

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

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

**Date:          25 February 2014**

**Author:        Chief Executive  
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 that:

- The summary of trends graph shows that after its peak in July, absence has continued to decrease again. The current month shows a 17% improvement (decrease) when compared to the same month last year.
- The target for this financial year is ten working days lost against an actual of 10.22 achieved.
- The “year to date” table shows that average absence levels generally seem to be within target although, in particular, there are three large service areas (a team size of 20+) where absence levels are very high.
- Measures that are currently being taken to combat this increase include:
  - A number of “long term” cases have now been resolved either through dismissal or return to work, however, long-term absence still represents a large proportion of total absence in some of the larger teams. This may in part be due to the policy changes implemented earlier this year through which short-term absence is more tightly monitored.
  - The suite of training workshops previously reported at this committee has now been delivered by the Organisational Development Team to the PaSC and Waste Management Services and a review is planned for later this year. The training centred around effective communication and management of absence and conduct.

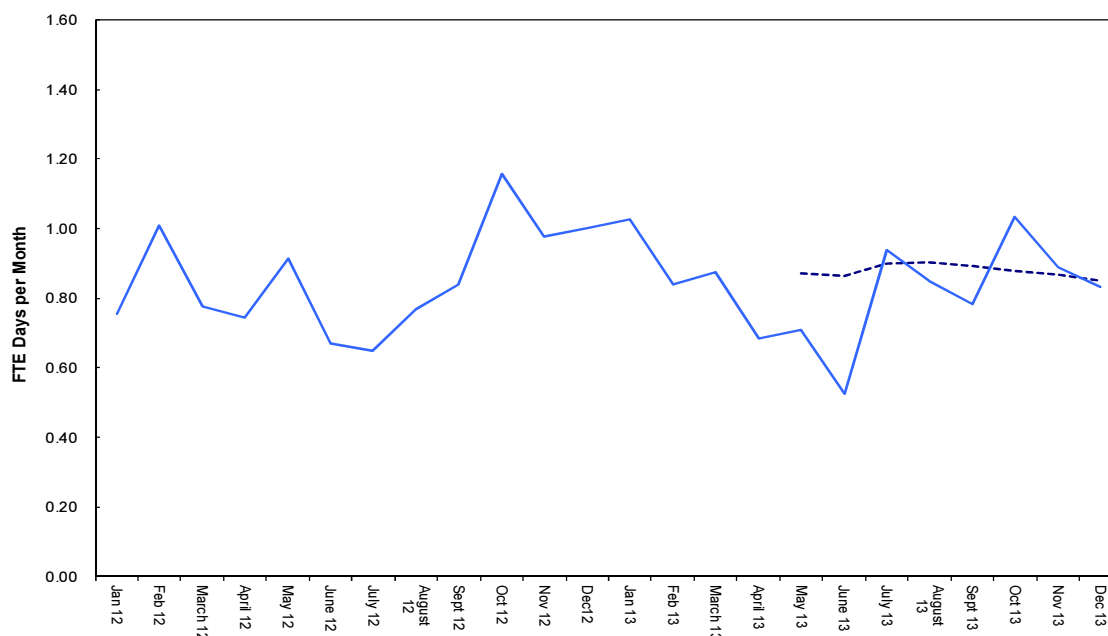
- Work is planned between the O.D. and Health and Safety functions to develop a training package to support employees to effectively manage personal stress.
- The “current month” data shows a mix of increase and decrease when compared to the previous month. Both PaSC and Waste Services are showing a drop in absence levels between current and last month.

### **3. Recommendation**

The Committee is asked to note this report.

## Summary of trends graph; year to date at December 2013

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
Jan 12	3.59	416.28	4.03	0.75	10.11	0.84
Feb 12	4.80	419.94	4.08	1.01	10.18	0.85
March 12	3.53	428.12	4.01	0.78	9.92	0.83
April 12	3.91	417.26	3.97	0.74	9.99	0.83
May 12	4.16	417.75	4.05	0.91	10.25	0.85
June 12	3.53	417.10	4.01	0.67	9.92	0.83
July 12	2.96	415.08	3.91	0.65	9.82	0.82
August 12	3.50	420.21	3.85	0.77	9.75	0.81
Sept 12	4.21	411.60	3.90	0.84	9.85	0.82
Oct 12	5.03	412.81	3.98	1.16	10.15	0.85
Nov 12	4.44	415.81	3.96	0.98	10.04	0.84
Dec12	5.88	417.07	4.13	1.00	10.44	0.87
Jan 13	4.66	417.10	4.22	1.03	10.65	0.89
Feb 13	4.19	417.79	4.17	0.84	10.49	0.87
March 13	4.60	417.79	4.26	0.87	10.49	0.87
April 13	3.27	412.27	4.20	0.69	10.06	0.84
May 13	3.37	409.62	4.14	0.71	10.46	0.87
June 13	2.64	408.54	4.06	0.53	10.38	0.87
July 13	4.08	405.04	4.16	0.94	10.79	0.90
August 13	4.05	404.46	4.20	0.85	10.83	0.90
Sept 13	3.72	401.87	4.16	0.78	10.72	0.89
Oct 13	4.49	399.47	4.12	1.03	10.54	0.88
Nov 13	4.24	398.70	4.10	0.89	10.41	0.87
Dec 13	4.39	398.43	3.98	0.83	10.22	0.85

