

Report to Joint Consultative and Safety Committee

Subject: Sickness Absence: summary of current trends

Date: 28 May 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:

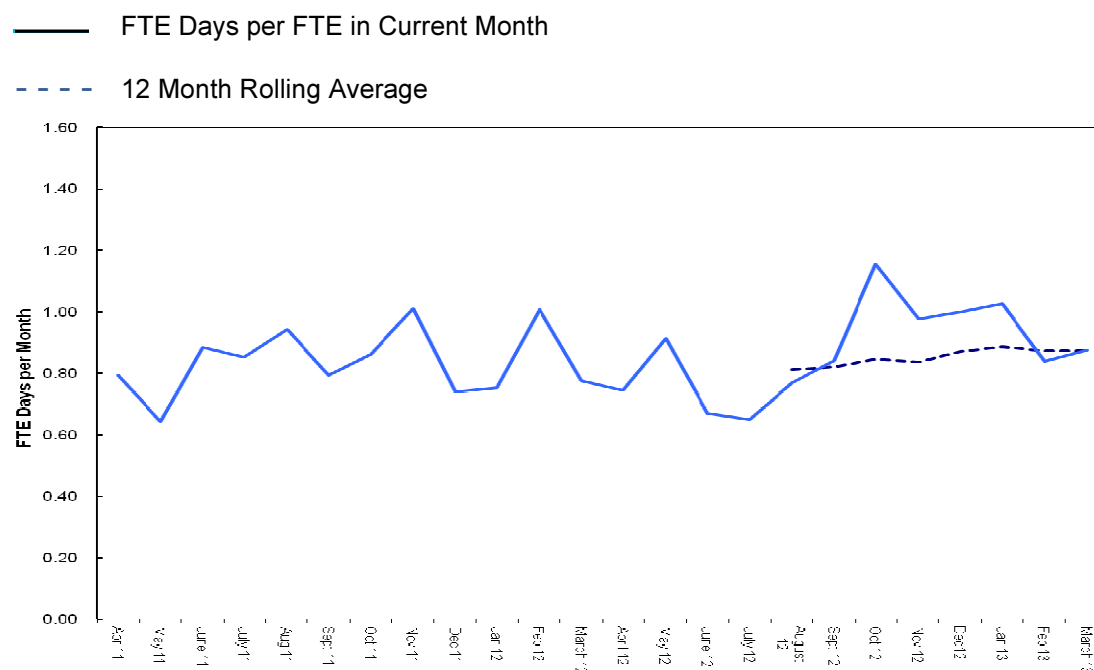
- The summary of trends graph shows that in broad terms, absence over the last few months has decreased slightly and has remained at the same level for the last two months. This follows a peak in January of this year. Prior to this there had been a decline in sickness levels since autumn 2011 when the new sickness absence reporting and recording mechanism was implemented.
- The target for this financial year is ten working days lost.
- 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:
 - Meetings with the depot workforce to ensure that key messages, such as attendance, can be discussed, and give opportunity for particular issues of concern to be raised direct with senior management.
 - A suite of training workshops has been commissioned by the PaSC and Waste Management Services for delivery by the Organisational Development team centring on effective communication and management of absence and conduct.
 - Further training for managers is planned to help with the management of employees with depression or other mental health issues.

- 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 from the previous month which had been very high. PaSC’s level of absence is similar to last month although this level is less than half the rate that it had been for the five preceding months; this seems to represent a substantial and sustained improvement. 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 10% greater) but it is the second lowest rate of absence in the last six months.

3. Recommendation

The Committee is asked to note this report.

Summary of trends graph; year to date at March 2013



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
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
Jan 13	4.66	4.22	1.03	10.65	0.89
Feb 13	4.19	4.17	0.84	10.49	0.87
March 13	4.60	4.26	0.87	10.49	0.87

