

Report to Joint Consultative and Safety Committee

Subject: Sickness Absence: summary of current trends

Date: 30 August 2016

**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:

- The final outturn at the end of March was 7.24 days lost which was the lowest figure recorded by the Council and fell well within the target of nine days. Unfortunately since then the figure has begun to rise again and currently stands at 9.36 days. Analysis suggests that this substantial rise is largely due to an increase in the amount of longer-term absences although the general level of absence has also increased.
- Absence rates for each of the months between April and July are two to three times the level of absence experienced in the same months last year. These higher levels of absence were last experienced two years ago in April 2014.
- Tables are included in Appendix 1 showing long-term absence for July and, as a comparator, February. Comparing these two months, sickness generally has increased and in particular the percentage of days lost due to long-term absence has increased by almost 50%. The proportion of occurrences of long-term absence as a percentage of all absences has doubled. This suggests that long-term absence is having a large effect on the sickness absence rates.
- A number of services have begun to reduce absence levels (comparing July to the previous month) including PASC, Revenues and Housing although for others, the rate of absence has increased. The total overall level of absence in the month has been at similar over the last three months.

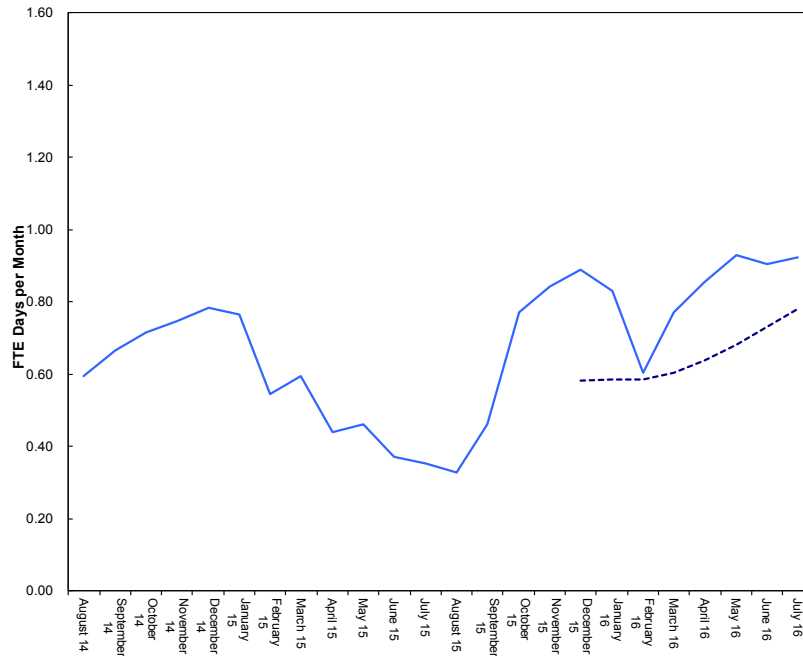
- Although the rising figure for absence levels is due in part to exceptionally low levels of absence experienced between April and September last year beginning to work themselves out of calculations, clearly the absence levels for the current and recent months are also above the target that we have set (eight days over the year). In response to this SLT have begun to pay particular attention to longer term absences and have started to share ideas for helping to support employees to return from sickness absences at the earliest opportunity. One such idea is to run “case management meetings” between the relevant Director, Service Manager and a Personnel Officer to more effectively identify ways of helping team members to return to work either to their normal role or perhaps for a short length of time, to a different or modified post, perhaps even in a different service area.

3. Recommendation

The Committee is asked to note this report.

