

Report to Joint Consultative and Safety Committee

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

Date: **15 May 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 the outturn for the full year at 8.41 days lost per employee is well below the ten-day target. It is a 28% improvement on the year end outturn last year which ran at 11.73 days lost. The trend of absence continues to be downward.

During the year the profile of absence management has remained high and in addition to policy change, work has continued to regularly notify employees of their team absence rates and how this compares to others and structured “case management” meetings have regularly taken place to ensure that employees on long-term absence are properly supported and managed.

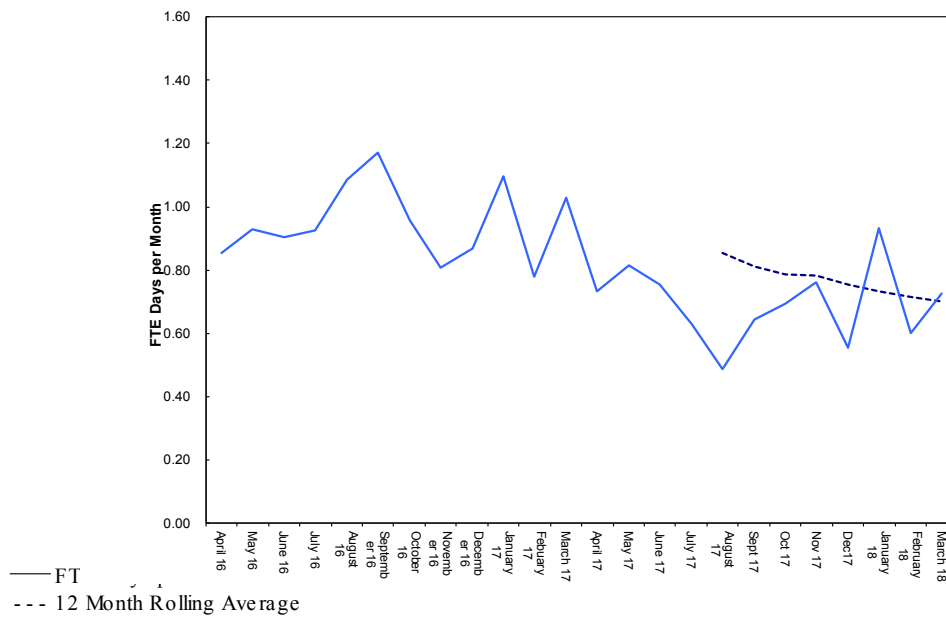
- The rate of long-term absence over recent quarters is also shown at Appendix 1. The number of long-term cases is similar between December and March at six or seven cases. Long-term absence currently accounts for around at least a third of days lost due to sickness absence and so the case management meetings that now regularly take place between HR, service managers and directors are an important part of our support to employees.
- Most large teams now show improvements against their absence rates of last year. Clearly in some areas, particularly those that involve a high degree of manual handling the levels are still high when compared to other teams but this is not unusual as an “industry standard”.

3. Recommendation

The Committee is asked to note this report.

Summary of trends graph; year to date at March 2018

Summary of Trends



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 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
January 18	4.25	378.25	3.48	0.93	8.80	0.73
February 18	3.01	374.84	3.41	0.60	8.59	0.72
March 18	3.46	373.69	3.33	0.73	8.41	0.70

