

Report to Joint Consultative and Safety Committee

Subject: Sickness Absence: summary of current trends

Date: 26 February 2019

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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. Recommendation

The Committee is asked to note this report.

3. 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 December at 8.94 days lost per employee is just below the nine-day target. Absence levels rose in October but have since dropped each month although the absence rate for this November and December are at higher rates than the same months last year. This has led to a slight increase in the average level of absence over the year.
- Although currently below our target of nine days, with the three final months of the year being winter months, absence rates can be high and there is a realistic possibility that the target will not be achieved by year end.

This possibility is recognised and the profile of absence management has remained high as a management issue. Structured “case management” meetings continue to regularly take 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 in December has increased to six cases from four in September.

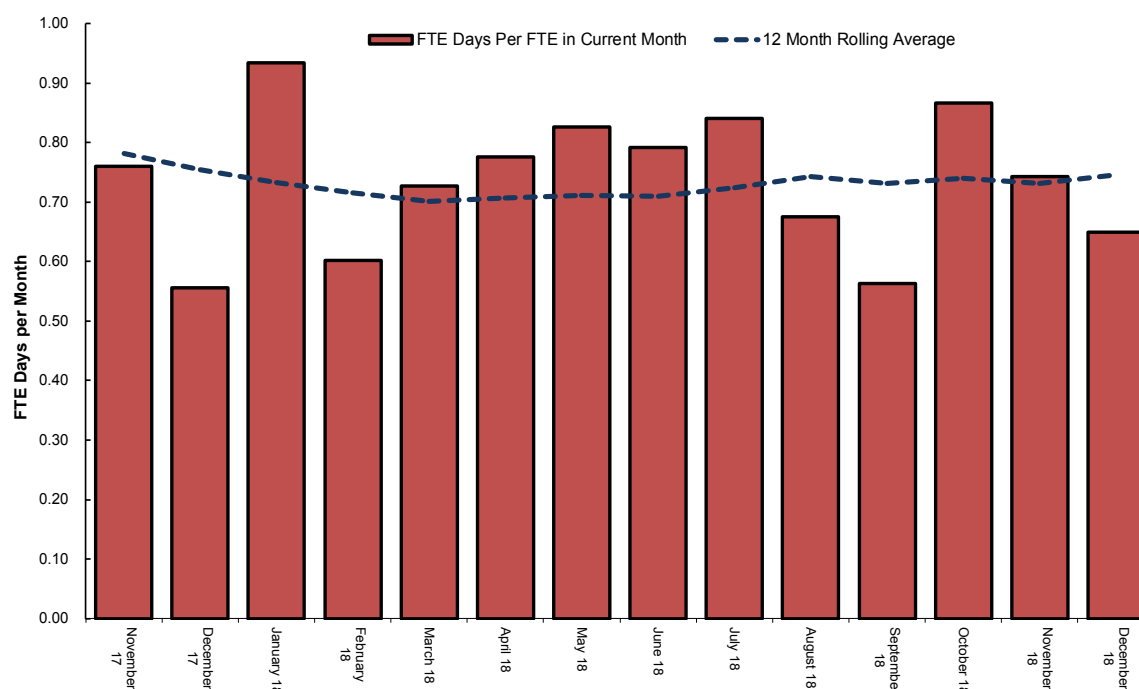
Long term absence is managed within teams and is supported by HR Officers and by Directors who regularly run “case management” sessions. This ensures that absence management is given a high priority within teams and also that the general management of absence is consistent in its nature between teams.

A measure has now been introduced within Senior Leadership Team that changes the way that absence is reported. A simple “traffic light” system indicates the service areas in which particular attention might need to be paid in order to ensure that absence is being effectively managed. In teams where the absence rate is above target, service managers are now being required to provide meaningful comment about the reasons for this and about the measures that are being taken to control the absence and how people are being supported to return to work.

- Of the larger teams in the council, almost all have shown an improvement in absence rate between August and September. Teams improving include Revenues and Welfare Support and PASC (although both are still above target) and Leisure Services. The large teams showing an increase in absence in December were Transport and Waste, Customer Services & Communications and Public Protection (but all are still achieving target). Long-term cases of absence account for around 43% of days lost.

