

## **Report to Joint Consultative and Safety Committee**

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

**Date:           28 January 2020**

**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**

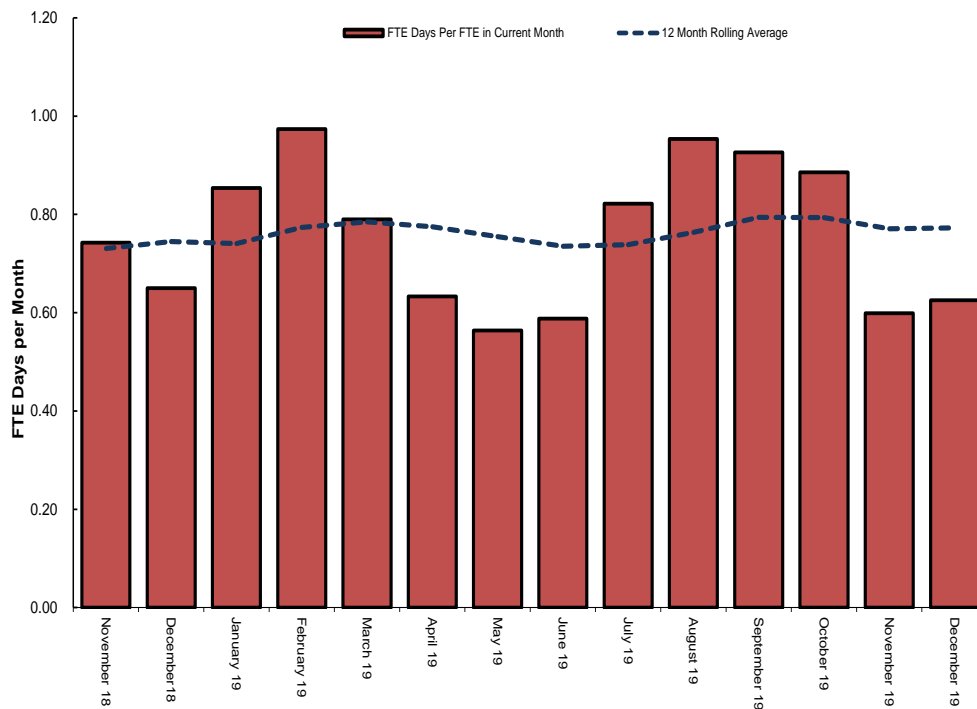
The Committee is asked to note this report.

### **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 December is 9.27 lost per employee.
- The absence levels for both November and December are better than target and the rate of absence has reduced since the months of July to October in which there were very high rates of sickness absence (Appendix 1 for detail).
- The number of long-term cases of absence has reduced since August from eight down to six although the proportion of days lost due to long-term absence in December increased to almost 50 percent of all days lost. To a degree this increase reflects the general overall reduction of sickness absence in December. Again, detail is shown at Appendix 1.
- 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.
- Structured “case management” meetings continue to take place to ensure that employees on long-term absence are properly supported and managed.
- Over the current rolling year the larger teams that are not hitting target are Revenues and Welfare Support, PASC and Transport & Waste, Leisure Services and Public Protection.

Summary of trends graph; year to date at December 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
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
July 19	3.57	3.44	0.82	8.86	0.74
August 19	4.54	3.57	0.95	9.16	0.76
September 19	4.41	3.70	0.93	9.53	0.79
October 19	3.85	3.71	0.89	9.52	0.79
November 19	2.85	3.66	0.60	9.25	0.77
December 19	3.47	3.65	0.63	9.27	0.77