Summary of trends graph; year to date at July 2016

Summary of Trends



FTE Days per FTE in Current Month

Month	Total Absence %	No of FTE Staff	12 Month Average (%)	FTE Days per FTE in Current Month	FTE Days per FTE 12 Month Average	FTE Days per FTE per Month Average
August 14	2.97	390.08	4.55	0.59	11.49	0.96
September 14	3.03	374.98	4.49	0.67	11.41	0.95
October 14	3.11	372.33	4.37	0.71	11.12	0.93
November 14	3.73	367.18	4.33	0.75	10.98	0.92
December 14	3.74	369.80	4.28	0.78	10.80	0.90
January 15	3.83	372.61	4.15	0.77	10.42	0.87
February 15	2.73	375.60	3.84	0.55	9.66	0.81
March 15	2.71	378.01	3.52	0.60	8.90	0.74
April 15	2.20	377.05	3.28	0.44	8.33	0.69
May 15	2.43	375.66	3.15	0.46	8.02	0.67
June 15	1.69	371.78	2.97	0.37	7.60	0.63
July 15	1.54	375.92	2.81	0.35	7.07	0.59
August 15	1.64	380.84	2.70	0.33	6.78	0.57
September 15	2.10	383.73	2.62	0.46	6.63	0.55
October 15	3.50	380.64	2.65	0.77	6.73	0.56
November 15	4.01	374.26	2.68	0.84	6.88	0.57
December 15	4.44	371.86	2.74	0.89	6.99	0.58
January 16	4.16	381.49	2.76	0.83	7.01	0.58
February 16	2.88	384.42	2.78	0.61	7.01	0.58
March 16	3.67	384.63	2.86	0.77	7.24	0.60
April 16	4.08	385.75	3.01	0.86	7.66	0.64
May 16	4.65	388.82	3.20	0.93	8.18	0.68
June 16	4.12	389.18	3.40	0.91	8.78	0.73
July 16	4.40	387.34	3.64	0.92	9.36	0.78

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

Year to July 2016							
Service	Section	Fte At Start	Fte At End	Average Fte	No Emps Sick FTE	FTE Days Lost	FTE Days Lost per FTE
Chief Executive		5.00	3.99	4.49	3.39	30.30	6.74
Service Total:		5.00	3.99	4.49	3.39	30.30	6.74
Deputy Chief Exec & Director of Finance	Audit and Asset Management	15.24	13.59	14.42	7.65	44.05	3.06
	Financial Services	13.03	14.49	13.76	6.47	25.84	1.88
	Parks and Street Care	49.34	51.34	50.34	25.47	503.30	10.00
	Revenues Services	32.76	31.39	32.08	19.11	424.42	13.23
	Transport Services	7.00	8.00	7.50	1.00	15.00	2.00
	Waste Operations	58.92	61.92	60.42	34.24	669.71	11.08
		1.00	0.00	0.50	0.00	0.00	0.00
Service Total:		177.29	180.73	179.01	93.95	1682.33	9.40
Director of Health & Community Wellbeing	Community Relations	12.35	14.00	13.18	6.32	166.77	12.66
	Housing	10.24	9.24	9.74	6.11	206.70	21.21
	Leisure Services	64.51	66.73	65.62	38.42	386.98	5.90
	Public Protection	27.14	22.57	24.85	8.57	138.49	5.57
		1.00	1.00	1.00	1.00	1.00	1.00
Service Total:		115.24	113.54	114.39	60.42	899.94	7.87
Director of OD & Democratic Services	Customer Services and Communications	40.94	44.96	42.95	26.61	586.50	13.65
	Elections and Members' Services	4.31	4.00	4.16	2.00	46.59	11.21
	Legal Services	6.45	5.20	5.82	2.00	75.42	12.95
	Organisational Development	6.08	6.72	6.40	2.35	44.93	7.02
		1.00	2.00	1.50	0.00	0.00	0.00
Service Total:		58.78	62.89	60.84	32.97	753.45	12.39
Planning & Economic Growth		22.05	26.45	24.25	9.58	217.50	8.97
Service Total:		22.05	26.45	24.25	9.58	217.50	8.97
Grand Total:		378.37	387.59	382.98	200.31	3583.52	9.36

