

Report to Joint Consultative and Safety Committee

Subject: Sickness Absence: summary of current trends

Date: 16 May 2017

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:

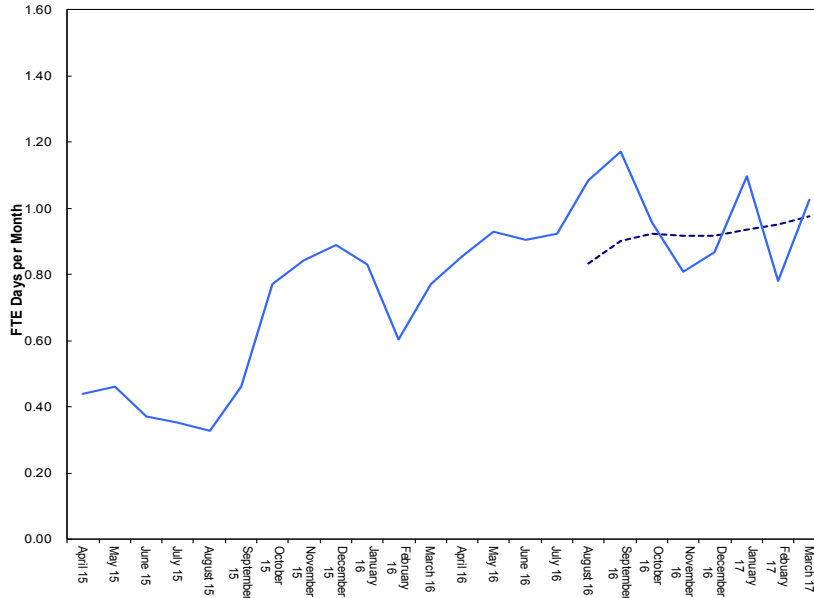
- Year-to-date absence over the year has continued to rise. Although there have been monthly dips in the rate of absence, due to the very good rates of attendance last year these have had no positive affect on the general rate of absence. In particular long term absence has been high for much of the year which has adversely affected the year end return. In March, long term absence accounted for around 43% of all days lost. The rate of absence over the last year is shown in Appendix 1.
- Although a number of services have begun to reduce absence levels, for example Revenues and Welfare Services, Customer Services and Development Services, this month most services have either similar or higher rates of absence when compared to last month's data.
- The issue of long-term absence has been previously highlighted to committee and in response to this SLT has begun to pay particular attention to such absences and have started to share ideas for helping to support employees to return from sickness absences at the earliest opportunity. As reported to the last committee, SLT has asked that proposals for policy change be put forward for consideration. Any proposals made would be the subject of normal consultation.

3. Recommendation

The Committee is asked to note this report.

Summary of trends graph; year to date at March 2017

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
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
August 16	4.93	390.93	3.91	1.09	10.02	0.84
September 16	5.32	390.53	4.18	1.17	10.81	0.90
October 16	4.55	389.26	4.27	0.96	11.07	0.92
November 16	3.67	389.12	4.24	0.81	11.00	0.92
December 16	4.34	387.30	4.23	0.87	11.00	0.92
January 17	5.23	387.81	4.32	1.10	11.22	0.94
February 17	3.90	387.61	4.41	0.78	11.42	0.95
March 17	4.47	385.87	4.47	1.03	11.73	0.98

