

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

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

**Date:** 13 March 2018

**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:

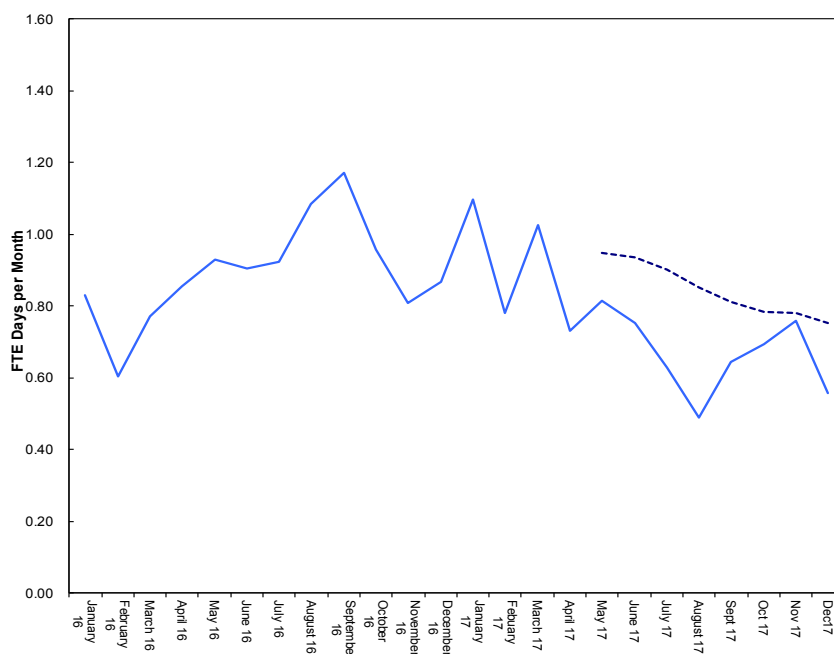
- The summary of trends graph in Appendix 1 shows that for the first nine months of the year absence continues to be within the target of 10 full time equivalent days lost per full time equivalent employee.
- The rate of long-term absence over recent quarters is also shown at Appendix 1. The number of long term cases is higher in December (seven cases) than in September (three cases). In December such absences accounted for around 43% of days lost although the total number of days' absence was low compared to last month and also to the same month last year.
- Monthly data up to December shows that there are sustained decreases in our PASC, Customer Services & IT, and Transport and Waste teams. Revenues and Welfare Services and Community Relations have remained fairly static in their rates of absence.
- The issue of high levels of sickness absence, and particularly long-term absence has been previously highlighted to committee. In order to recognise the importance of these issues and encourage a stable and regular pattern of good attendance, a revised package of measures was introduced from 1 January through our new Attendance Management Policy.

### **3. Recommendation**

The Committee is asked to note this report.

## Summary of trends graph; year to date at December 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
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
July 17	2.99	378.65	4.23	0.63	10.84	0.90
August 17	2.22	378.65	4.01	0.49	10.23	0.85
Sept 17	3.07	374.69	3.82	0.64	9.75	0.81
Oct 17	3.16	379.55	3.70	0.69	9.42	0.79
Nov 17	3.46	383.00	3.68	0.76	9.38	0.78
Dec 17	2.93	379.78	3.57	0.56	9.05	0.75

