

Report to Joint Consultative and Safety Committee

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

Date: **25 June 2019**

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. Recommendation

The Committee is asked to note this report.

3. Summary of key data

- The summary of trends graph in Appendix 1 shows that the outturn for the full year up to March 2019 at 9.42 days lost per employee is above the annual target of nine days. Over the year absence levels were higher than in the previous year in several months particularly in the second half of the year.
- The target for the year 2019/20 remains at nine days
- Absence levels for April, the first month of the new financial year, are at a lower level than April last year and consequently the year-to-date outturn has reduced to 9.3 days.
- 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 increased to six cases from four in September and has subsequently further increased to nine cases this April. In April 68% of days lost were due to long-term absence within the month.

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.

- Over the year the larger teams that did not hit target were Revenues and Welfare Support, PASC and Transport & Waste.

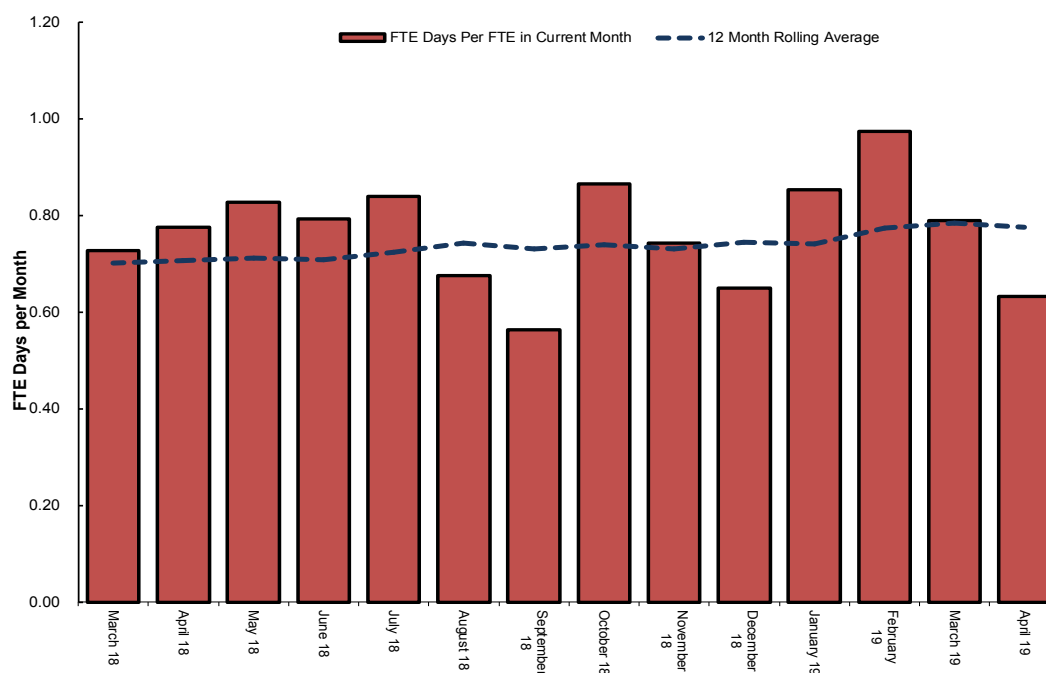
- Appendix 2 shows the reasons for sickness absence for the year. The top three reasons (by proportion of days lost) are anxiety & depression (not necessarily work-related) then muscular-skeletal problems followed by post-operative recovery.

In the Organisational Development work programme this year is an action to run workshops within service areas to support both employees affected by mental health issues and managers who may have affected employees within their team. Telephone and face-to-face counselling support is offered through the council's employee assistance programme.

As part of the management of long-term absence the council does now offer fast-track referrals to a local physiotherapy service to help employees suffering from certain types of muscular-skeletal conditions to make an effective return to work.