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

Days Lost Per FTE Employee: Year to March 2017								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	% 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		4.59	4.99	4.79	2.58	10.87	2.27	0.89%	4.90	6.72	5.28	5.28	7.06	7.53
Service Total:		4.59	4.99	4.79	2.58	10.87	2.27	0.89%						
Deputy Chief Exec & Director of Finance	Audit	3.50	3.50	3.50	3.50	174.38	49.82	19.54%	40.54	9.11	9.25	8.42	6.89	6.35
	Financial Services	13.53	14.80	14.16	7.47	42.79	3.02	1.18%	1.69	1.93	1.60	1.39	2.17	1.76
	Health, Safety & Emergency Planning	1.00	1.00	1.00	0.00	0.00	0.00	0.00%	0.00					
	Parks and Street Care	50.34	48.81	49.57	37.95	1208.27	24.37	9.56%	22.06	19.91	18.42	17.04	15.13	13.07
	Property	9.66	9.58	9.62	3.07	8.03	0.83	0.33%	0.73					
	Revenues and Welfare Support	37.64	40.22	38.93	27.20	536.93	13.79	5.41%	15.79					
	Transport Services	8.00	8.00	8.00	5.00	52.00	6.50	2.55%	6.50	6.53	4.40	3.60	3.60	2.27
	Waste Operations	55.92	57.16	56.54	34.11	871.25	15.41	6.04%	13.88	13.77	13.10	12.83	13.37	13.39
Service Total:		179.58	184.07	181.83	118.30	2893.63	15.91	6.24%						
Director of Health & Community Wellbeing	Community Relations	13.27	13.54	13.41	7.03	118.97	8.87	3.48%	9.06	8.97	9.99	11.22	12.81	13.99
	Leisure Services	67.45	64.20	65.83	41.42	394.30	5.99	2.35%	5.70	5.36	4.99	5.34	5.71	6.06
	Public Protection	25.07	27.46	26.26	8.76	221.09	8.42	3.30%	7.15	6.81	7.25	7.21	7.67	7.00
		1.00	1.00	1.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	1.00	1.00
Service Total:		106.79	106.20	106.50	57.20	734.37	6.90	2.70%						
Director of OD & Democratic Services	Customer Services and Communications	44.97	45.04	45.00	25.66	606.02	13.47	5.28%	14.46	15.08	15.92	16.99	17.37	16.70
	Democratic Services	4.00	4.09	4.05	2.09	6.49	1.60	0.63%	1.54	1.54	3.85	8.46	8.97	8.71
	Legal Services	5.00	5.01	5.01	5.20	36.32	7.26	2.85%	9.56	9.56	8.60	11.13	11.45	11.93
	Organisational Development	6.72	6.55	6.64	0.81	20.27	3.05	1.20%	3.05	3.02	1.71	1.74	2.19	3.57
		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:		62.69	62.70	62.70	33.76	669.10	10.67	4.19%						
Planning, Economic Growth & Regeneration	Development Services	17.59	16.59	17.09	8.30	184.22	10.78	4.23%	12.67	13.72	14.98	15.31	1.29	0.38
	Economic Growth and Regeneration	4.61	5.61	5.11	1.00	3.00	0.59	0.23%	0.59	0.97	1.15	1.53	15.94	15.64
	Planning Policy	5.24	5.43	5.34	0.41	1.00	0.19	0.07%	0.19	0.19	0.47	0.79	0.73	0.79
Service Total:		27.45	27.64	27.54	9.70	188.22	6.83	2.68%	7.92	9.06	9.46	9.79	9.68	9.89
Grand Total:		381.11	385.59	383.35	221.55	4496.19	11.73	4.60%	11.42	11.22	11.00	11.00	11.07	10.81

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

Days lost per FTE employee: March 2017								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		4.99	4.99	4.99	0.00	0.00	0.00	0.00%	0.19	1.38	0.20	0.00	0.00	0.00
Service Total:		4.99	4.99	4.99	0.00		0.00	0.00%						
Deputy Chief Exec & Director of Finance	Audit	3.50	3.50	3.50	2.00	31.00	8.86	38.51%	6.29	0.58	0.87	1.57	1.65	1.83
	Financial Services	14.80	14.80	14.80	1.91	18.98	1.28	5.58%	0.18	0.30	0.20	0.17	0.46	0.00
	Health, Safety & Emergency Planning	1.00	1.00	1.00	0.00	0.00	0.00	0.00%	0.00					
	Parks and Street Care	49.34	48.81	49.07	11.42	136.73	2.79	12.11%	2.37	2.58	2.35	2.25	2.32	2.04
	Property	9.58	9.58	9.58	0.27	0.81	0.08	0.37%	0.00					
	Revenues and Welfare Support	40.22	40.22	40.22	2.00	2.36	0.06	0.26%	0.56					
	Transport Services	8.00	8.00	8.00	0.00	0.00	0.00	0.00%	0.13	2.00	0.75	0.00	1.25	0.00
	Waste Operations	57.30	57.16	57.23	11.00	90.41	1.58	6.87%	0.86	1.10	0.82	0.65	1.34	1.76
	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:		184.73	184.07	184.40	28.59	280.29	1.52	6.61%						
Director of Health & Community Wellbeing	Community Relations	13.54	13.54	13.54	1.41	7.05	0.52	2.27%	0.19	0.00	0.29	0.06	0.14	0.96
	Leisure Services	64.80	64.20	64.50	7.52	38.70	0.60	2.61%	0.56	0.94	0.44	0.41	0.34	0.40
	Public Protection	25.46	27.46	26.46	3.76	54.35	2.05	8.93%	0.84	0.28	0.23	0.00	0.69	1.04
		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:		104.80	106.20	105.50	12.69	100.10	0.95	4.13%						
Director of OD & Democratic Services	Customer Services and Communications	45.33	45.04	45.18	6.23	13.01	0.29	1.25%	0.35	1.04	0.95	1.17	1.56	2.18
	Democratic Services	4.09	4.09	4.09	0.00	0.00	0.00	0.00%	0.00	1.42	0.00	0.00	0.28	0.00
	Legal Services	6.01	5.01	5.51	0.61	1.01	0.18	0.80%	0.00	0.70	0.00	0.48	0.00	0.00
	Organisational Development	6.55	6.55	6.55	0.00	0.00	0.00	0.00%	0.00	1.51	0.00	0.00	0.00	0.00
		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:		63.99	62.70	63.34	6.84	14.03	0.22	0.96%						
Planning, Economic Growth & Regeneration	Development Services	16.59	16.59	16.59	1.41	2.00	0.12	0.52%	0.47	0.31	0.00	0.12	0.97	0.00
	Economic Growth and Regeneration	5.61	5.61	5.61	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.21	1.35
	Planning Policy	5.43	5.43	5.43	0.00	0.00	0.00	0.00%	0.00	0.20	0.00	0.00	0.00	0.47
Service Total:		27.64	27.64	27.64	1.41	2.00	0.07	0.31%						
Grand Total:		386.15	385.59	385.87	49.52	396.42	1.03	4.47%	0.78	1.10	0.87	0.81	0.96	1.17

