE 12 Month Average	FTE Days per FTE Per Month Average
Jan 11	5.12	4.01	1.02	10.56	0.88
Feb 11	4.23	4.02	0.85	10.57	0.88
Mar 11	4.32	4.06	0.99	10.65	0.89
Apr 11	4.41	4.16	0.79	10.77	0.90
May 11	3.21	4.15	0.64	10.80	0.90
June 11	4.02	4.16	0.89	10.61	0.88
July 11	4.06	4.23	0.85	10.69	0.89
Aug 11	4.29	4.25	0.94	10.77	0.90
Sept 11	3.61	4.24	0.79	10.90	0.91
Oct 11	4.10	4.25	0.86	10.87	0.91
Nov 11	4.59	4.27	1.01	10.86	0.91
Dec 11	3.90	4.16	0.74	10.58	0.88
Jan 12	3.59	4.03	0.75	10.11	0.84
Feb 12	4.80	4.08	1.01	10.18	0.85
March 12	3.53	4.01	0.78	9.92	0.83
April 12	3.91	3.97	0.74	9.99	0.83
May 12	4.16	4.05	0.91	10.25	0.85
June 12	3.53	4.01	0.67	9.92	0.83
July 12	2.96	3.91	0.65	9.82	0.82
August 12	3.50	3.85	0.77	9.75	0.81
Sept 12	4.21	3.90	0.84	9.85	0.82
Oct 12	5.03	3.98	1.16	10.15	0.85
Nov 12	4.44	3.96	0.98	10.04	0.84
Dec12	5.88	4.13	1.00	10.44	0.87

Year to date absence data, by service area with six month trend

YEAR TO DECEMBER 2012								Year to date trend					
Service	Section	Fte At Start	Fte At End	Average Fte	No Emps Sick FTE	FTE Days Lost	FTE Days Lost per FTE	Days lost 1 month	Days lost 2 months	Days lost 3 months	Days lost 4 months	Days lost 5 months	Days lost 6 months
Chief Executive		5.42	3.42	4.42	1.00	1.52	0.34	0.34	0.00	0.00	2.58	2.58	2.58
Service Total:		5.42	3.42	4.42	1.00	1.52	0.34	0.34	0.00	0.00	2.58	2.58	2.58
Corporate Directorate (A)	Communications	3.50	5.00	4.25	2.50	2.83	0.67	0.67	0.76	3.95	4.43	3.65	3.37
	Elections and Members' Services	4.91	6.50	5.70	3.50	29.50	5.17	4.73	3.50	3.50	0.55	0.57	0.63
	Organisational Development	9.57	9.11	9.34	2.81	61.27	6.56	5.28	3.42	2.04	2.14	2.09	1.76
		1.00	1.00	1.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		18.97	21.61	20.29	8.81	93.60	4.61	3.90	2.77	2.70	2.00	1.92	1.75
Corporate Directorate (B)	Audit and Risk Management	4.36	4.36	4.36	3.00	9.00	2.06	1.83	1.83	4.24	8.93	13.98	18.33
	Customer Services and IT	35.82	34.95	35.38	20.16	348.93	9.86	9.23	9.88	10.56	10.19	10.05	12.13
	Financial Services	15.83	16.93	16.38	7.18	178.51	10.90	10.90	12.24	13.14	13.62	15.02	14.22
	Revenues Services	44.17	41.52	42.84	28.81	359.73	8.40	9.03	9.37	9.73	9.61	9.82	10.06
		1.00	1.00	1.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		101.19	98.77	99.98	59.15	896.17	8.96	8.99	9.59	10.23	10.35	10.83	11.71
Corporate Directorate (C)	Housing and Localities	10.42	12.42	11.42	3.61	29.36	2.57	2.57	3.08	3.43	4.43	7.00	7.60
	Leisure and Culture	87.97	87.20	87.58	54.68	697.12	7.96	7.79	7.85	6.93	6.95	7.52	7.57
	Planning and Economic Development	29.68	28.81	29.24	18.49	164.40	5.62	4.84	5.08	4.95	5.21	5.23	5.69
		0.00	1.00	0.50	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		128.06	129.43	128.75	76.77	890.88	6.92	6.57	6.72	6.11	6.29	6.89	7.74
Corporate Directorate (D)	Asset Management	14.99	21.25	18.12	6.33	47.20	2.60	2.06	3.13				
	Parks and Street Care	46.89	47.89	47.39	29.00	877.00	18.51	17.84	18.32	18.32	16.95	15.89	17.87
	Public Protection	27.00	26.23	26.61	6.00	59.00	2.22	2.15	1.45	1.19	2.48	2.08	1.78
	Waste Operations	64.65	62.00	63.32	37.28	1424.40	22.49	22.09	21.48	20.07	19.18	18.39	16.43
		0.00	1.00	0.50	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		153.53	158.37	155.95	78.61	2407.61	15.44	14.87	15.02	14.37	13.86	13.19	13.02
Legal Services	Legal Services	6.50	5.50	6.00	4.50	45.58	7.60	4.77	2.65	2.91	2.75	2.89	3.07
		0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		6.50	5.50	6.00	4.50	45.58	7.60	4.77	2.65	2.91	2.75	2.89	2.84
Grand Total:		413.67	417.09	415.38	228.85	4335.36	10.44	10.04	10.15	9.85	9.75	9.82	10.25