Year to date trend					
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
6.74	6.32	6.32	6.32	3.69	1.67
2.25	2.39	2.53	2.30	2.28	2.24
1.95	1.88	1.80	1.76	1.80	1.33
8.54	6.97	6.25	5.77	6.30	6.84
12.86	11.78	10.38	9.96	9.62	8.69
2.00	2.00	0.00	0.67	0.71	1.43
10.27	9.48	8.94	9.18	8.86	8.83
0.00	0.00	0.00	0.00	0.00	0.00
10.64	9.01	8.40	9.06	11.22	12.43
21.52	20.19	17.00	14.66	10.62	8.74
5.53	5.19	4.91	4.48	4.69	5.03
5.51	5.75	5.80	4.74	3.48	3.56
1.00	1.00	1.00	1.00	1.00	1.00
13.77	13.01	13.15	12.70	12.41	12.42
13.41	12.65	11.36	11.40	11.40	12.65
13.46	13.70	11.45	7.72	5.79	5.84
7.02	7.02	7.49	6.31	6.31	6.31
0.00	0.00	0.00	0.00	2.00	2.00
7.84	8.56	8.82	8.43	7.28	7.15
8.78	8.18	7.66	7.24	7.01	7.01

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

Days lost per FTE employee: July 2016										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		% Absence		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		3.99	3.99	3.99	0.00	0.00	0.00		0.00%		0.00	0.00	0.00	2.74	2.11	0.00
Service Total:		3.99	3.99	3.99	0.00		0.00		0.00%							
Deputy Chief Exec & Director of Finance	Audit and Asset Management	13.59	13.59	13.59	2.54	10.81	0.80		0.89%		0.24	0.05	0.37	0.00	0.27	0.47
	Financial Services	13.99	14.49	14.24	0.00	0.00	0.00		0.00%		0.00	0.07	0.20	0.00	0.43	0.00
	Parks and Street Care	51.34	51.34	51.34	8.14	95.70	1.86		0.75%		2.10	1.28	0.63	0.73	0.36	0.72
	Revenues Services	31.39	31.39	31.39	5.61	21.82	0.70		0.85%		1.23	1.47	1.10	1.34	1.66	1.69
	Transport Services	8.00	8.00	8.00	0.00	0.00	0.00		0.00%		0.00	1.88	0.00	0.00	0.00	0.00
	Waste Operations	61.92	61.92	61.92	7.85	86.29	1.39		0.60%		1.23	1.46	0.50	0.52	0.73	0.53
		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:		180.23	180.73	180.48	24.14	214.62	1.19		0.64%							
Director of Health & Community Wellbeing	Community Relations	14.00	14.00	14.00	2.41	27.75	1.98		0.82%		1.44	0.66	0.63	0.17	0.27	1.52
	Housing	9.24	9.24	9.24	0.00	0.00	0.00		0.00%		1.41	3.15	3.26	4.25	1.97	2.30
	Leisure Services	67.22	66.73	66.97	4.93	34.34	0.51		0.35%		0.50	0.28	0.56	0.36	0.34	0.50
	Public Protection	24.07	22.57	23.32	1.00	3.00	0.13		0.20%		0.00	0.50	1.63	0.56	0.04	0.94
		1.00	1.00	1.00	0.00	0.00	0.00		0.00%		0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		115.53	113.54	114.53	8.34	65.09	0.57		0.35%							
Director of OD & Democratic Services	Customer Services and Communications	42.96	44.96	43.96	4.86	58.45	1.33		0.53%		1.22	0.81	1.19	1.27	0.79	1.56
	Elections and Members' Services	4.00	4.00	4.00	0.00	0.00	0.00		0.00%		0.00	0.00	0.00	0.00	0.00	3.29
	Legal Services	5.20	5.20	5.20	0.00	0.00	0.00		0.00%		0.00	2.64	3.07	2.22	0.00	0.00
	Organisational Development	6.72	6.72	6.72	0.00	0.00	0.00		0.00%		0.00	0.00	1.21	0.00	0.00	0.50
		2.00	2.00	2.00	0.00	0.00	0.00		0.00%		0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		60.89	62.89	61.89	4.86	58.45	0.94		0.37%							
Planning & Economic Growth		26.45	26.45	26.45	2.97	20.00	0.76		0.54%		0.20	1.09	1.29	1.15	0.84	0.36
Service Total:		26.45	26.45	26.45	2.97	20.00	0.76		0.54%							
Grand Total:		387.08	387.59	387.34	40.30	358.16	0.92		0.50%		0.91	0.93	0.86	0.77	0.61	0.83

