

## **Report to Joint Consultative and Safety Committee**

**Subject:**      **Sickness Absence: summary of current trends**

**Date:**        **29 August 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:

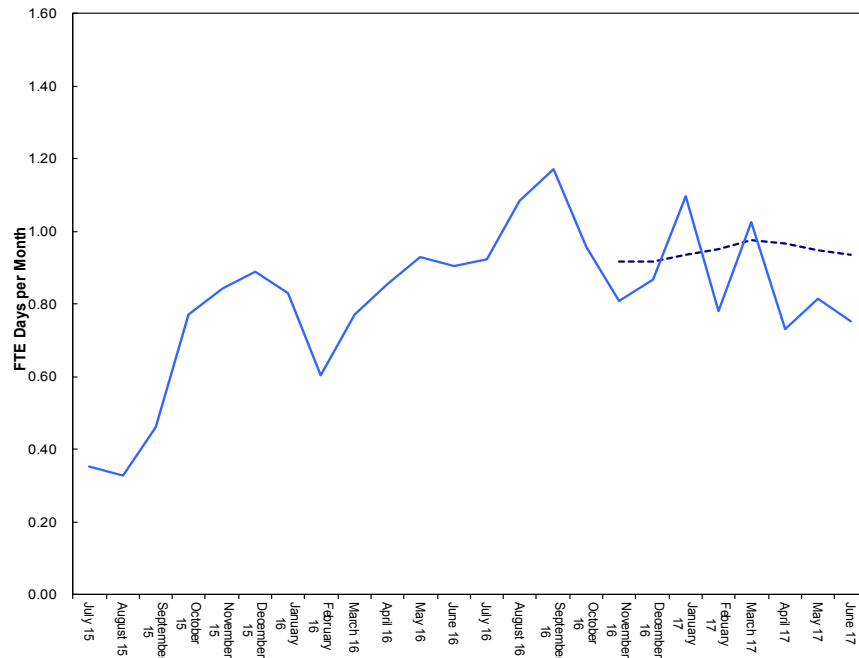
- The summary of trends graph in Appendix 1 shows that for the first three months of the year absence has been at a rate below the current year's target of 10 days lost per person. When compared with the same three months last year, absence has reduced slightly.
- The rate of long-term absence over recent quarters is also shown at Appendix 1. In the first quarter of the year there has been a reduction in the number of cases of long-term absence although the proportion of the occurrence of long-term absence has actually increased as overall there has been a fall in the total number of cases of absence. In March, long term absence accounted for around 43% of all days lost. This has now reduced to around 36%. In the last financial year long-term absence proved to be an issue and contributed substantially to the overall high levels of sickness absence.
- Monthly data shows that there are both sustained increases (Revenues and Welfare, Transport and Waste) and sustained decreases (Community Relations, PASC, Public Protection) in the rates of absence in our larger teams.
- The issue of high levels of sickness absence, and particularly long-term absence has been previously highlighted to committee. A draft report to introduce both measures of support, and proposals for control and limitation of absence were brought to the last committee and have subsequently been further developed into a final report to be presented at this committee.

### **3. Recommendation**

The Committee is asked to note this report.

## Summary of trends graph; year to date at June 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
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
April 17	4.06	379.37	4.47	0.73	11.61	0.97
May 17	3.88	384.12	4.41	0.81	11.38	0.95
June 17	3.43	379.47	4.35	0.75	11.25	0.94

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

Days Lost Per FTE Employee: Year to June 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	% Absenc e		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		1.00	1.00	1.00	0.00	0.00	0.00	0.00%		0.00	0.00				
Service Total:		1.00	1.00	1.00	0.00	0.00	0.00	0.00%							
Deputy Chief Exec & Director of Finance	Financial Services	17.49	15.30	16.39	10.41	241.67	14.74	5.83%		14.56	14.52	3.02	1.69	1.93	1.60
	Health, Safety & Emergency Planning	1.00	1.00	1.00	0.00	0.00	0.00	0.00%		0.00	0.00	0.00	0.00		
	Parks and Street Care	51.34	45.39	48.36	37.47	1220.33	25.23	9.97%		25.99	25.46	24.37	22.06	19.91	18.42
	Property	9.09	8.31	8.70	1.96	16.15	1.86	0.73%		1.36	1.09	0.83	0.73		
	Revenues and Welfare Support	38.64	39.04	38.84	26.62	411.67	10.60	4.19%		10.89	12.24	13.79	15.79		
	Transport and Waste	69.92	68.16	69.04	45.11	947.14	13.72	5.42%		13.35					
		0.00	1.00	0.50	0.00	0.00	0.00	0.00%		0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		187.47	178.20	182.84	121.57	2836.97	15.52	6.13%							
Director of Health & Community Wellbeing	Community Relations	14.54	12.11	13.32	6.76	116.91	8.77	3.47%		9.41	9.44	8.87	9.06	8.97	9.99
	Leisure Services	65.30	64.17	64.73	39.74	386.50	5.97	2.36%		6.06	5.73	5.99	5.70	5.36	4.99
	Public Protection	24.07	28.46	26.26	8.76	245.72	9.36	3.70%		8.68	8.17	8.42	7.15	6.81	7.25
		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:		104.91	105.74	105.32	55.25	749.12	7.11	2.81%							
Director of OD & Democratic Services	Customer Services and Communications	42.96	44.54	43.75	26.40	549.54	12.56	4.96%		12.73	12.60	13.47	14.46	15.08	15.92
	Democratic Services	6.99	8.08	7.53	5.49	21.39	2.84	1.12%		2.73	2.47				
	Legal Services	5.20	6.01	5.61	3.20	18.89	3.37	1.33%		2.49	4.23	7.26	9.56	9.56	8.60
	Organisational Development	6.72	6.55	6.64	0.81	15.20	2.29	0.91%		1.83	1.83	3.05	3.05	3.02	1.71
		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:		63.87	67.19	65.53	35.90	605.02	9.23	3.65%							
Planning, Economic Growth & Regeneration	Development Services	18.41	14.59	16.50	8.30	102.22	6.19	2.45%		7.79	9.11	10.78	12.67	13.72	14.98
	Economic Growth and Regeneration	4.61	5.01	4.81	1.00	3.00	0.62	0.25%		0.59	0.59	0.59	0.59	0.97	1.15
	Planning Policy	5.43	6.24	5.84	0.41	1.00	0.17	0.07%		0.17	0.19	0.19	0.19	0.19	0.47
Service Total:		28.45	25.85	27.15	9.70	106.22	3.91	1.55%							
Grand Total:		385.70	377.97	381.84	222.42	4297.32	11.25	4.45%		11.38	11.61	11.73	11.42	11.22	11.00