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

YEAR TO DECEMBER 2013										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	Absence as %		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		3.42	5.00	4.21	2.39	19.10	4.54	1.81%		1.78	1.60	1.57	1.27	1.35	1.10
Service Total:		3.42	5.00	4.21	2.39	19.10	4.54	1.81%		1.78	1.60	1.57	1.27	1.35	1.10
Corporate Directorate (A)	Communications	4.00	4.41	4.20	0.50	1.25	0.30	0.12%		0.30	2.69	2.89	2.89	2.53	3.27
	Elections and Members' Services	6.50	6.00	6.25	3.00	28.50	4.56	1.82%		4.64	5.60	5.60	6.09	2.33	4.52
	Organisational Development	9.11	8.92	9.01	3.35	233.43	25.90	10.32%		26.46	28.00	27.27	24.15	22.79	19.52
		1.00	1.00	1.00	1.00	2.00	2.00	0.80%		2.00	2.00	2.00	2.00	2.00	2.00
Service Total:		20.61	20.32	20.47	7.85	265.18	12.96	5.16%		13.17	14.49	14.21	13.36	11.05	10.82
Corporate Directorate (B)	Audit and Risk Management	4.36	4.36	4.36	2.50	4.13	0.95	0.38%		1.49	1.49	1.49	1.49	0.69	0.69
	Customer Services and IT	36.66	36.02	36.34	27.18	478.24	13.16	5.24%		13.07	12.97	11.87	11.28	11.00	10.23
	Financial Services	16.93	16.08	16.51	5.58	31.99	1.94	0.77%		2.87	3.16	2.80	2.80	3.22	4.19
	Revenues Services	39.72	37.31	38.52	26.92	151.80	3.94	1.57%		4.41	4.36	5.53	5.98	6.18	6.23
		1.00	1.00	1.00	1.00	4.01	4.01	1.60%		4.01	1.01	1.01	1.01	1.01	0.00
Service Total:		98.68	94.78	96.73	63.18	670.17	6.93	2.76%		7.27	7.20	7.17	7.11	7.13	7.01
Corporate Directorate (C)	Housing and Localities	12.42	11.42	11.92	3.50	26.48	2.22	0.89%		2.48	2.66	2.37	2.59	2.47	2.55
	Leisure and Culture	85.94	77.30	81.62	54.30	724.46	8.88	3.54%		8.73	8.72	9.11	8.99	8.98	8.37
	Planning and Economic Development	28.81	25.84	27.32	19.85	207.53	7.60	3.03%		7.98	7.39	6.69	5.98	6.24	6.06
		1.00	1.00	1.00	1.00	2.00	2.00	0.80%		2.00	2.00	0.00	0.00	0.00	0.00
Service Total:		128.17	115.55	121.86	78.66	960.47	7.88	3.14%		7.90	7.79	7.87	7.70	7.71	7.30
Corporate Directorate (D)	Asset Management	21.25	22.72	21.99	8.64	90.29	4.11	1.64%		4.37	3.75	3.87	3.55	2.69	2.71
	Parks and Street Care	47.89	46.89	47.39	25.00	691.00	14.58	5.81%		15.47	15.64	15.59	16.92	17.34	16.84
	Public Protection	26.33	27.52	26.93	9.39	141.31	5.25	2.09%		4.70	5.19	5.30	5.40	5.33	4.40
	Waste Operations	62.00	57.50	59.75	33.68	1270.73	21.27	8.47%		21.32	21.71	22.75	23.21	24.45	22.83
		1.00	1.00	1.00	0.00		0.00	0.00%		0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		158.47	155.64	157.05	76.71	2193.32	13.97	5.56%		14.20	14.45	15.04	15.67	15.64	15.24
LegalServices	Legal Services	5.50	6.50	6.00	2.50	42.67	7.11	2.83%		9.71	11.22	11.22	11.71	10.81	10.81
		0.00	0.00	0.00	0.00		0.00			0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		5.50	6.50	6.00	2.50	42.67	7.11	2.83%		9.71	11.22	11.22	11.71	10.81	10.81
Grand Total:		414.86	397.79	406.32	231.29	4150.91	10.22	4.07%		10.41	10.54	10.72	10.83	10.79	10.38