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

### Days Lost Per FTE Employee: Year to December 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	14.97	14.97	14.97	10.12	184.17	12.30
	H&S/ Marketing/ Project Management	3.00	2.00	2.50	1.00	4.50	1.80
	Parks and Street Care	50.74	53.58	52.16	26.55	876.65	16.81
	Property	10.69	10.69	10.69	4.80	59.74	5.59
	Revenues and Welfare Support	36.90	33.73	35.31	23.53	393.25	11.14
	Transport and Waste	66.01	65.97	65.99	30.41	682.49	10.34
		1.00	1.00	1.00	0.00	0.00	0.00
<b>Service Total:</b>		<b>183.32</b>	<b>181.94</b>	<b>182.63</b>	<b>96.41</b>	<b>2200.80</b>	<b>12.05</b>
Director of Health & Community Wellbeing	Public Protection	31.57	30.11	30.84	12.97	252.53	8.19
		1.00	1.00	1.00	0.00	0.00	0.00
<b>Service Total:</b>		<b>32.57</b>	<b>31.11</b>	<b>31.84</b>	<b>12.97</b>	<b>252.53</b>	<b>7.93</b>
Director of OD & Democratic Services	Community Relations	9.92	9.50	9.71	4.88	103.25	10.63
	Customer Services and Communications	37.54	36.64	37.09	20.74	220.14	5.94
	Democratic Services	9.39	9.18	9.28	6.58	24.26	2.61
	Legal Services	6.01	7.46	6.74	4.01	130.03	19.30
	Organisational Development	5.47	5.30	5.38	0.00	0.00	0.00
		1.00	1.00	1.00	0.00	0.00	0.00
<b>Service Total:</b>		<b>69.33</b>	<b>69.07</b>	<b>69.20</b>	<b>36.21</b>	<b>477.67</b>	<b>6.90</b>
Planning, Leisure, EG & Regen	Development Services	17.59	19.09	18.34	4.73	43.30	2.36
	Economic Growth and Regeneration	6.98	8.00	7.49	2.00	15.00	2.00
	Leisure Services	54.41	55.83	55.12	31.74	442.53	8.03
	Planning Policy	5.24	5.43	5.34	3.00	7.00	1.31
		1.00	1.00	1.00	0.00	0.00	0.00
<b>Service Total:</b>		<b>85.23</b>	<b>89.36</b>	<b>87.30</b>	<b>41.47</b>	<b>507.83</b>	<b>5.82</b>
<b>Grand Total:</b>		<b>370.45</b>	<b>371.48</b>	<b>370.97</b>	<b>187.06</b>	<b>3438.84</b>	<b>9.27</b>

### 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
4.88%	12.59	13.33	11.98	9.94	8.38	7.09
0.71%	1.80	0.60	0.60	0.60	1.00	0.40
6.67%	16.27	15.86	15.46	14.57	13.41	13.32
2.22%	4.34	4.27	4.26	5.30	5.38	4.71
4.42%	11.69	12.74	13.48	13.77	13.54	13.31
4.10%	10.51	11.17	11.56	10.44	10.17	11.04
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
<b>4.78%</b>						
3.25%	8.84	8.92	8.91	8.50	8.13	7.81
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
<b>3.15%</b>						
4.22%	9.73	8.94	9.10	8.19	7.41	6.67
2.36%	6.12	5.95	5.47	5.62	6.06	5.87
1.04%	2.43	2.72	2.62	2.40	4.10	3.71
7.66%	21.68	24.04	28.68	30.23	30.37	28.19
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
<b>2.74%</b>						
0.94%	2.59	2.34	1.68	1.69	1.69	2.81
0.79%	2.00	2.15	2.42	2.42	2.42	2.62
3.19%	7.47	7.91	7.64	7.25	1.12	1.12
0.52%	1.31	1.31	1.12	1.12	6.89	6.83
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
<b>2.31%</b>						
<b>3.68%</b>	<b>9.25</b>	<b>9.52</b>	<b>9.53</b>	<b>9.16</b>	<b>8.86</b>	<b>8.82</b>

