

Report to Joint Consultative and Safety Committee

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

Date: **4 November 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

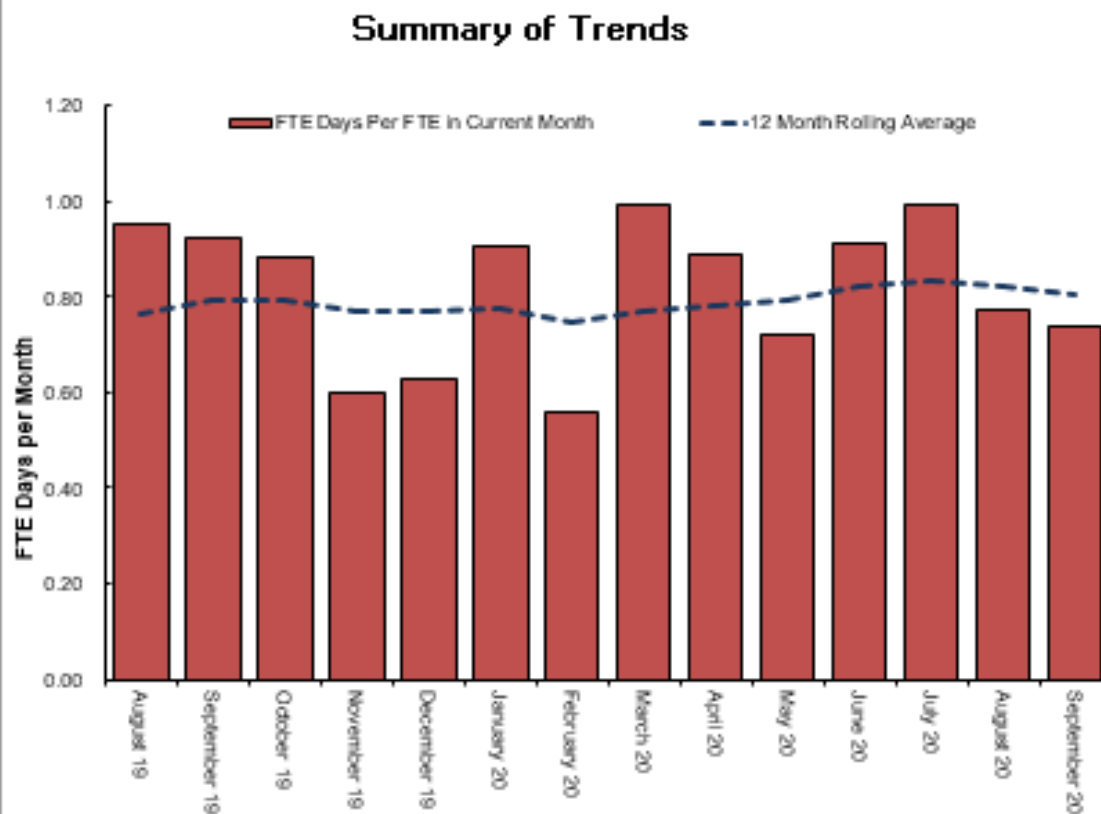
- The summary of trends graph in Appendix 1 shows that the outturn for the full year up to September 2020 at 9.68 days lost per employee is above the annual target of nine days. However, the rate of absence has improved over the last two months (August and September).
- Earlier in the year the levels of absence were been adversely affected by Covid-related sickness:
 - In March 21% of absences related to Covid-19
 - In April 19% of absences related to Covid-19
 - In May 12% of absences related to Covid-19
 - In June 7% of absences related to Covid-19After this time (once testing became available) up to and including September there were no confirmed cases of Covid. After June the rate of absences due to Covid-like symptoms were negligible. Having said this, during October there have been six confirmed positive cases of Covid within the workforce. This has led to the absence of the employees and in one case up to now, the isolation of three work colleagues that had been in close and sustained proximity to the affected employee through work. It is anticipated that absence related to Covid is now likely to again rise, certainly for a short length of time at least.
- The target for the year 2019/20 remains at nine days
- The number of long-term absences remain quite high at seven cases although most (five) of these are in just two teams, Waste and Parks and Street Care. Currently long-term absence accounts for about half of the sickness of the council.