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

Days Lost Per FTE Employee: Year to December 2017							
Service	Section	Fte At Start	Fte At End	Average Fte	No Emps Sick FTE	FTE Days Lost	FTE Days Lost per FTE
Chief Executive		1.00	1.00	1.00	1.00	2.00	2.00
<b>Service Total:</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>2.00</b>	<b>2.00</b>
Deputy Chief Exec & Director of Finance	Financial Services	18.30	15.11	16.70	11.41	140.41	8.41
	Health, Safety & Emergency Planning	1.00	1.00	1.00	0.00	0.00	0.00
	Parks and Street Care	49.95	48.93	49.44	34.50	824.38	16.67
	Property	8.74	8.47	8.61	1.89	67.30	7.82
	Revenues and Welfare Support	41.72	37.11	39.41	23.03	251.18	6.37
	Sales and Marketing	0.00	1.00	0.50	0.00	0.00	0.00
	Transport and Waste	66.30	71.66	68.98	43.39	901.46	13.07
		1.00	1.00	1.00	0.00	0.00	0.00
<b>Service Total:</b>		<b>187.00</b>	<b>184.28</b>	<b>185.64</b>	<b>114.22</b>	<b>2184.73</b>	<b>11.77</b>
Director of Health & Community Wellbeing	Community Relations	14.49	12.32	13.41	6.16	142.09	10.60
	Leisure Services	64.35	61.16	62.76	37.06	384.33	6.12
	Public Protection	25.46	30.14	27.80	9.76	185.86	6.69
		1.00	1.00	1.00	0.00	0.00	0.00
<b>Service Total:</b>		<b>105.30</b>	<b>104.62</b>	<b>104.96</b>	<b>52.98</b>	<b>712.29</b>	<b>6.79</b>
Director of OD & Democratic Services	Customer Services and Communications	43.65	41.37	42.51	27.14	390.94	9.20
	Democratic Services	7.58	8.08	7.83	6.57	59.28	7.57
	Legal Services	5.41	6.01	5.71	3.20	15.91	2.79
	Organisational Development	6.72	5.95	6.33	1.42	25.34	4.00
<b>Service Total:</b>		<b>65.36</b>	<b>62.41</b>	<b>63.89</b>	<b>38.33</b>	<b>491.48</b>	<b>7.69</b>
Planning, Economic Growth & Regeneration	Development Services	17.41	17.59	17.50	9.73	66.47	3.80
	Economic Growth and Regeneration	4.61	4.40	4.50	0.00	0.00	0.00
	Planning Policy	4.43	5.24	4.84	0.41	3.03	0.63
		0.00	0.00	0.00	0.00	0.00	0.00
<b>Service Total:</b>		<b>26.45</b>	<b>27.24</b>	<b>26.84</b>	<b>10.14</b>	<b>69.50</b>	<b>2.59</b>
<b>Grand Total:</b>		<b>385.11</b>	<b>379.55</b>	<b>382.33</b>	<b>216.66</b>	<b>3460.00</b>	<b>9.05</b>

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

### Days lost per FTE employee: December 2017

Service	Section	Fte At Start	Fte At End	Average Fte	No Emps Sick FTE	FTE Days Lost	FTE Days Lost per FTE	% Absence
Chief Executive		1.00	1.00	1.00	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	15.11	15.11	15.11	2.50	7.63	0.50	2.66%
	Health, Safety & Emergency Planning	1.00	1.00	1.00	0.00	0.00	0.00	0.00%
	Parks and Street Care	48.93	48.93	48.93	6.00	40.00	0.82	4.30%
	Property	8.74	8.47	8.61	0.81	13.78	1.60	8.43%
	Revenues and Welfare Support	37.11	37.11	37.11	5.00	12.03	0.32	1.71%
	Sales and Marketing	1.00	1.00	1.00	0.00	0.00	0.00	0.00%
	Transport and Waste	70.66	71.66	71.16	6.00	47.78	0.67	3.53%
		1.00	1.00	1.00	0.00	0.00	0.00	0.00%
<b>Service Total:</b>		<b>183.55</b>	<b>184.28</b>	<b>183.92</b>	<b>20.31</b>	<b>121.22</b>	<b>0.66</b>	<b>3.47%</b>
Director of Health & Community Wellbeing	Community Relations	12.32	12.32	12.32	0.81	17.03	1.38	7.27%
	Leisure Services	61.75	61.16	61.46	5.29	31.25	0.51	2.68%
	Public Protection	30.14	30.14	30.14	0.00	0.00	0.00	0.00%
		1.00	1.00	1.00	0.00	0.00	0.00	0.00%
<b>Service Total:</b>		<b>105.21</b>	<b>104.62</b>	<b>104.92</b>	<b>6.10</b>	<b>48.28</b>	<b>0.46</b>	<b>2.42%</b>
Director of OD & Democratic Services	Customer Services and Communications	42.37	41.37	41.87	6.66	35.83	0.86	4.50%
	Democratic Services	8.08	8.08	8.08	0.00	0.00	0.00	0.00%
	Legal Services	6.01	6.01	6.01	0.00	0.00	0.00	0.00%
	Organisational Development	6.55	5.95	6.25	1.42	4.05	0.65	3.41%
		1.00	1.00	1.00	0.00	0.00	0.00	0.00%
<b>Service Total:</b>		<b>64.02</b>	<b>62.41</b>	<b>63.21</b>	<b>8.07</b>	<b>39.89</b>	<b>0.63</b>	<b>3.32%</b>
Planning, Economic Growth & Regeneration	Development Services	16.59	17.59	17.09	1.00	2.00	0.12	0.62%
	Economic Growth and Regeneration	4.40	4.40	4.40	0.00	0.00	0.00	0.00%
	Planning Policy	5.24	5.24	5.24	0.00	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>26.24</b>	<b>27.24</b>	<b>26.74</b>	<b>1.00</b>	<b>2.00</b>	<b>0.07</b>	<b>0.39%</b>
<b>Grand Total:</b>		<b>380.02</b>	<b>379.55</b>	<b>379.78</b>	<b>35.48</b>	<b>211.38</b>	<b>0.56</b>	<b>2.93%</b>

