

Report to Joint Consultative and Safety Committee

Subject: Sickness Absence: summary of current trends

Date: 27 August 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

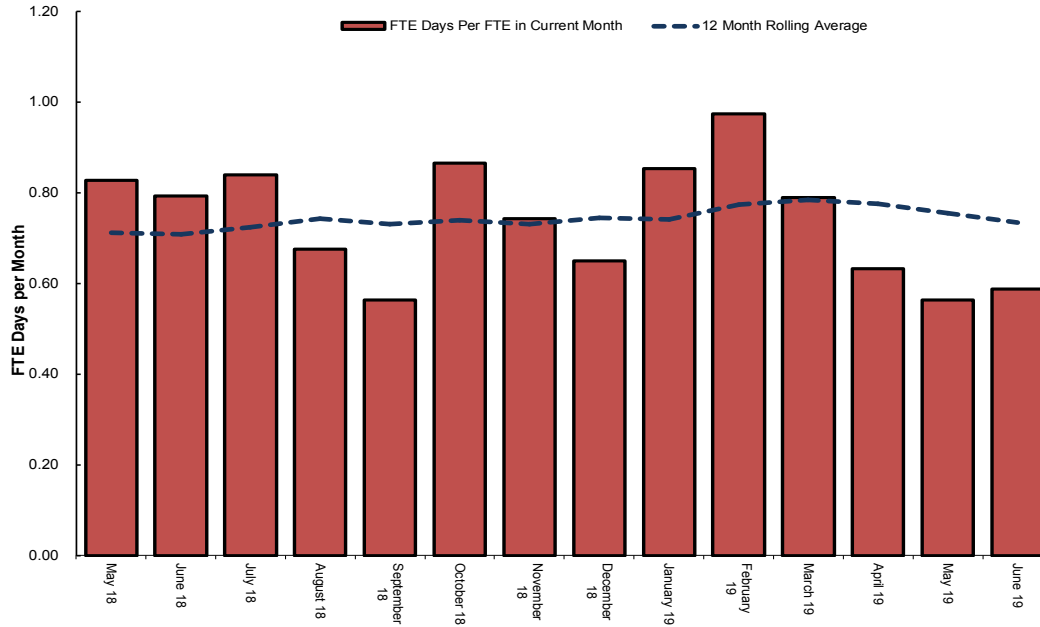
The Committee is asked to note this report.

3. Summary of key data

- The target for the year 2019/20 remains at nine days
- The summary of trends graph in Appendix 1 shows that the outturn for the full year up to June is 8.82 lost per employee. This is the first time in five months that the attendance rate has been better than target.
- In teams where the absence rate is above target, service managers are now being required to provide regular meaningful comment to Senior Leadership Team about the reasons for absence. Also, they are asked to detail what measures are being put into place to control the absence and to support people back into work where this is appropriate.
- The rate of long-term absence over recent quarters is also shown at Appendix 1. The number of long-term cases in June reduced to four. This is a low number and occurrence of long-term absence has not been at this level since September last year. This reduced number of cases has contributed to the achievement of target.
- Structured “case management” meetings continue to regularly take place to ensure that employees on long-term absence are properly supported and managed.
- Over the year the larger teams that did not hit target were Revenues and Welfare Support, PASC and Transport & Waste.

Summary of trends graph; year to date at June 2019

Summary of Trends



Month	Total Absence %	12 Month Average (%)	FTE Days per FTE in Current Month	FTE Days per FTE 12 Month Average	FTE Days per FTE per Month Average
May 18	3.94	3.32	0.83	8.54	0.71
June 18	3.60	3.33	0.79	8.51	0.71
July 18	3.82	3.40	0.84	8.69	0.72
August 18	3.07	3.47	0.68	8.92	0.74
September 18	2.82	3.45	0.56	8.77	0.73
October 18	3.76	3.50	0.87	8.88	0.74
November 18	3.38	3.49	0.74	8.77	0.73
December 18	3.59	3.55	0.65	8.94	0.75
January 19	3.71	3.50	0.85	8.89	0.74
February 19	4.87	3.66	0.97	9.28	0.77
March 19	3.76	3.68	0.79	9.42	0.79
April 19	3.17	3.62	0.63	9.30	0.78
May 19	2.69	3.52	0.56	9.06	0.76
June 19	2.94	3.46	0.59	8.82	0.74