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

YEAR TO MARCH 2013								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		4.42	5.00	4.71	1.00	1.52	0.32	0.29	0.31	0.34	0.34	0.00	0.00
Service Total:		4.42	5.00	4.71	1.00	1.52	0.32	0.29	0.31	0.34	0.34	0.00	0.00
Corporate Directorate (A)	Communications	5.00	5.00	5.00	2.50	2.83	0.57	0.60	0.67	0.67	0.67	0.76	3.95
	Elections and Members' Services	6.50	6.50	6.50	4.50	27.00	4.15	4.15	4.66	5.17	4.73	3.50	3.50
	Organisational Development	9.11	9.11	9.11	2.81	117.19	12.87	10.41	8.59	6.56	5.28	3.42	2.04
		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	9.81	147.02	6.80	5.93	5.40	4.61	3.90	2.77	2.70
Corporate Directorate (B)	Audit and Risk Management	4.36	4.36	4.36	1.00	3.00	0.69	1.15	1.15	2.06	1.83	1.83	4.24
	Customer Services and IT	34.95	34.85	34.90	23.26	402.79	11.54	10.46	11.12	9.86	9.23	9.88	10.56
	Financial Services	16.93	16.93	16.93	7.41	135.24	7.99	8.95	9.78	10.90	10.90	12.24	13.14
	Revenues Services	40.98	40.98	40.98	29.03	264.63	6.46	5.74	6.61	8.40	9.03	9.37	9.73
		1.00	1.00	1.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		98.23	98.12	98.18	60.70	805.67	8.21	7.67	8.42	8.96	8.99	9.59	10.23
Corporate Directorate (C)	Housing and Localities	12.42	12.42	12.42	2.61	16.34	1.32	0.99	0.99	2.57	2.57	3.08	3.43
	Leisure and Culture	86.37	87.81	87.09	54.24	706.19	8.11	7.75	7.93	7.96	7.79	7.85	6.93
	Planning and Economic Development	28.81	28.81	28.81	19.82	201.28	6.99	7.23	6.50	5.62	4.84	5.08	4.95
		1.00	1.00	1.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		128.60	130.03	129.32	76.67	923.81	7.14	6.98	6.92	6.92	6.57	6.72	6.11
Corporate Directorate (D)	Asset Management	22.25	22.25	22.25	9.25	47.36	2.13	2.70	3.10	2.60	2.06	3.13	
	Parks and Street Care	47.89	47.89	47.89	30.00	819.00	17.10	18.75	19.34	18.51	17.84	18.32	18.32
	Public Protection	26.33	26.33	26.33	10.00	104.14	3.96	3.46	3.12	2.22	2.15	1.45	1.19
	Waste Operations	61.00	61.00	61.00	35.28	1457.68	23.90	23.61	23.16	22.49	22.09	21.48	20.07
		1.00	1.00	1.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		158.47	158.47	158.47	84.53	2428.19	15.32	16.07	16.15	15.44	14.87	15.02	14.37
Legal Services	Legal Services	5.50	5.50	5.50	3.50	74.77	13.59	11.39	9.41	7.60	4.77	2.65	2.91
		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	3.50	74.77	13.59	11.39	9.41	7.60	4.77	2.65	2.91
Grand Total:		416.83	418.74	417.79	236.21	4380.98	10.49	10.49	10.65	10.44	10.04	10.15	9.85

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

Days lost per FTE employee; current month: March 2013								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	Days lost 2 months	Days lost 3 months	Days lost 4 months	Days lost 5 months	Days lost 6 months
Chief Executive		4.42	5.00	4.71	0.00		0.00	0.00	0.00	0.00	0.44	0.00	0.00
Service Total:		4.42	5.00	4.71	0.00		0.00	0.00	0.00	0.00	0.44	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	0.00	0.00
	Elections and Members' Services	6.50	6.50	6.50	1.00	2.50	0.38	0.00	0.00	0.38	0.92	0.00	0.00
	Organisational Development	9.11	9.11	9.11	1.00	20.00	2.20	2.20	2.36	1.98	2.31	1.45	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	2.00	22.50	1.04	0.93	1.07	0.95	1.28	0.64	0.00
Corporate Directorate (B)	Audit and Risk Management	4.36	4.36	4.36	0.00		0.00	0.00	0.00	0.69	0.00	0.00	0.00
	Customer Services and IT	34.95	34.85	34.90	9.18	60.06	1.72	0.57	1.45	1.34	0.71	0.19	0.42
	Financial Services	16.93	16.93	16.93	0.43	2.16	0.13	0.13	0.58	1.28	0.54	0.00	0.00
	Revenues Services	40.98	40.98	40.98	11.39	31.28	0.76	0.51	0.21	0.53	0.29	1.29	0.83
		1.00	1.00	1.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		98.23	98.12	98.18	21.01	93.50	0.95	0.44	0.69	0.94	0.47	0.62	0.50
Corporate Directorate (C)	Housing and Localities	12.42	12.42	12.42	1.00	5.00	0.40	0.00	0.00	0.00	0.18	0.00	0.00
	Leisure and Culture	86.37	87.81	87.09	13.98	67.28	0.77	0.55	0.68	0.71	0.89	1.30	0.37
	Planning and Economic Development	28.81	28.81	28.81	4.93	14.48	0.50	0.96	1.15	1.30	0.55	0.55	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:		128.60	130.03	129.32	19.91	86.76	0.67	0.59	0.72	0.77	0.74	1.01	0.26
Corporate Directorate (D)	Asset Management	22.25	22.25	22.25	0.00		0.00	0.25	0.65	0.56	0.04	0.00	
	Parks and Street Care	47.89	47.89	47.89	4.00	34.50	0.72	0.77	1.66	1.86	1.63	1.90	2.45
	Public Protection	26.33	26.33	26.33	2.00	12.00	0.46	0.76	0.94	0.19	0.72	0.34	0.00
	Waste Operations	61.00	61.00	61.00	6.43	105.65	1.73	2.24	1.78	1.34	2.01	2.74	2.36
		1.00	1.00	1.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	
Service Total:		158.47	158.47	158.47	12.43	152.15	0.96	1.26	1.46	1.19	1.41	1.78	1.73
Legal Services	Legal Services	5.50	5.50	5.50	1.00	10.41	1.89	2.16	2.31	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
Service Total:		5.50	5.50	5.50	1.00	10.41	1.89	2.16	2.31	2.74	2.47	0.00	0.54
Grand Total:		416.83	418.74	417.79	56.35	365.32	0.87	0.84	1.03	1.00	0.98	1.16	0.84