Summary of trends graph; year to date at April 2019

Summary of Trends



Month	Total Absence %	No of FTE Staff	FTE Days per FTE in Current Month	FTE Days per FTE 12 Month Average	FTE Days per FTE per Month Average
February 18	3.01	374.84	0.60	8.59	0.72
March 18	3.46	373.69	0.73	8.41	0.70
April 18	3.88	366.58	0.78	8.48	0.71
May 18	3.94	359.94	0.83	8.54	0.71
June 18	3.60	365.97	0.79	8.51	0.71
July 18	3.82	367.42	0.84	8.69	0.72
August 18	3.07	365.45	0.68	8.92	0.74
September 18	2.82	364.05	0.56	8.77	0.73
October 18	3.76	364.54	0.87	8.88	0.74
November 18	3.38	369.46	0.74	8.77	0.73
December 18	3.59	371.82	0.65	8.94	0.75
January 19	3.71	372.25	0.85	8.89	0.74
February 19	4.87	371.05	0.97	9.28	0.77
March 19	3.76	369.90	0.79	9.42	0.79
April 19	3.17	371.60	0.63	9.30	0.78

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

Days Lost Per FTE Employee: Year to April 2019							
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	14.11	13.97	14.04	8.31	59.87	4.26
	H&S/ Marketing/ Project Management	2.00	3.00	2.50	1.00	3.00	1.20
	Parks and Street Care	48.93	52.39	50.66	30.00	706.20	13.94
	Property	10.42	10.69	10.55	3.84	55.92	5.30
	Revenues and Welfare Support	36.93	35.77	36.35	20.28	466.77	12.84
	Transport and Waste	65.66	66.01	65.84	35.54	783.45	11.90
		1.00	1.00	1.00	0.00	0.00	0.00
Service Total:		179.05	182.83	180.94	98.97	2075.21	11.47
Director of Health & Community Wellbeing	Community Relations	12.32	11.38	11.85	4.62	103.31	8.72
	Leisure Services	54.96	56.08	55.52	32.65	418.58	7.54
	Public Protection	30.95	31.57	31.26	16.76	268.93	8.60
		1.00	1.00	1.00	0.00	0.00	0.00
Service Total:		99.23	100.03	99.63	54.03	790.81	7.94
Director of OD & Democratic Services	Customer Services and Communications	40.03	37.95	38.99	23.72	274.12	7.03
	Democratic Services	6.99	10.39	8.69	5.58	49.89	5.74
	Legal Services	6.01	7.62	6.82	4.01	165.82	24.32
	Organisational Development	5.85	5.19	5.52	0.81	8.11	1.47
		1.00	1.00	1.00	0.00	0.00	0.00
Service Total:		59.88	62.15	61.02	34.12	497.94	8.16
Planning, Economic Growth & Regeneration	Development Services	16.59	17.59	17.09	5.32	51.27	3.00
	Economic Growth and Regeneration	3.98	3.98	3.98	1.00	11.00	2.76
	Planning Policy	5.24	5.24	5.24	2.00	6.00	1.14
		1.00	1.00	1.00	0.00	0.00	0.00
Service Total:		26.82	27.82	27.32	8.32	68.27	2.59
Grand Total:		364.98	372.83	368.90	195.45	3432.24	9.30

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

Days lost per FTE employee: April 2019									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
Deputy Chief Exec & Director of Finance	Financial Services	13.97	13.97	13.97	2.00	12.03	0.86	4.30%	1.04	1.18	0.28	0.07	0.28	0.09
	H&S/ Marketing/ Project Management	3.00	3.00	3.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
	Parks and Street Care	52.39	52.39	52.39	4.00	69.00	1.32	6.58%	1.26	1.79	1.47	1.08	1.27	1.11
	Property	10.69	10.69	10.69	0.54	7.03	0.66	3.29%	0.69	0.56	0.34	0.00	0.05	0.36
	Revenues and Welfare Support	35.77	35.77	35.77	2.78	25.50	0.71	3.56%	1.02	1.50	1.98	0.89	1.63	1.36
	Transport and Waste	66.01	66.01	66.01	5.50	57.25	0.87	4.34%	0.97	1.05	1.00	0.72	0.64	1.37
		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:		182.83	182.83	182.83	14.82	170.80	0.93	4.67%						
Director of Health & Community Wellbeing	Community Relations	10.97	11.38	11.18	0.41	9.12	0.82	4.08%	1.15	0.70	0.27	0.00	0.46	1.01
	Leisure Services	55.63	56.08	55.85	5.74	28.05	0.50	2.51%	0.35	0.42	0.40	0.76	0.96	0.81
	Public Protection	31.57	31.57	31.57	1.00	4.32	0.14	0.68%	0.35	1.30	1.14	0.71	0.38	0.03
		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:		99.17	100.03	99.60	7.14	41.50	0.42	2.08%						
Director of OD & Democratic Services	Customer Services and Communications	37.95	37.95	37.95	1.80	3.99	0.11	0.53%	0.71	0.35	0.34	0.42	0.28	0.44
	Democratic Services	10.39	10.39	10.39	0.00	0.00	0.00	0.00%	0.00	0.36	0.43	0.11	0.33	0.71
	Legal Services	6.01	7.62	6.82	0.81	17.84	2.62	13.08%	3.00	2.70	3.10	3.49	2.97	5.26
	Organisational Development	5.19	5.19	5.19	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	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:		60.54	62.15	61.35	2.61	21.83	0.36	1.78%						
Planning, Economic Growth & Regeneration	Development Services	17.59	17.59	17.59	1.00	1.19	0.07	0.34%	0.04	1.04	0.00	0.23	0.00	0.23
	Economic Growth and Regeneration	3.98	3.98	3.98	0.00	0.00	0.00	0.00%	2.76	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%	0.76	0.00	0.00	0.00	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:		27.82	27.82	27.82	1.00	1.19	0.04	0.21%						
Grand Total:		370.36	372.83	371.60	25.57	235.32	0.63	3.17%	0.79	0.97	0.85	0.65	0.74	0.87