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

Days lost per FTE employee; current month: December 2013								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	Current month as %	Days lost 1 month	Days lost 2 months	Days lost 3 months	Days lost 4 months	Days lost 5 months	Days lost 6 months
Chief Executive		5.00	5.00	5.00	0.58	10.65	2.13	11.21%	0.77	0.00	0.00	0.00	0.20	0.00
Service Total:		5.00	5.00	5.00	0.58	10.65	2.13	11.21%	0.77	0.00	0.00	0.00	0.20	0.00
Corporate Directorate (A)	Communications	4.41	4.41	4.41	0.00		0.00	0.00%	0.00	0.00	0.00	0.00	0.00	1.76
	Elections and Members' Services	6.00	6.00	6.00	0.00		0.00	0.00%	0.00	0.00	0.00	3.50	0.50	0.00
	Organisational Development	8.92	8.92	8.92	1.00	15.41	1.73	9.09%	0.84	2.25	2.29	2.35	2.58	2.20
		1.00	1.00	1.00	0.00		0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		20.32	20.32	20.32	1.00	15.41	0.76	3.99%	0.36	0.95	0.97	2.01	1.24	1.37
Corporate Directorate (B)	Audit and Risk Management	4.36	4.36	4.36	0.50	0.63	0.14	0.75%	0.00	0.00	0.00	0.80	0.00	0.00
	Customer Services and IT	36.02	36.02	36.02	6.85	49.96	1.39	7.30%	0.76	1.25	1.19	0.65	0.92	0.45
	Financial Services	16.08	16.08	16.08	3.00	7.00	0.44	2.29%	0.25	0.25	0.00	0.00	0.00	0.00
	Revenues Services	37.31	37.31	37.31	2.00	4.03	0.11	0.57%	0.39	0.17	0.47	0.61	0.08	0.26
		1.00	1.00	1.00	0.00		0.00	0.00%	3.00	0.00	0.00	0.00	1.01	0.00
Service Total:		94.78	94.78	94.78	12.35	61.62	0.65	3.42%	0.52	0.58	0.63	0.52	0.38	0.27
Corporate Directorate (C)	Housing and Localities	11.42	11.42	11.42	0.00		0.00	0.00%	0.00	0.31	0.00	0.00	0.35	0.26
	Leisure and Culture	78.56	77.30	77.93	6.70	65.48	0.84	4.42%	0.83	0.87	0.58	0.73	0.95	0.67
	Planning and Economic Development	25.84	25.84	25.84	4.27	26.76	1.04	5.45%	1.16	1.33	0.70	0.16	0.39	0.11
		1.00	1.00	1.00	0.00		0.00	0.00%	0.00	2.00	0.00	0.00	0.00	0.00
Service Total:		116.82	115.55	116.19	10.97	92.24	0.79	4.18%	0.82	0.93	0.55	0.54	0.77	0.51
Corporate Directorate (D)	Asset Management	22.72	22.72	22.72	1.27	6.14	0.27	1.42%	0.77	0.29	0.26	0.26	0.44	0.20
	Parks and Street Care	46.89	46.89	46.89	4.00	47.00	1.00	5.28%	1.49	2.00	1.22	1.79	1.83	0.63
	Public Protection	27.52	27.52	27.52	1.00	20.00	0.73	3.82%	0.22	0.26	0.00	0.29	1.10	0.40
	Waste Operations	57.50	57.50	57.50	6.47	79.10	1.38	7.24%	1.77	2.12	1.83	1.54	1.65	0.89
		1.00	1.00	1.00	0.00		0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		155.64	155.64	155.64	12.74	152.24	0.98	5.15%	1.25	1.47	1.08	1.20	1.42	0.62
Legal Services	Legal Services	6.50	6.50	6.50	0.00		0.00	0.00%	0.69	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
Service Total:		6.50	6.50	6.50	0.00		0.00	0.00%	0.69	0.00	0.00	0.00	0.00	0.00
Grand Total:		399.06	397.79	398.43	37.65	332.15	0.83	4.39%	0.89	1.03	0.78	0.85	0.94	0.53

## Long term (20 days+ in month)/ short term sickness analysis for December 2013

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
Chief Executive		0	1	0.00	10.55	0.00%	0.00%
Head of Service Total:		0	1	0.00	10.55	0.00%	0.00%
Corporate Director	Organisational Development	1	2	17.84	17.84	100.00%	50.00%
Head of Service Total:		1	2	17.84	17.84	100.00%	50.00%
Corporate Director	Audit and Risk Management	0	1	0.00	0.59	0.00%	0.00%
	Customer Services and IT	0	10	0.00	52.47	0.00%	0.00%
	Financial Services	0	3	0.00	6.85	0.00%	0.00%
	Revenues Services	0	3	0.00	3.93	0.00%	0.00%
Head of Service Total:		0	17	0.00	63.84	0.00%	0.00%
Corporate Director	Leisure and Culture	2	13	36.84	63.62	57.90%	15.38%
	Planning and Economic Development	0	6	0.00	29.26	0.00%	0.00%
Head of Service Total:		2	19	36.84	92.88	39.66%	10.53%
Corporate Director	Asset Management	0	3	0.00	6.92	0.00%	0.00%
	Parks and Street Care	1	5	21.52	54.79	39.29%	20.00%
	Public Protection	1	1	21.66	21.66	100.00%	100.00%
	Waste Operations	1	10	21.52	88.27	24.38%	10.00%
Head of Service Total:		3	19	64.71	171.65	37.70%	15.79%
Grand Total:		6	58	119.38	356.76	33.46%	10.34%