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

Days Lost Per FTE Employee: Year to March 2018

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
Service Total:		1.00	1.00	1.00	1.00	2.00	2.00
Deputy Chief Exec & Director of Finance	Financial Services	15.30	14.11	14.70	8.50	57.12	3.88
	Health, Safety & Emergency Planning	1.00	1.00	1.00	0.00	0.00	0.00
	Parks and Street Care	48.81	49.93	49.37	34.50	543.22	11.00
	Property	9.42	10.42	9.92	6.16	99.30	10.01
	Revenues and Welfare Support	39.83	38.11	38.97	23.12	228.25	5.86
	Sales and Marketing	0.00	1.00	0.50	1.00	19.00	38.00
	Transport and Waste	65.16	68.26	66.71	37.89	987.48	14.80
		1.00	1.00	1.00	0.00	0.00	0.00
Service Total:		180.52	183.82	182.17	111.18	1934.37	10.62
Director of Health & Community Wellbeing	Community Relations	12.92	12.32	12.62	7.16	176.16	13.96
	Leisure Services	62.83	57.69	60.26	30.87	322.83	5.36
	Public Protection	26.27	30.95	28.61	11.26	117.23	4.10
		1.00	1.00	1.00	0.00	0.00	0.00
Service Total:		103.02	101.96	102.49	49.29	616.21	6.01
Director of OD & Democratic Services	Customer Services and Communications	43.86	40.03	41.95	26.03	432.54	10.31
	Democratic Services	8.08	6.89	7.49	5.47	66.45	8.88
	Legal Services	5.01	6.01	5.51	1.54	13.39	2.43
	Organisational Development	6.55	5.95	6.25	1.42	27.36	4.38
		2.00	1.00	1.50	0.00	0.00	0.00
Service Total:		65.51	59.88	62.70	34.47	539.74	8.61
Planning, Economic Growth & Regeneration	Development Services	16.59	16.59	16.59	9.00	61.00	3.68
	Economic Growth and Regeneration	5.61	4.40	5.00	0.00	0.00	0.00
	Planning Policy	5.24	5.24	5.24	0.41	2.03	0.39
Service Total:		27.45	26.24	26.84	9.41	63.03	2.35
Grand Total:		377.49	372.90	375.20	205.34	3155.35	8.41

Year to date trend

% Rate of 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
0.80%	2.00	2.00	2.00	2.00	2.00	2.00
0.80%						
1.55%	6.21	7.78	8.41	8.83	9.89	11.45
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
4.38%	12.54	14.46	16.67	18.24	19.34	21.67
3.99%	9.49	8.74	7.82	6.12	5.02	3.88
2.33%	5.53	5.73	6.37	7.82	9.05	8.89
15.14%	0.00	0.00	0.00	0.00		
5.90%	14.80	13.72	13.07	13.25	12.29	12.63
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
4.23%						
5.56%	12.76	12.33	10.60	9.63	8.22	6.95
2.13%	5.42	5.79	6.12	6.09	6.09	5.72
1.63%	5.70	6.45	6.69	6.83	6.88	7.88
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
2.40%						
4.11%	9.92	9.52	9.20	9.39	9.56	10.32
3.54%	8.32	7.97	7.57	7.70	6.04	4.55
0.97%	2.40	2.40	2.79	2.79	3.09	3.09
1.74%	4.05	3.41	4.00	3.51	2.29	2.29
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
3.43%						
1.46%	3.20	3.45	3.80	3.70	3.67	2.86
0.00%	0.00	0.00	0.00	0.00	0.00	0.67
0.15%	0.38	0.38	0.63	0.63	0.19	0.19
0.94%						
3.35%	8.59	8.80	9.05	9.38	9.42	9.75