Current month's absence data, by service area with six month trend

Days lost per FTE employee; current month: December 2012								Current month trend					
Service	Section	Fte At Start	Fte At End	Average Fte	No Emps Sick FTE	FTE Days Lost	FTE Days Lost per FTE	Days lost 1 month ago	Days lost 2 months ago	Days lost 3 months ago	Days lost 4 months ago	Days lost 5 months ago	Days lost 6 months ago
Chief Executive		3.42	3.42	3.42	0.00		0.00	0.44	0.00	0.00	0.00	0.00	0.00
Service Total:		3.42	3.42	3.42	0.00		0.00	0.44	0.00	0.00	0.00	0.00	0.00
Corporate Directorate (A)	Communications	5.00	5.00	5.00	0.00		0.00	0.00	0.00	0.00	0.00	0.63	0.00
	Elections and Members' Services	6.50	6.50	6.50	0.50	2.50	0.38	0.92	0.00	0.00	0.00	0.00	0.00
	Organisational Development	9.11	9.11	9.11	1.00	18.00	1.98	2.31	1.45	0.00	0.10	0.21	0.00
		1.00	1.00	1.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		21.61	21.61	21.61	1.50	20.50	0.95	1.28	0.64	0.00	0.05	0.23	0.00
Corporate Directorate (B)	Audit and Risk Management	4.36	4.36	4.36	1.00	3.00	0.69	0.00	0.00	0.00	0.00	0.00	0.00
	Customer Services and IT	34.95	34.95	34.95	7.86	46.78	1.34	0.71	0.19	0.42	0.18	0.31	0.98
	Financial Services	15.93	16.93	16.43	4.00	21.00	1.28	0.54	0.00	0.00	0.39	1.02	1.99
	Revenues Services	41.52	41.52	41.52	2.00	22.00	0.53	0.29	1.29	0.83	0.42	0.53	0.29
		1.00	1.00	1.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		97.77	98.77	98.27	14.86	92.78	0.94	0.47	0.62	0.50	0.30	0.51	0.80
Corporate Directorate (C)	Housing and Localities	12.42	12.42	12.42	0.00		0.00	0.18	0.00	0.00	0.00	0.35	0.53
	Leisure and Culture	88.16	87.20	87.68	9.72	62.65	0.71	0.89	1.30	0.37	0.53	0.61	0.56
	Planning and Economic Development	28.81	28.81	28.81	9.68	37.34	1.30	0.55	0.55	0.00	0.11	0.14	0.31
		1.00	1.00	1.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		130.39	129.43	129.91	19.39	99.99	0.77	0.74	1.01	0.26	0.39	0.48	0.50
Corporate Directorate (D)	Asset Management	21.25	21.25	21.25	3.76	11.89	0.56	0.04	0.00				
	Parks and Street Care	47.89	47.89	47.89	10.00	89.00	1.86	1.63	1.90	2.45	2.54	1.17	0.80
	Public Protection	26.23	26.23	26.23	1.00	5.00	0.19	0.72	0.34	0.00	0.44	0.65	0.00
	Waste Operations	62.00	62.00	62.00	9.62	82.90	1.34	2.01	2.74	2.36	1.69	1.25	1.44
		1.00	1.00	1.00	0.00		0.00	0.00	0.00				
Service Total:		158.37	158.37	158.37	24.38	188.79	1.19	1.41	1.78	1.73	1.56	0.99	0.87
Legal Services	Legal Services	5.50	5.50	5.50	1.50	15.07	2.74	2.47	0.00	0.54	0.00	0.00	0.00
		0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		5.50	5.50	5.50	1.50	15.07	2.74	2.47	0.00	0.54	0.00	0.00	0.00
Grand Total:		417.05	417.09	417.07	61.64	417.12	1.00	0.98	1.16	0.84	0.77	0.65	0.67