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

Days lost per FTE employee: June 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		1.00	1.00	1.00	0.00	0.00	0.00	0.00%	0.00	0.00				
<b>Service Total:</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>						
Deputy Chief Exec & Director of Finance	Financial Services	15.30	15.30	15.30	0.00	0.00	0.00	0.00%	0.59	1.65	1.28	0.18	0.30	0.20
	Health, Safety & Emergency Planning	1.00	1.00	1.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00		
	Parks and Street Care	47.81	45.39	46.60	5.95	39.74	0.85	3.88%	1.63	2.02	2.79	2.37	2.58	2.35
	Property	8.31	8.31	8.31	0.54	6.22	0.75	3.40%	0.39	0.24	0.08	0.00		
	Revenues and Welfare Support	39.04	39.04	39.04	4.42	40.46	1.04	4.71%	0.49	0.21	0.06	0.56		
	Transport and Waste	69.16	68.16	68.66	9.00	98.59	1.44	6.53%	1.07					
		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
<b>Service Total:</b>		<b>181.62</b>	<b>178.20</b>	<b>179.91</b>	<b>19.91</b>	<b>185.01</b>	<b>1.03</b>	<b>4.67%</b>						
Director of Health & Community Wellbeing	Community Relations	12.11	12.11	12.11	0.41	8.92	0.74	3.35%	1.11	1.58	0.52	0.19	0.00	0.29
	Leisure Services	64.74	64.17	64.45	2.98	23.30	0.36	1.64%	0.56	0.27	0.60	0.56	0.94	0.44
	Public Protection	27.46	28.46	27.96	1.00	22.00	0.79	3.58%	0.95	1.05	2.05	0.84	0.28	0.23
		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
<b>Service Total:</b>		<b>105.31</b>	<b>105.74</b>	<b>105.52</b>	<b>4.39</b>	<b>54.22</b>	<b>0.51</b>	<b>2.34%</b>						
Director of OD & Democratic Services	Customer Services and Communications	44.54	44.54	44.54	5.77	37.86	0.85	3.86%	0.85	0.25	0.29	0.35	1.04	0.95
	Democratic Services	8.08	8.08	8.08	0.00	0.00	0.00	0.00%	0.25	0.25				
	Legal Services	6.01	6.01	6.01	0.59	5.95	0.99	4.49%	0.82	0.00	0.18	0.00	0.70	0.00
	Organisational Development	6.55	6.55	6.55	0.81	3.04	0.46	2.11%	0.00	0.00	0.00	0.00	1.51	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
<b>Service Total:</b>		<b>67.19</b>	<b>67.19</b>	<b>67.19</b>	<b>7.18</b>	<b>46.84</b>	<b>0.70</b>	<b>3.17%</b>						
Planning, Economic Growth & Regeneration	Development Services	14.59	14.59	14.59	0.00	0.00	0.00	0.00%	0.38	0.00	0.12	0.47	0.31	0.00
	Economic Growth and Regeneration	5.01	5.01	5.01	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
	Planning Policy	6.24	6.24	6.24	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.20	0.00
<b>Service Total:</b>		<b>25.85</b>	<b>25.85</b>	<b>25.85</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>						
<b>Grand Total:</b>		<b>380.96</b>	<b>377.97</b>	<b>379.47</b>	<b>31.47</b>	<b>286.08</b>	<b>0.75</b>	<b>3.43%</b>	<b>0.81</b>	<b>0.73</b>	<b>1.03</b>	<b>0.78</b>	<b>1.10</b>	<b>0.87</b>

## Long term (20 days+ in month)/ short term sickness analysis for June 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	Parks and Street Care	0	6	0.00	22.98	0.00%	0.00%
	Property	1	2	5.95	6.22	95.65%	50.00%
	Revenues and Welfare Support	1	5	12.78	39.25	32.57%	20.00%
	Transport and Waste	2	8	43.05	85.04	50.62%	25.00%
Head of Service Total:		4	21	61.78	153.48	40.25%	19.05%
Director of Health & Community Wellbeing	Community Relations	1	1	8.92	8.92	100.00%	100.00%
	Leisure Services	0	7	0.00	26.58	0.00%	0.00%
	Public Protection	1	1	21.52	21.52	100.00%	100.00%
Head of Service Total:		2	9	30.44	57.02	53.39%	22.22%
Director of OD & Democratic Services	Customer Services and Communications	0	7	0.00	36.93	0.00%	0.00%
	Legal Services	0	1	0.00	5.84	0.00%	0.00%
	Organisational Development	0	1	0.00	2.96	0.00%	0.00%
Head of Service Total:		0	9	0.00	45.73	0.00%	0.00%
Grand Total:		6	39	92.22	256.23	35.99%	15.38%

## 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%