Long term (20 days+ in month)/ short term sickness analysis for July 2016

Head of Service	Section	No Occurrences Long Term	Total No Occurrences Absent	Long Term FTE Days Lost	Total FTE Days Lost	Long Term as a % of Days Lost	Long Term as a % of Occurrences
Deputy Chief Exec & Director of Finance	Audit and Asset Management	0	4	0.00	10.59	0.00%	0.00%
	Parks and Street Care	3	9	61.64	93.58	65.87%	33.33%
	Revenues Services	0	7	0.00	21.31	0.00%	0.00%
	Waste Operations	1	8	20.55	84.53	24.31%	12.50%
Head of Service Total:		4	28	82.18	210.01	39.13%	14.29%
Director of Health & Community Wellbeing	Community Relations	1	3	8.11	27.41	29.59%	33.33%
	Leisure Services	0	15	0.00	37.43	0.00%	0.00%
	Public Protection	0	1	0.00	2.94	0.00%	0.00%
Head of Service Total:		1	19	8.11	67.77	11.96%	5.26%
Director of OD & Democratic Services	Customer Services and Communications	2	7	37.57	57.91	64.88%	28.57%
Head of Service Total:		2	7	37.57	57.91	64.88%	28.57%
Planning & Economic Growth	Planning (Dev Mgt/ BC)	0	6	0.00	8.81	0.00%	0.00%
Head of Service Total:		0	6	0.00	8.81	0.00%	0.00%
Grand Total:		7	60	127.86	344.50	37.12%	11.67%

Long term (20 days+ in month)/ short term sickness analysis for February 2016

Head of Service	Section	No Occurrences Long Term	Total No Occurrences Absent	Long Term FTE Days Lost	Total FTE Days Lost	Long Term as a % of Days Lost	Long Term as a % of Occurrences
Chief Executive		0	2	0.00	9.59	0.00%	0.00%
Head of Service		0	2	0.00	9.59	0.00%	0.00%
Total:							
Deputy Chief Executive	Audit and Asset Management	0	2	0.00	3.97	0.00%	0.00%
	Financial Services	0	2	0.00	5.54	0.00%	0.00%
	Parks and Street Care	0	3	0.00	17.61	0.00%	0.00%
	Revenues Services	2	5	41.09	55.69	73.79%	40.00%
	Waste Operations	0	6	0.00	41.82	0.00%	0.00%
Head of Service		2	18	41.09	124.62	32.97%	11.11%
Total:							
Director of Health	Housing	0	2	0.00	17.75	0.00%	0.00%
	Leisure Services	0	20	0.00	30.36	0.00%	0.00%
	Public Protection	0	1	0.00	0.98	0.00%	0.00%
Head of Service		0	23	0.00	49.09	0.00%	0.00%
Total:							
Director of OD & I	Customer Services and Communications	1	7	20.55	30.69	66.94%	14.29%
Head of Service		1	7	20.55	30.69	66.94%	14.29%
Total:							
Service Mgr- Plan	Planning and Economic Growth	0	2	0.00	20.55	0.00%	0.00%
Head of Service		0	2	0.00	20.55	0.00%	0.00%
Total:							
Grand Total:		3	52	61.64	234.55	26.28%	5.77%