Long term (20 days+ in month)/ short term sickness analysis for March 2017

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	1	2	22.50	30.33	74.19%	50.00%
	Financial Services	0	4	0.00	18.63	0.00%	0.00%
	Parks and Street Care	4	12	88.05	134.18	65.63%	33.33%
	Property	0	1	0.00	0.81	0.00%	0.00%
	Revenues and Welfare Support	0	2	0.00	2.34	0.00%	0.00%
	Waste Operations	1	11	22.50	88.78	25.35%	9.09%
Head of Service Total:		6	32	133.06	275.07	48.37%	18.75%
Director of Health & Community Wellbeing	Community Relations	0	2	0.00	3.46	0.00%	0.00%
	Leisure Services	0	13	0.00	36.84	0.00%	0.00%
	Public Protection	2	4	33.85	53.42	63.37%	50.00%
Head of Service Total:		2	19	33.85	93.73	36.12%	10.53%
Director of OD & Democratic Services	Customer Services and Communications	0	7	0.00	12.73	0.00%	0.00%
	Legal Services	0	1	0.00	0.99	0.00%	0.00%
Head of Service Total:		0	8	0.00	13.71	0.00%	0.00%
Planning, Economic Growth & Regeneration	Development Services	0	2	0.00	1.96	0.00%	0.00%
Head of Service Total:		0	2	0.00	1.96	0.00%	0.00%
Grand Total:		8	61	166.91	384.47	43.41%	13.11%

Long term (20 days+ in month)/ short term sickness analysis for December 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	1	0.00	0.98	0.00%	0.00%
Head of Service Total:		0	1	0.00	0.98	0.00%	0.00%
Deputy Chief Exec & Director of Finance	Audit and Asset Management	0	11	0.00	13.31	0.00%	0.00%
	Financial Services	0	2	0.00	2.94	0.00%	0.00%
	Parks and Street Care	3	13	64.57	126.32	51.12%	23.08%
	Revenues Services	2	8	43.05	57.73	74.57%	25.00%
	Transport Services	0	2	0.00	5.87	0.00%	0.00%
	Waste Operations	1	5	21.52	51.94	41.44%	20.00%
Head of Service Total:		6	41	129.15	258.10	50.04%	14.63%
Director of Health & Community Wellbeing	Community Relations	0	2	0.00	3.91	0.00%	0.00%
	Housing	0	1	0.00	15.65	0.00%	0.00%
	Leisure Services	0	7	0.00	31.35	0.00%	0.00%
	Public Protection	0	1	0.00	7.83	0.00%	0.00%
Head of Service Total:		0	11	0.00	58.74	0.00%	0.00%
Director of OD & Democratic Services	Customer Services and Communications	1	7	21.52	44.01	48.91%	14.29%
Head of Service Total:		1	7	21.52	44.01	48.91%	14.29%
Grand Total:		7	60	150.67	361.83	41.64%	11.67%

Long term (20 days+ in month)/ short term sickness analysis for March 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	1	0.00	13.43	0.00%	0.00%
Head of Service Total:		0	1	0.00	13.43	0.00%	0.00%
Deputy Chief Exec	Parks and Street Care	0	7	0.00	40.13	0.00%	0.00%
	Revenues Services	1	11	22.50	43.88	51.29%	9.09%
	Waste Operations	0	8	0.00	32.49	0.00%	0.00%
Head of Service Total:		1	26	22.50	116.50	19.32%	3.85%
Director of Health	Community Relations	0	2	0.00	1.96	0.00%	0.00%
	Housing	1	2	22.50	41.25	54.56%	50.00%
	Leisure Services	0	16	0.00	32.41	0.00%	0.00%
	Public Protection	0	2	0.00	15.65	0.00%	0.00%
Head of Service Total:		1	22	22.50	91.26	24.66%	4.55%
Director of OD & I	Customer Services and Communications	2	6	45.01	61.33	73.39%	33.33%
	Legal Services	0	1	0.00	12.72	0.00%	0.00%
Head of Service Total:		2	7	45.01	74.05	60.78%	28.57%
Service Mgr- Plan	Planning and Economic Growth	1	3	22.50	29.35	76.67%	33.33%
Head of Service Total:		1	3	22.50	29.35	76.67%	33.33%
Grand Total:		5	59	112.51	324.59	34.66%	8.47%