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

Days Lost Per FTE Employee: Year to June 2019								Year to date trend						
Service	Section	Fte At Start	Fte At End	Average Fte	No Emps Sick FTE	FTE Days Lost	FTE Days Lost per FTE	% 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
Deputy Chief Exec & Director of Finance	Financial Services	14.11	13.97	14.04	8.31	99.50	7.09	2.81%	5.62	4.26	3.41	2.40	1.23	1.11
	H&S/ Marketing/ Project Management	2.00	3.00	2.50	1.00	1.00	0.40	0.16%	1.20	1.20	1.20	8.80	8.80	8.80
	Parks and Street Care	50.93	53.39	52.16	29.00	694.70	13.32	5.28%	13.80	13.94	13.29	12.73	11.50	10.72
	Property	10.15	10.85	10.50	3.84	49.43	4.71	1.87%	5.18	5.30	5.17	5.04	5.21	7.11
	Revenues and Welfare Support	35.90	35.77	35.83	20.28	476.81	13.31	5.28%	12.62	12.84	12.57	12.18	11.08	9.74
	Transport and Waste	65.66	65.01	65.34	34.54	721.20	11.04	4.38%	11.50	11.90	12.16	12.31	12.95	13.38
		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:		179.75	183.00	181.38	96.97	2042.65	11.26	4.47%						
Director of Health & Community Wellbeing	Community Relations	12.32	11.38	11.85	5.16	79.02	6.67	2.65%	8.84	8.72	8.84	9.29	9.09	10.23
	Leisure Services	56.43	56.54	56.49	33.65	385.78	6.83	2.71%	7.05	7.54	7.36	7.37	7.28	7.44
	Public Protection	30.95	31.57	31.26	15.97	244.06	7.81	3.10%	8.42	8.60	9.43	9.74	8.39	7.46
		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:		100.71	100.49	100.60	54.79	708.86	7.05	2.80%						
Director of OD & Democratic Services	Customer Services and Communications	39.02	37.95	38.48	20.62	225.98	5.87	2.33%	5.73	7.03	8.68	8.63	8.87	10.24
	Democratic Services	8.39	10.39	9.39	6.58	34.89	3.71	1.47%	6.09	5.74	5.74	5.43	5.30	7.11
	Legal Services	6.01	7.62	6.82	4.01	192.18	28.19	11.19%	26.17	24.32	24.11	21.12	18.42	16.40
	Organisational Development	6.53	5.30	5.91	0.00	0.00	0.00	0.00%	0.00	1.47	4.48	4.80	5.51	6.57
		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:		60.95	62.26	61.60	31.22	453.05	7.35	2.92%						
Planning, Economic Growth & Regeneration	Development Services	16.59	15.59	16.09	5.32	45.27	2.81	1.12%	3.00	3.00	2.93	3.35	2.57	2.53
	Economic Growth and Regeneration	3.98	4.40	4.19	1.00	11.00	2.62	1.04%	2.98	2.76	2.62	0.00	0.00	0.00
	Planning Policy	5.24	5.43	5.34	2.00	6.00	1.12	0.45%	1.14	1.14	0.76	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:		26.82	26.43	26.62	8.32	62.27	2.43	0.93%						
Grand Total:		368.23	372.17	370.20	191.31	3266.82	8.82	3.50%	9.06	9.30	9.42	9.28	8.89	8.94