Summary of trends graph; year to date at December 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
November 17	3.46	383.00	3.68	0.76	9.38	0.78
December 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
July 18	3.82	367.42	3.40	0.84	8.69	0.72
August 18	3.07	365.45	3.47	0.68	8.92	0.74
September 18	2.82	364.05	3.45	0.56	8.77	0.73
October 18	3.76	364.54	3.50	0.87	8.88	0.74
November 18	3.38	369.46	3.49	0.74	8.77	0.73
December 18	3.59	371.82	3.55	0.65	8.94	0.75

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

Days Lost Per FTE Employee: Year to December 2018

Service	Section	Fte At Start	Fte At End	Average Fte	No Emps Sick FTE	FTE Days Lost	FTE Days Lost per FTE
Deputy Chief Exec & Director of Finance	Financial Services	15.11	14.16	14.64	5.00	16.29	1.11
	H&S/ Marketing/ Project Management	2.00	3.00	2.50	1.00	22.00	8.80
	Parks and Street Care	49.93	50.74	50.34	26.00	539.46	10.72
	Property	8.47	10.69	9.58	5.84	68.15	7.11
	Revenues and Welfare Support	37.11	36.90	37.00	21.88	360.30	9.74
	Transport and Waste	71.26	66.01	68.64	39.54	918.20	13.38
		1.00	1.00	1.00	0.00	0.00	0.00
Service Total:		184.88	182.51	183.69	99.26	1924.40	10.48
Director of Health & Community Wellbeing	Community Relations	12.32	11.92	12.12	4.62	123.99	10.23
	Leisure Services	58.62	56.45	57.53	30.80	427.99	7.44
	Public Protection	30.14	31.57	30.85	14.26	230.17	7.46
		1.00	1.00	1.00	0.00	0.00	0.00
Service Total:		102.08	100.94	101.51	49.68	782.16	7.71
Director of OD & Democratic Services	Customer Services and Communications	41.17	37.54	39.35	25.77	402.80	10.24
	Democratic Services	8.18	9.39	8.78	6.57	62.45	7.11
	Legal Services	6.01	6.01	6.01	3.96	98.59	16.40
	Organisational Development	5.95	5.47	5.71	0.81	37.50	6.57
		1.00	1.00	1.00	0.00	0.00	0.00
Service Total:		62.30	59.42	60.86	37.11	597.36	9.82
Planning, Economic Growth & Regeneration	Development Services	17.19	17.59	17.39	6.00	44.00	2.53
	Economic Growth and Regeneration	4.40	4.98	4.69	0.00	0.00	0.00
	Planning Policy	5.24	5.24	5.24	0.00	0.00	0.00
		1.00	1.00	1.00	0.00	0.00	0.00
Service Total:		27.83	28.82	28.33	6.00	44.00	1.55
Grand Total:		377.09	371.68	374.38	192.05	3347.92	8.94

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
0.44%	1.57	1.57	1.47	1.60	1.89	1.56
3.48%	11.00	11.00	11.00			
4.24%	10.52	10.33	10.01	10.03	9.47	9.15
2.81%	8.67	9.92	10.28	10.12	10.82	11.34
3.85%	9.17	7.85	7.18	6.60	6.18	6.05
5.29%	13.10	14.03	13.84	14.50	14.64	14.68
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
4.14%						
4.04%	11.63	12.81	13.38	14.28	15.52	14.81
2.94%	6.96	6.42	6.41	6.63	6.24	5.89
2.95%	6.77	6.35	6.38	5.94	5.10	4.73
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
3.05%						
4.05%	10.52	11.29	11.73	12.20	11.86	11.89
2.81%	7.00	9.00	9.71	11.40	9.47	9.47
6.48%	12.90	9.94	4.67	2.92	2.76	1.93
2.60%	6.91	8.26	8.14	8.14	7.59	7.59
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
3.88%						
1.00%	2.46	2.69	3.39	3.86	4.38	3.68
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
0.00%	0.00	0.39	0.39	0.39	0.39	0.39
0.00%	0.00	0.00	0.00	4.00	4.00	2.00
0.61%						
3.53%	8.77	8.88	8.77	8.92	8.69	8.51