### Current month 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
0.00	0.00	2.00	0.00	0.00	0.00
0.18	0.04	0.13	0.28	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
1.09	0.78	0.46	0.65	0.80	0.85
1.48	1.04	0.75	0.66	0.63	0.75
0.29	0.71	0.37	0.52	0.47	1.04
1.36	0.98	1.08	0.83	1.38	1.44
0.00	0.00	0.00	0.00	0.00	0.00
1.47	1.54	0.91	1.15	0.70	0.74
0.34	0.66	0.59	0.18	0.28	0.36
0.07	0.00	0.21	0.00	0.41	0.79
0.00	0.00	0.00	0.00	0.00	0.00
0.99	0.75	1.01	0.77	1.02	0.85
2.18	1.48	1.73	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.99
1.22	0.00	0.00	0.00	0.00	0.46
0.00	0.00	0.00	0.00	0.00	0.00
0.24	0.96	0.57	0.51	0.06	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.38	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.76	0.69	0.64	0.49	0.63	0.75

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

Head of Service	Section	No Occurrences Long Term	Total No Occurrences	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	Financial Services	0	4	0.00	7.44	0.00%	0.00%
	Parks and Street Care	1	7	18.59	39.14	47.50%	14.29%
	Property	1	3	5.68	13.78	41.18%	33.33%
	Revenues and Welfare Support	0	5	0.00	11.76	0.00%	0.00%
	Transport and Waste	1	6	20.55	47.05	43.67%	16.67%
Head of Service Total:		3	25	44.81	119.16	37.60%	12.00%
Director of Health & Community Wellbeing	Community Relations	2	2	17.03	17.03	100.00%	100.00%
	Leisure Services	1	13	6.53	30.88	21.13%	7.69%
Head of Service Total:		3	15	23.55	47.91	49.16%	20.00%
Director of OD & Democratic Services	Customer Services and Communications	1	9	20.55	34.96	58.77%	11.11%
	Organisational Development	0	2	0.00	3.95	0.00%	0.00%
Head of Service Total:		1	11	20.55	38.90	52.81%	9.09%
Planning, Economic Growth & Regeneration	Development Services	0	1	0.00	1.96	0.00%	0.00%
Head of Service Total:		0	1	0.00	1.96	0.00%	0.00%
Grand Total:		7	52	88.91	207.94	42.76%	13.46%

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

Head of Service	Section	No Occurrences Long Term	Total No Occurrences	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	1.96	0.00%	0.00%
Head of Service Total:		0	1	0.00	1.96	0.00%	0.00%
Deputy Chief Exec & Director of Finance	Financial Services	0	1	0.00	1.96	0.00%	0.00%
	Parks and Street Care	0	6	0.00	21.07	0.00%	0.00%
	Property	0	3	0.00	7.03	0.00%	0.00%
	Revenues and Welfare Support	0	4	0.00	13.74	0.00%	0.00%
	Transport and Waste	1	7	20.55	73.46	27.97%	14.29%
Head of Service Total:		1	21	20.55	117.26	17.52%	4.76%
Director of Health & Community Wellbeing	Community Relations	1	2	8.51	11.22	75.90%	50.00%
	Leisure Services	0	12	0.00	50.81	0.00%	0.00%
	Public Protection	0	2	0.00	5.97	0.00%	0.00%
Head of Service Total:		1	16	8.51	67.99	12.52%	6.25%
Director of OD & Democratic Services	Customer Services and Communications	1	8	20.55	41.32	49.72%	12.50%
	Democratic Services	0	4	0.00	13.68	0.00%	0.00%
Head of Service Total:		1	12	20.55	55.00	37.36%	8.33%
Planning, Economic Growth & Regeneration	Development Services	0	1	0.00	9.78	0.00%	0.00%
Head of Service Total:		0	1	0.00	9.78	0.00%	0.00%
Grand Total:		3	51	49.61	252.00	19.68%	5.88%