

Report to Joint Consultative and Safety Committee

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

Date: **28 August 2018**

Author: **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 up to June at 8.51 days lost per employee is well below the nine-day target (reduced in 2018-19 from ten days). Total absence over the last three months seems to have stabilised.

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 has risen slightly in June and stands at eight cases. In December and March there were six and seven cases respectively. Long-term absence currently accounts for almost half of the total days lost due to sickness and 18.6% of the number of occurrences.

Long term absence is managed within teams and is supported by HR Officers and by Directors who regularly run “case management” sessions. This ensures that absence management is given a high priority within teams and also that the general management of absence is consistent in its nature between teams. Members will recall that the recent policy changes mean that no absence can now extend beyond one year.

- Both Customer Services and Revenues are large teams that showed a marked improvement in attendance rates this month although PASC, Waste and Transport and Public Protection are large teams that still have high rates of total absence above target.

- Appendix 2 shows the breakdown of information relating to the reasons for sickness absence for last year and the preceding two years. The “top five” reasons have been highlighted.

Although for some absence reasons there is no discernible short-term pattern of absence, some of the absence reasons do show a pattern between years:

- Muscular/ skeletal problems showed a sharp increase in the number of days lost in 2016-17 and a slight reduction last year in 2017-18. Introduced from January this year was the “fast track” physiotherapy referral scheme. Although too early to assess if this has had any material positive effect, a number of referrals have been made through the scheme to a local physiotherapist.

- Absences relating to colds occur at a reasonably consistent rate at just below 10% of days lost. There may be little that can be done for absences of this type although increasing opportunity for office-based staff to work in more flexible and “agile” ways may lead to a slight reduction in such absences as people can work from home and outside normal hours or days of work.

- At a consistent rate of absence similar to “colds”, absence due to injury not sustained at work is a “top five” cause of non-attendance in each of the last three years. As the range of injuries is likely to be broad then it may be difficult to address specific issues although there may be merit in running a campaign to remind and inform staff that not taking simple safety measures at home might affect their ability to attend work; this will be discussed with the Safety Officer.

- The proportion of days lost due to accidents at work increased by almost four times in 2017-18 against the previous year. The Safety Officer reports that this change is due predominantly to a small number of employees on long-term absence due to work-related accidents.

- Days lost due to reasons of depression, stress and similar mental health problems represented the greatest loss in terms of proportion of days absent from work in 2017-18. The proportion did substantially decreased from the previous year (by around 25%). The rate of absence attributed to this reason is not particularly unusual across industry or the public sector and a number of measures have been put into place over the last year to continue to support employees effectively;

- Employee Assistance Programme; 24/7 access to employee support. Again, it is too early to establish whether or not this facility has had any material positive effect.

- A number of mental health awareness events run throughout the year for staff and managers

- Mindfulness sessions run fortnightly at lunchtimes

- Attendance by mental health practitioners at last year’s Employee Conference

- Mental health issues being the subject of focus in some of the regular employee Wellbeing Bulletins that go out to all staff.

- Links to advice being provided through the annual employee health fair.

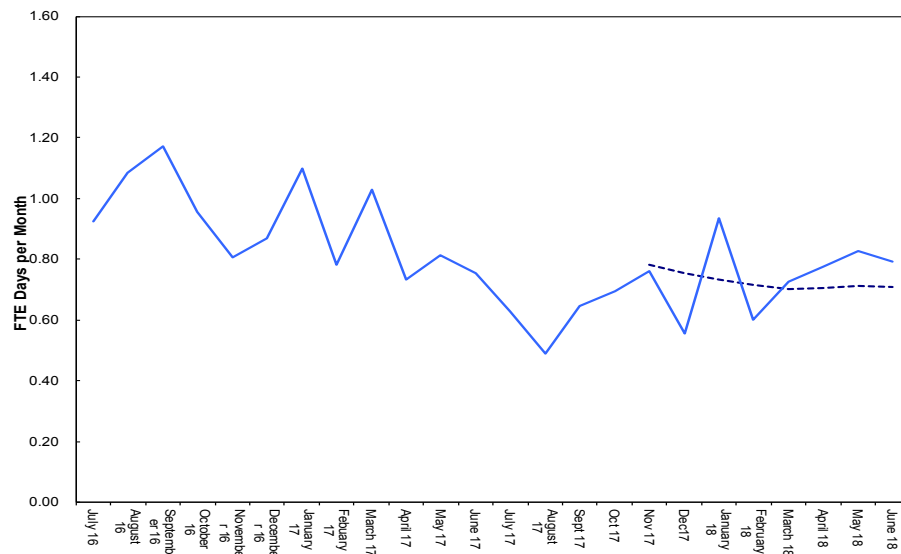
Support for employees who are suffering both short and long-term mental health issues will continue.