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

Days lost per FTE employee: December 2018

Service	Section	Fte At Start	Fte At End	Average Fte	No Emps Sick FTE	FTE Days Lost	FTE Days Lost per FTE
Deputy Chief Exec & Director of Finance	Financial Services	14.16	14.16	14.16	1.00	1.00	0.07
	H&S/ Marketing/ Project Management	2.00	3.00	2.50	0.00	0.00	0.00
	Parks and Street Care	50.74	50.74	50.74	5.00	55.03	1.08
	Property	10.69	10.69	10.69	0.00	0.00	0.00
	Revenues and Welfare Support	36.90	36.90	36.90	5.50	33.00	0.89
	Transport and Waste	66.66	66.01	66.34	5.00	47.50	0.72
		1.00	1.00	1.00	0.00	0.00	0.00
Service Total:		182.16	182.51	182.34	16.50	136.53	0.75
Director of Health & Communities	Community Relations	11.92	11.92	11.92	0.00	0.00	0.00
	Leisure Services	57.45	56.45	56.95	6.43	43.44	0.76
	Public Protection	30.76	31.57	31.16	4.76	22.08	0.71
		1.00	1.00	1.00	0.00	0.00	0.00
Service Total:		101.13	100.94	101.03	11.19	65.52	0.65
Director of OD & Democratic Services	Customer Services and Communications	37.98	37.54	37.76	3.00	16.00	0.42
	Democratic Services	9.39	9.39	9.39	1.00	1.00	0.11
	Legal Services	6.01	6.01	6.01	0.81	17.03	3.49
	Organisational Development	5.47	5.47	5.47	0.00	0.00	0.00
		1.00	1.00	1.00	0.00	0.00	0.00
Service Total:		59.85	59.42	59.63	4.81	34.03	0.57
Planning, Economic Growth & Regeneration	Development Services	17.59	17.59	17.59	1.00	4.00	0.23
	Economic Growth and Regeneration	4.98	4.98	4.98	0.00	0.00	0.00
	Planning Policy	5.24	5.24	5.24	0.00	0.00	0.00
		1.00	1.00	1.00	0.00	0.00	0.00
Service Total:		28.82	28.82	28.82	1.00	4.00	0.14
Grand Total:		371.95	371.68	371.82	33.50	240.07	0.65

Current month trend

% 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
0.39%	0.28	0.09	0.00	0.00	0.35	0.00
0.00%	0.00	0.00	0.00	1.00	0.00	2.00
6.02%	1.27	1.11	0.74	1.00	1.12	0.94
0.00%	0.05	0.36	0.95	0.08	0.49	0.54
4.97%	1.63	1.36	1.04	0.90	0.71	0.14
4.00%	0.64	1.37	0.64	0.76	1.30	1.25
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
4.16%						
0.00%	0.46	1.01	0.03	0.00	1.16	2.31
4.28%	0.96	0.81	0.39	0.51	0.69	0.73
3.89%	0.38	0.03	0.61	0.90	0.78	1.28
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
3.61%						
2.37%	0.28	0.44	0.71	1.02	0.81	0.42
0.59%	0.33	0.71	0.00	1.91	0.00	1.95
15.73%	2.97	5.26	1.75	0.16	0.82	0.51
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
3.18%						
1.26%	0.00	0.23	0.00	0.00	1.05	0.36
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
0.77%						
3.59%	0.74	0.87	0.56	0.68	0.84	0.79

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

Analysis of Short and Long Term Absence December 2018

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	Financial Services	0	1	0.00	0.98	0.00%	0.00%
	Parks and Street Care	2	6	37.57	54.21	69.32%	33.33%
	Revenues and Welfare Support	1	8	20.55	32.23	63.74%	12.50%
	Transport and Waste	0	6	0.00	46.96	0.00%	0.00%
Head of Service Total:		3	21	58.12	134.38	43.25%	14.29%
Director of Health & Community Wellbeing	Leisure Services	1	13	20.55	46.35	44.33%	7.69%
	Public Protection	1	5	9.09	21.81	41.68%	20.00%
Head of Service Total:		2	18	29.64	68.16	43.48%	11.11%
Director of OD & Democratic Services	Customer Services and Communications	0	5	0.00	18.59	0.00%	0.00%
	Democratic Services	0	1	0.00	0.98	0.00%	0.00%
	Legal Services	1	1	17.03	17.03	100.00%	100.00%
Head of Service Total:		1	7	17.03	36.59	46.53%	14.29%
Planning, Economic Growth & Regeneration	Development Services	0	1	0.00	3.91	0.00%	0.00%
Head of Service Total:		0	1	0.00	3.91	0.00%	0.00%
Grand Total:		6	47	104.78	243.04	43.11%	12.77%

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

Analysis of Short and Long Term Absence September 2018

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	10	0.00	36.20	0.00%	0.00%
	Property	1	4	5.41	9.73	55.56%	25.00%
	Revenues and Welfare Support	1	6	19.57	38.19	51.24%	16.67%
	Transport and Waste	1	8	19.57	42.36	46.20%	12.50%
Head of Service Total:		3	28	44.54	126.48	35.22%	10.71%
Director of Health & Community Wellbeing	Community Relations	0	1	0.00	0.41	0.00%	0.00%
	Leisure Services	0	13	0.00	22.41	0.00%	0.00%
	Public Protection	0	4	0.00	18.61	0.00%	0.00%
Head of Service Total:		0	18	0.00	41.42	0.00%	0.00%
Director of OD & Democratic Services	Customer Services and Communications	1	5	19.57	26.26	74.51%	20.00%
	Legal Services	0	1	0.00	10.54	0.00%	0.00%
Head of Service Total:		1	6	19.57	36.80	53.17%	16.67%
Grand Total:		4	52	64.11	204.69	31.32%	7.69%

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%