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

Days lost per FTE employee: June 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	1.50	20.63	1.48	7.38%	1.36	0.86	1.04	1.18	0.28	0.07
	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	53.39	53.39	53.39	6.00	35.50	0.66	3.32%	0.61	1.32	1.26	1.79	1.47	1.08
	Property	10.85	10.85	10.85	0.00	0.00	0.00	0.00%	0.50	0.66	0.69	0.56	0.34	0.00
	Revenues and Welfare Support	35.77	35.77	35.77	4.00	22.18	0.62	3.10%	0.70	0.71	1.02	1.50	1.98	0.89
	Transport and Waste	66.01	65.01	65.51	3.65	45.95	0.70	3.51%	0.70	0.87	0.97	1.05	1.00	0.72
		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:		184.00	183.00	183.50	15.15	124.25	0.68	3.39%						
Director of Health & Community Wellbeing	Community Relations	11.38	11.38	11.38	0.81	2.74	0.24	1.20%	0.95	0.82	1.15	0.70	0.27	0.00
	Leisure Services	56.08	56.54	56.31	4.64	32.98	0.59	2.93%	0.45	0.50	0.35	0.42	0.40	0.76
	Public Protection	31.57	31.57	31.57	2.81	20.47	0.65	3.24%	0.61	0.14	0.35	1.30	1.14	0.71
		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:		100.03	100.49	100.26	8.26	56.19	0.56	2.80%						
Director of OD & Democratic Services	Customer Services and Communications	37.95	37.95	37.95	3.00	22.00	0.58	2.90%	0.19	0.11	0.71	0.35	0.34	0.42
	Democratic Services	10.39	10.39	10.39	0.00	0.00	0.00	0.00%	0.19	0.00	0.00	0.36	0.43	0.11
	Legal Services	7.62	7.62	7.62	1.42	16.82	2.21	11.04%	2.45	2.62	3.00	2.70	3.10	3.49
	Organisational Development	5.19	5.30	5.24	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:		62.15	62.26	62.21	4.42	38.82	0.62	3.12%						
Planning, Economic Growth & Regeneration	Development Services	17.59	15.59	16.59	0.00	0.00	0.00	0.00%	0.00	0.07	0.04	1.04	0.00	0.23
	Economic Growth and Regeneration	3.40	4.40	3.90	0.00	0.00	0.00	0.00%	0.00	0.00	2.76	0.00	0.00	0.00
	Planning Policy	5.24	5.43	5.34	0.00	0.00	0.00	0.00%	0.00	0.00	0.76	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:		27.24	26.43	26.83	0.00	0.00	0.00	0.00%						
Grand Total:		373.41	372.17	372.79	27.82	219.27	0.59	2.94%	0.56	0.63	0.79	0.97	0.85	0.65

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

Analysis of Short and Long Term Absence - June 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	1	2	19.57	20.16	97.07%	50.00%
	H&S/ Marketing/ Project Management	0	0	0.00	0.00	0.00%	0.00%
	Parks and Street Care	1	6	19.57	35.22	55.56%	16.67%
	Revenues and Welfare Support	0	4	0.00	21.57	0.00%	0.00%
	Transport and Waste	1	3	19.57	30.19	64.82%	33.33%
Head of Service Total:		3	15	58.70	107.14	53.85%	20.00%
Director of Health & Community Wellbeing	Community Relations	0	2	0.00	2.61	0.00%	0.00%
	Leisure Services	1	7	18.39	35.29	52.11%	14.29%
	Public Protection	0	3	0.00	19.96	0.00%	0.00%
Head of Service Total:		1	12	18.39	57.86	31.78%	8.33%
Director of OD & Democratic Services	Customer Services and Communications	0	3	0.00	21.52	0.00%	0.00%
	Legal Services	0	3	0.00	16.80	0.00%	0.00%
Head of Service Total:		0	6	0.00	38.32	0.00%	0.00%
Grand Total:		4	33	77.09	203.32	37.92%	12.12%

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%