3. Recommendation

The Committee is asked to note this report.

Summary of trends graph; year to date at June 2018

Summary of Trends



— FTE Days per FTE in Current Month

- - - 12 Month Rolling Average

| 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 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 |
| April 18 | 3.88 | 366.58 | 3.31 | 0.78 | 8.48 | 0.71 |
| May 18 | 3.94 | 359.94 | 3.32 | 0.83 | 8.54 | 0.71 |
| June 18 | 3.60 | 365.97 | 3.33 | 0.79 | 8.51 | 0.71 |

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

Days Lost Per FTE Employee: Year to June 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 | 7.00 | 22.91 | 1.56 |
| | Health, Safety & Emergency Planning | 1.00 | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| | Parks and Street Care | 45.39 | 50.93 | 48.16 | 32.08 | 440.65 | 9.15 |
| | Property | 8.15 | 10.42 | 9.28 | 5.62 | 105.24 | 11.34 |
| | Revenues and Welfare Support | 38.43 | 35.90 | 37.17 | 24.12 | 224.71 | 6.05 |
| | Sales and Marketing | 0.00 | 1.00 | 0.50 | 1.00 | 21.00 | 42.00 |
| | Transport and Waste | 68.16 | 65.66 | 66.91 | 40.89 | 982.48 | 14.68 |
| | | 1.00 | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| Service Total: | | 177.43 | 180.02 | 178.73 | 110.72 | 1796.99 | 10.05 |
| Director of Health & Community Wellbeing | Community Relations | 12.11 | 12.32 | 12.22 | 6.16 | 180.89 | 14.81 |
| | Leisure Services | 62.86 | 56.75 | 59.80 | 32.31 | 352.12 | 5.89 |
| | Public Protection | 27.46 | 30.95 | 29.20 | 10.85 | 138.15 | 4.73 |
| | | 1.00 | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| Service Total: | | 103.43 | 101.02 | 102.22 | 49.32 | 671.16 | 6.57 |
| Director of OD & Democratic Services | Customer Services and Communications | 43.86 | 39.02 | 41.44 | 29.76 | 492.89 | 11.89 |
| | Democratic Services | 8.18 | 8.39 | 8.28 | 5.16 | 78.42 | 9.47 |
| | Legal Services | 6.01 | 6.01 | 6.01 | 2.15 | 11.61 | 1.93 |
| | Organisational Development | 6.55 | 6.53 | 6.54 | 1.42 | 49.66 | 7.59 |
| | | 2.00 | 1.00 | 1.50 | 0.00 | 0.00 | 0.00 |
| Service Total: | | 66.60 | 60.95 | 63.78 | 38.49 | 632.58 | 9.92 |
| Planning, Economic Growth & Regeneration | Development Services | 16.59 | 16.59 | 16.59 | 9.00 | 61.00 | 3.68 |
| | Economic Growth and Regeneration | 5.01 | 3.98 | 4.49 | 0.00 | 0.00 | 0.00 |
| | Planning Policy | 5.24 | 5.24 | 5.24 | 0.41 | 2.03 | 0.39 |
| Service Total: | | 26.85 | 25.82 | 26.33 | 9.41 | 63.03 | 2.39 |
| Grand Total: | | 375.31 | 368.81 | 372.06 | 208.93 | 3165.76 | 8.51 |