Long term (20 days+ in month)/ short term sickness analysis for April 2019

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	3	0.00	11.70	0.00%	0.00%
	Parks and Street Care	3	4	62.62	67.51	92.75%	75.00%
	Property	1	2	5.95	7.03	84.62%	50.00%
	Revenues and Welfare Support	1	3	21.52	25.44	84.62%	33.33%
	Transport and Waste	2	6	43.05	55.97	76.91%	33.33%
Head of Service Total:		7	18	133.14	167.65	79.41%	38.89%
Director of Health & Community Wellbeing	Community Relations	1	1	8.39	8.39	100.00%	100.00%
	Leisure Services	0	11	0.00	28.97	0.00%	0.00%
	Public Protection	0	1	0.00	4.32	0.00%	0.00%
Head of Service Total:		1	13	8.39	41.69	20.13%	7.69%
Director of OD & Democratic Services	Customer Services and Communications	0	2	0.00	3.91	0.00%	0.00%
	Legal Services	1	1	17.84	17.84	100.00%	100.00%
Head of Service Total:		1	3	17.84	21.75	82.03%	33.33%
Planning, Economic Growth & Regeneration	Development Services	0	1	0.00	1.15	0.00%	0.00%
Head of Service Total:		0	1	0.00	1.15	0.00%	0.00%
Grand Total:		9	35	159.36	232.23	68.62%	25.71%

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%

Appendix 2

Sickness Reasons April 2018- March 2019

Reason	Self Cert	Med Cert	Total working days lost	As a % of days lost
	4	0	4	0.11%
(0001) Injury at work	3	24	27	0.74%
(0002) Injury, not at work	36.5	85	121.5	3.32%
(0003) Respiratory system problems	41	105	146	3.99%
(0004) Cold, flu, sore throat or similar	210	93	303	8.29%
(0005) Digestion	166.5	144	310.5	8.49%
(0006) Depression, stress or similar	42	473	515	14.09%
(0007) Headache, migraine or similar	31	0	31	0.85%
(0008) Pregnancy- related	29	46	75	2.05%
(0009) Gynaecological problems	12	9	21	0.57%
(0010) Operation or post-operative recovery	18	390	408	11.16%
(0011) Hospital visit	11	10	21	0.57%
(0012) Kidney problem or similar	36	124	160	4.38%
(0013) Heart or circulation problems	4	169	173	4.73%
(0014) Allergy, hayfever or similar	2	0	2	0.05%
(0015) Arthritis, rheumatism or similar	15	69	84	2.30%
(0016) Dental problems	16	7	23	0.63%
(0017) "Childhood" Illness	2	0	2	0.05%
(0018) Nasal problems	1	0	1	0.03%
(0019) Dizziness, vertigo or similar	9	0	9	0.25%
(0020) Other reason for absence	8	10	18	0.49%
(0022) Problems with ears	8	33	41	1.12%
(0023) Problems with eyes	5	0	5	0.14%
(0024) Viral infection (not cold etc)	49	57.5	106.5	2.91%
(0025) Back problem	49	283	332	9.08%
(0026) Muscular/ skeletal problems (not back)	19	415.5	434.5	11.89%
(0027) Cancer Treatment (not screening visits)	24.5	257	281.5	7.70%
All absence	851.5	2804	3655.5	100.00%