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

Days lost per FTE employee: March 2018

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	0.00	0.00	0.00	2.00
Service Total:		1.00	1.00	1.00	0.00	0.00	0.00	0.00%						
Deputy Chief Exec & Director of Finance	Financial Services	15.11	14.11	14.61	1.00	3.33	0.23	1.13%	0.00	0.13	0.50	0.18	0.04	0.13
	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	0.00	0.00
	Parks and Street Care	49.93	49.93	49.93	6.00	40.00	0.80	3.81%	0.63	0.70	0.82	1.09	0.78	0.46
	Property	10.42	10.42	10.42	0.27	5.95	0.57	2.72%	0.75	1.71	1.60	1.48	1.04	0.75
	Revenues and Welfare Support	37.11	38.11	37.61	4.50	16.69	0.44	2.09%	0.37	0.75	0.32	0.29	0.71	0.37
	Sales and Marketing	1.00	1.00	1.00	1.00	19.00	19.00	90.48%	0.00	0.00	0.00			
	Transport and Waste	68.26	68.26	68.26	9.39	86.55	1.27	6.04%	1.63	1.67	0.67	1.36	0.98	1.08
		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:		183.82	183.82	183.82	22.16	171.53	0.93	4.44%						
Director of Health & Community Wellbeing	Community Relations	12.32	12.32	12.32	1.22	18.55	1.50	7.17%	0.66	1.38	1.38	1.47	1.54	0.91
	Leisure Services	57.67	57.69	57.68	6.20	29.76	0.52	2.46%	0.30	0.67	0.51	0.34	0.66	0.59
	Public Protection	29.95	30.95	30.45	2.76	14.16	0.47	2.18%	0.00	0.24	0.00	0.07	0.00	0.21
		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:		100.94	101.96	101.45	10.18	62.47	0.62	2.92%						
Director of OD & Democratic Services	Customer Services and Communications	40.62	40.03	40.33	3.61	27.69	0.69	3.29%	0.62	1.56	0.86	0.99	0.75	1.01
	Democratic Services	7.89	6.89	7.39	0.00	0.00	0.00	0.00%	0.38	2.17	0.00	2.18	1.48	1.73
	Legal Services	6.01	6.01	6.01	0.00	0.00	0.00	0.00%	0.00	0.41	0.00	0.00	0.00	0.00
	Organisational Development	5.95	5.95	5.95	0.81	2.03	0.34	1.62%	0.68	1.02	0.65	1.22	0.00	0.00
		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:		61.48	59.88	60.68	4.42	29.72	0.49	2.36%						
Planning, Economic Growth & Regeneration	Development Services	17.59	16.59	17.09	2.00	8.00	0.47	2.30%	0.22	0.00	0.12	0.24	0.96	0.57
	Economic Growth and Regeneration	4.40	4.40	4.40	0.00	0.00	0.00	0.00%	0.00	0.00	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	0.38	0.00	0.00
Service Total:		27.24	26.24	26.74	2.00	8.00	0.30	1.45%						
Grand Total:		374.48	372.90	373.69	38.76	271.72	0.73	3.47%	0.60	0.93	0.56	0.76	0.69	0.64

Long term (20 days+ in month)/ short term sickness analysis for March 2018

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	2	0.00	3.19	0.00%	0.00%
	Parks and Street Care	1	6	21.52	39.14	55.00%	16.67%
	Property	1	1	5.95	5.95	100.00%	100.00%
	Revenues and Welfare Support	0	6	0.00	16.34	0.00%	0.00%
	Sales and Marketing	0	1	0.00	18.59	0.00%	0.00%
	Transport and Waste	1	11	21.52	85.01	25.32%	9.09%
Head of Service Total:		3	27	48.99	168.21	29.13%	11.11%
Director of Health & Community Wellbeing	Community Relations	2	3	17.03	18.43	92.41%	66.67%
	Leisure Services	0	12	0.00	29.24	0.00%	0.00%
	Public Protection	0	3	0.00	13.79	0.00%	0.00%
Head of Service Total:		2	18	17.03	61.46	27.70%	11.11%
Director of OD & Democratic Services	Customer Services and Communications	1	5	21.52	27.10	79.42%	20.00%
	Organisational Development	0	1	0.00	1.97	0.00%	0.00%
Head of Service Total:		1	6	21.52	29.08	74.03%	16.67%
Planning, Economic Growth & Regeneration	Development Services	0	2	0.00	7.83	0.00%	0.00%
Head of Service Total:		0	2	0.00	7.83	0.00%	0.00%
Grand Total:		6	53	87.55	266.57	32.84%	11.32%

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%