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 |
|-------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| 0.79% | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| 0.79% | | | | | | |
| 0.62% | 1.56 | 2.17 | 3.88 | 6.21 | 7.78 | 8.41 |
| 0.00% | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3.62% | 8.96 | 9.74 | 11.00 | 12.54 | 14.46 | 16.67 |
| 4.48% | 11.39 | 11.07 | 10.01 | 9.49 | 8.74 | 7.82 |
| 2.39% | 6.77 | 6.40 | 5.86 | 5.53 | 5.73 | 6.37 |
| 16.60% | 38.00 | 38.00 | 38.00 | 0.00 | 0.00 | 0.00 |
| 5.80% | 14.82 | 14.68 | 14.80 | 14.80 | 13.72 | 13.07 |
| 0.00% | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3.97% | | | | | | |
| 5.85% | 13.20 | 13.18 | 13.96 | 12.76 | 12.33 | 10.60 |
| 2.33% | 5.66 | 5.51 | 5.36 | 5.42 | 5.79 | 6.12 |
| 1.87% | 4.20 | 4.20 | 4.10 | 5.70 | 6.45 | 6.69 |
| 0.00% | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2.60% | | | | | | |
| 4.70% | 12.35 | 11.69 | 10.31 | 9.92 | 9.52 | 9.20 |
| 3.74% | 9.22 | 8.60 | 8.88 | 8.32 | 7.97 | 7.57 |
| 0.76% | 2.41 | 2.23 | 2.43 | 2.40 | 2.40 | 2.79 |
| 3.00% | 9.09 | 7.19 | 4.38 | 4.05 | 3.41 | 4.00 |
| 0.00% | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3.92% | | | | | | |
| 1.45% | 3.31 | 3.68 | 3.68 | 3.20 | 3.45 | 3.80 |
| 0.00% | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0.15% | 0.39 | 0.39 | 0.39 | 0.38 | 0.38 | 0.63 |
| | | | | | | |
| 0.95% | | | | | | |
| 3.36% | 8.54 | 8.48 | 8.41 | 8.59 | 8.80 | 9.05 |