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

### Days lost per FTE employee: December 2019

Service	Section	Fte At Start	Fte At End	Average Fte	No Emps Sick FTE	FTE Days Lost	FTE Days Lost per FTE	% Absence	Current month trend					
									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	13.16	14.97	14.07	0.81	8.11	0.58	3.20%	0.00	1.41	1.64	1.57	1.65	1.48
	H&S/ Marketing/ Project Management	3.00	2.00	2.50	0.00	0.00	0.00	0.00%	1.00	0.00	0.00	0.00	0.00	0.00
	Parks and Street Care	52.58	53.58	53.08	7.00	91.00	1.71	9.52%	1.77	1.64	1.24	1.95	1.18	0.66
	Property	10.69	10.69	10.69	2.27	13.35	1.25	6.94%	0.09	0.36	0.00	0.09	1.03	0.00
	Revenues and Welfare Support	33.73	33.73	33.73	4.31	7.68	0.23	1.27%	0.63	0.63	0.71	1.07	1.17	0.62
	Transport and Waste	65.97	65.97	65.97	3.00	33.00	0.50	2.78%	0.39	1.08	1.77	0.98	0.35	0.70
		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
<b>Service Total:</b>		<b>180.13</b>	<b>181.94</b>	<b>181.04</b>	<b>17.39</b>	<b>153.14</b>	<b>0.85</b>	<b>4.70%</b>						
Director of Health & Community Wellbeing	Public Protection	30.11	30.11	30.11	2.00	9.00	0.30	1.66%	0.43	0.00	0.92	1.27	0.79	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
<b>Service Total:</b>		<b>31.11</b>	<b>31.11</b>	<b>31.11</b>	<b>2.00</b>	<b>9.00</b>	<b>0.29</b>	<b>1.61%</b>						
Director of OD & Democratic Services	Community Relations	9.50	9.50	9.50	1.34	10.34	1.09	6.05%	0.95	1.04	0.95	0.92	1.20	0.24
	Customer Services and Communications	36.64	36.64	36.64	0.59	7.93	0.22	1.20%	0.45	0.89	0.85	0.52	0.88	0.58
	Democratic Services	9.18	9.18	9.18	0.91	2.72	0.30	1.64%	0.11	0.73	0.10	0.00	0.35	0.00
	Legal Services	7.46	7.46	7.46	0.61	1.01	0.14	0.75%	0.00	0.00	0.00	0.00	2.34	2.21
	Organisational Development	5.30	5.30	5.30	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
<b>Service Total:</b>		<b>69.07</b>	<b>69.07</b>	<b>69.07</b>	<b>3.45</b>	<b>22.00</b>	<b>0.32</b>	<b>1.77%</b>						
Planning, Leisure, EG & Regen	Development Services	18.09	19.09	18.59	1.00	1.00	0.05	0.30%	0.28	1.01	0.07	0.00	0.00	0.00
	Economic Growth and Regeneration	8.00	8.00	8.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
	Leisure Services	55.83	55.83	55.83	8.02	46.33	0.83	4.61%	0.59	1.06	0.75	0.97	0.00	0.00
	Planning Policy	5.43	5.43	5.43	0.00	0.00	0.00	0.00%	0.00	0.18	0.00	0.00	0.94	0.59
		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
<b>Service Total:</b>		<b>88.36</b>	<b>89.36</b>	<b>87.86</b>	<b>9.02</b>	<b>47.33</b>	<b>0.54</b>	<b>2.99%</b>						
<b>Grand Total:</b>		<b>368.67</b>	<b>371.48</b>	<b>370.07</b>	<b>31.85</b>	<b>231.47</b>	<b>0.63</b>	<b>3.47%</b>	<b>0.60</b>	<b>0.89</b>	<b>0.93</b>	<b>0.95</b>	<b>0.82</b>	<b>0.59</b>

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

### Analysis of Short and Long Term Absence - December 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	1	0.00	8.11	0.00%	0.00%
	Parks and Street Care	3	7	64.57	89.03	72.53%	42.86%
	Property	0	3	0.00	13.09	0.00%	0.00%
	Revenues and Welfare Support	0	5	0.00	7.53	0.00%	0.00%
	Transport and Waste	1	4	21.52	33.27	64.69%	25.00%
Head of Service Total:		4	20	86.10	151.03	57.01%	20.00%
Director of Health & Community Wellbeing	Public Protection	0	2	0.00	8.81	0.00%	0.00%
Head of Service Total:		0	2	0.00	8.81	0.00%	0.00%
Director of OD & Democratic Services	Community Relations	1	3	8.92	10.31	86.50%	33.33%
	Customer Services and Communications	0	1	0.00	7.78	0.00%	0.00%
	Democratic Services	0	1	0.00	2.60	0.00%	0.00%
	Legal Services	0	1	0.00	0.99	0.00%	0.00%
Head of Service Total:		1	6	8.92	21.68	41.13%	16.67%
Planning, Leisure, EG & Regen	Development Services	0	1	0.00	0.98	0.00%	0.00%
	Leisure Services	1	17	19.26	50.67	38.02%	5.88%
Head of Service Total:		1	18	19.26	51.65	37.30%	5.56%
Grand Total:		6	46	114.28	233.17	49.01%	13.04%

### Long term (20 days+ in month)/ short term sickness analysis for August 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	1	21.52	21.52	100.00%	100.00%
	Parks and Street Care	2	10	43.05	102.42	42.03%	20.00%
	Property	0	1	0.00	0.99	0.00%	0.00%
	Revenues and Welfare Support	0	7	0.00	37.19	0.00%	0.00%
	Transport and Waste	1	5	21.52	62.05	34.69%	20.00%
Head of Service Total:		4	24	86.10	224.16	38.41%	16.67%
Director of Health & Community Wellbeing	Public Protection	2	2	43.05	43.05	100.00%	100.00%
Head of Service Total:		2	2	43.05	43.05	100.00%	100.00%
Director of OD & Democratic Services	Community Relations	1	1	8.92	8.92	100.00%	100.00%
	Customer Services and Communications	0	6	0.00	18.92	0.00%	0.00%
Head of Service Total:		1	7	8.92	27.84	32.03%	14.29%
Planning, Leisure, EG & Regen	Leisure Services	1	9	19.26	58.13	33.14%	11.11%
Head of Service Total:		1	9	19.26	58.13	33.14%	11.11%
Grand Total:		8	42	157.33	353.18	44.55%	19.05%

## 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%