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

Days lost per FTE employee: June 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 | 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 | 14.11 | 14.11 | 14.11 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.23 | 0.00 | 0.13 | 0.50 |
| | 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 | 48.93 | 50.93 | 49.93 | 6.00 | 47.00 | 0.94 | 4.19% | 0.65 | 0.73 | 0.80 | 0.63 | 0.70 | 0.82 |
| | Property | 10.42 | 10.42 | 10.42 | 0.27 | 5.68 | 0.54 | 2.48% | 0.60 | 0.54 | 0.57 | 0.75 | 1.71 | 1.60 |
| | Revenues and Welfare Support | 36.90 | 35.90 | 36.40 | 3.00 | 5.01 | 0.14 | 0.63% | 0.90 | 0.61 | 0.44 | 0.37 | 0.75 | 0.32 |
| | Sales and Marketing | 1.00 | 1.00 | 1.00 | 1.00 | 2.00 | 2.00 | 9.09% | 0.00 | 0.00 | 19.00 | 0.00 | 0.00 | 0.00 |
| | Transport and Waste | 65.66 | 65.66 | 65.66 | 8.00 | 81.78 | 1.25 | 5.66% | 1.10 | 1.18 | 1.27 | 1.63 | 1.67 | 0.67 |
| | | 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: | | 179.02 | 180.02 | 179.52 | 18.27 | 141.47 | 0.79 | 3.57% | | | | | | |
| Director of Health & Community Wellbeing | Community Relations | 12.32 | 12.32 | 12.32 | 1.41 | 28.51 | 2.31 | 10.52% | 0.76 | 0.86 | 1.50 | 0.66 | 1.38 | 1.38 |
| | Leisure Services | 55.48 | 56.75 | 56.11 | 5.82 | 40.97 | 0.73 | 3.28% | 0.81 | 0.27 | 0.52 | 0.30 | 0.67 | 0.51 |
| | Public Protection | 30.95 | 30.95 | 30.95 | 4.00 | 39.57 | 1.28 | 5.81% | 0.84 | 0.97 | 0.47 | 0.00 | 0.24 | 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: | | 99.75 | 101.02 | 100.38 | 11.22 | 109.05 | 1.09 | 4.91% | | | | | | |
| Director of OD & Democratic Services | Customer Services and Communications | 39.02 | 39.02 | 39.02 | 4.32 | 16.40 | 0.42 | 1.91% | 1.53 | 1.72 | 0.69 | 0.62 | 1.56 | 0.86 |
| | Democratic Services | 5.99 | 8.39 | 7.19 | 1.00 | 14.00 | 1.95 | 7.58% | 0.31 | 0.00 | 0.00 | 0.38 | 2.17 | 0.00 |
| | Legal Services | 6.01 | 6.01 | 6.01 | 0.61 | 3.04 | 0.51 | 2.30% | 1.01 | 0.00 | 0.00 | 0.00 | 0.41 | 0.00 |
| | Organisational Development | 5.53 | 6.53 | 6.03 | 0.00 | 0.00 | 0.00 | 0.00% | 1.49 | 2.94 | 0.34 | 0.68 | 1.02 | 0.65 |
| | | 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: | | 57.54 | 60.95 | 59.25 | 5.93 | 33.44 | 0.56 | 2.49% | | | | | | |
| Planning, Economic Growth & Regeneration | Development Services | 16.59 | 16.59 | 16.59 | 1.00 | 6.00 | 0.36 | 1.64% | 0.00 | 0.00 | 0.47 | 0.22 | 0.00 | 0.12 |
| | Economic Growth and Regeneration | 3.98 | 3.98 | 3.98 | 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 | 0.00 | 0.00 | 0.00 |
| Service Total: | | 25.82 | 25.82 | 25.82 | 1.00 | 6.00 | 0.23 | 1.06% | | | | | | |
| Grand Total: | | 363.13 | 368.81 | 365.97 | 36.42 | 289.96 | 0.79 | 3.57% | 0.83 | 0.78 | 0.73 | 0.60 | 0.93 | 0.56 |

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

Analysis of Short and Long Term Absence June 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 | Parks and Street Care | 1 | 6 | 20.55 | 45.98 | 44.68% | 16.67% |
| | Property | 1 | 1 | 5.68 | 5.68 | 100.00% | 100.00% |
| | Revenues and Welfare Support | 0 | 3 | 0.00 | 4.90 | 0.00% | 0.00% |
| | Sales and Marketing | 0 | 2 | 0.00 | 1.96 | 0.00% | 0.00% |
| | Transport and Waste | 2 | 8 | 41.09 | 80.31 | 51.16% | 25.00% |
| Head of Service Total: | | 4 | 20 | 67.31 | 138.83 | 48.49% | 20.00% |
| Director of Health & Community Wellbeing | Community Relations | 2 | 2 | 28.08 | 28.08 | 100.00% | 100.00% |
| | Leisure Services | 1 | 9 | 20.55 | 39.77 | 51.66% | 11.11% |
| | Public Protection | 1 | 4 | 20.55 | 38.71 | 53.07% | 25.00% |
| Head of Service Total: | | 4 | 15 | 69.17 | 106.56 | 64.91% | 26.67% |
| Director of OD & Democratic Services | Customer Services and Communications | 0 | 5 | 0.00 | 16.05 | 0.00% | 0.00% |
| | Democratic Services | 0 | 1 | 0.00 | 13.70 | 0.00% | 0.00% |
| | Legal Services | 0 | 1 | 0.00 | 2.96 | 0.00% | 0.00% |
| Head of Service Total: | | 0 | 7 | 0.00 | 32.71 | 0.00% | 0.00% |
| Planning, Economic Growth & Regeneration | Development Services | 0 | 1 | 0.00 | 5.87 | 0.00% | 0.00% |
| Head of Service Total: | | 0 | 1 | 0.00 | 5.87 | 0.00% | 0.00% |
| Grand Total: | | 8 | 43 | 136.49 | 283.98 | 48.06% | 18.60% |

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% |

Appendix 2

| Reason 2017-18 | Self Cert | Med Cert | As a % of Total | 2016-17 % Total | 2015-16 % Total |
|--|--------------|---------------|--------------------|--------------------|--------------------|
| | 0 | 9 | 0.26% | 0.26% | 0.00% |
| (0000) Unknown or unspecified sickness absence | 6 | 0 | 0.17% | 0.11% | 0.07% |
| (0001) Injury at work | 16 | 268 | 8.21% | 2.14% | 2.37% |
| (0002) Injury, not at work | 51 | 263 | 9.07% | 6.74% | 7.92% |
| (0003) Respiratory system problems | 40.5 | 38 | 2.27% | 6.36% | 8.40% |
| (0004) Cold, flu, sore throat or similar | 211.5 | 102 | 9.06% | 8.28% | 7.61% |
| (0005) Digestion | 127.5 | 35 | 4.70% | 3.86% | 5.00% |
| (0006) Depression, stress or similar | 40 | 488 | 15.26% | 20.56% | 11.35% |
| (0007) Headache, migraine or similar | 5 | 0 | 0.14% | 0.48% | 0.46% |
| (0008) Pregnancy- related | 4 | 19 | 0.66% | 1.13% | 2.22% |
| (0009) Gynaecological problems | 10 | 9.5 | 0.56% | 0.28% | 0.20% |
| (0010) Operation or post-operative recovery | 15 | 248 | 7.60% | 16.59% | 16.84% |
| (0011) Hospital visit | 3 | 29 | 0.92% | 0.27% | 0.40% |
| (0012) Kidney problem or similar | 20 | 118 | 3.99% | 3.35% | 4.63% |
| (0013) Heart or circulation problems | 26.5 | 243 | 7.79% | 3.15% | 2.12% |
| (0014) Allergy, hayfever or similar | 5 | 17 | 0.64% | 0.07% | 0.00% |
| (0015) Arthritis, rheumatism or similar | 7 | 22 | 0.84% | 0.43% | 0.23% |
| (0016) Dental problems | 15 | 0 | 0.43% | 0.48% | 0.25% |
| (0017) "Childhood" illness | 0 | 0 | 0.00% | 0.00% | 0.07% |
| (0018) Nasal problems | 4 | 0 | 0.12% | 0.00% | 0.23% |
| (0019) Dizziness, vertigo or similar | 30 | 0 | 0.87% | 1.85% | 0.93% |
| (0020) Other reason for absence | 3 | 10 | 0.38% | 0.52% | 12.44% |
| (0021) Problems with glands | 3 | 23 | 0.75% | 0.00% | 0.23% |
| (0022) Problems with ears | 14 | 0 | 0.40% | 0.54% | 0.30% |
| (0023) Problems with eyes | 7 | 0 | 0.20% | 0.09% | 0.23% |
| (0024) Viral infection (not cold etc) | 13 | 0 | 0.38% | 0.67% | 1.95% |
| (0025) Back problem | 13 | 213 | 6.53% | 3.79% | 5.89% |
| (0026) Muscular/ skeletal problems (not back) | 53 | 433 | 14.04% | 16.33% | 4.52% |
| (0027) Cancer Treatment (not screening visits) | 0 | 130 | 3.76% | 1.63% | 3.16% |
| (0028) Liver problems or similar | 0 | 0 | 0.00% | 0.05% | 0.00% |
| | 743 | 2717.5 | 100.00% | 100.00% | 100.00% |