- During September and October the attendance management policies were independently audited. Although not yet formally released as a final report, the draft version is very positive about the robustness of our policies and processes. Draft comments in the report include;

“Policies & Procedures: The Council has a clear sickness management policy in place, which covers both short and long-term absences and outlines clear responsibilities for staff, managers and HR. The policy is available on the intranet and printed versions are also available in each department

The Policy was benchmarked to policies of four similar sized local authorities and it was found that Gedling Borough Council’s was the strongest we reviewed. The GBC Policy trigger points for Stage 2 and 3 were far more specific and robust than the other similar sized authorities; they were based on tangible and measurable absences rather than the manager’s discretion as to whether further escalation is required.”

Summary of trends graph; year to date at September 2020



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
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
January 20	4.13	3.69	0.91	9.34	0.78
February 20	2.81	3.52	0.56	8.95	0.75
March 20	4.73	3.60	0.99	9.22	0.77
April 20	4.43	3.70	0.89	9.41	0.78
May 20	3.79	3.79	0.72	9.54	0.80
June 20	4.14	3.89	0.91	9.85	0.82
July 20	4.33	3.96	0.99	10.03	0.84
August 20	3.87	3.90	0.77	9.86	0.82
September 20	3.35	3.81	0.74	9.68	0.81

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

Days Lost Per FTE Employee: Year to September 2020									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	13.97	14.61	14.29	4.62	30.51	2.13	0.85%	3.74	5.27	6.88	8.33	9.66	10.32
	H&S/ Marketing/ Project Management	3.00	2.00	2.50	1.00	3.00	1.20	0.48%	1.20	1.20	1.20	1.20	1.80	1.80
	Parks and Street Care	52.58	52.77	52.68	31.25	988.03	18.76	7.47%	18.52	18.79	18.00	17.71	17.71	17.25
	Property	10.85	11.85	11.35	3.92	32.84	2.89	1.15%	2.22	2.21	3.21	3.21	3.73	4.36
	Revenues and Welfare Support	34.91	31.64	33.28	17.18	263.41	7.92	3.15%	8.26	9.01	9.44	9.07	9.03	9.15
	Transport and Waste	64.97	64.59	64.78	29.86	855.58	13.21	5.26%	13.56	13.31	12.10	10.82	10.55	10.70
		1.00	0.00	0.50	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		181.29	177.46	179.38	87.84	2173.37	12.12	4.83%						
Director of Health & Community Wellbeing	Public Protection	33.24	31.11	32.18	11.76	216.59	6.73	2.68%	6.85	7.26	7.58	7.81	6.96	6.09
		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:		34.24	32.11	33.18	11.76	216.59	6.53	2.60%						
Director of OD & Democratic Services	Community Relations	9.97	10.49	10.23	4.28	163.21	15.95	6.36%	15.16	14.59	13.90	12.37	12.55	12.65
	Customer Services and Communications	36.64	36.58	36.61	16.55	169.61	4.63	1.85%	5.03	5.19	5.57	6.03	6.22	6.33
	Democratic Services	9.58	8.09	8.84	4.08	52.31	5.92	2.36%	4.27	2.98	1.87	1.87	1.98	1.98
	Legal Services	7.62	6.85	7.24	1.61	6.01	0.83	0.33%	0.83	0.83	3.30	5.90	8.47	11.53
	Organisational Development	5.30	3.80	4.55	0.81	2.66	0.58	0.23%	0.58	0.54	0.52	0.53	0.53	0.51
		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:		70.11	66.82	68.47	27.33	393.80	5.75	2.29%						
Planning, Leisure, EG & Regen	Development Services	16.09	18.09	17.09	3.41	160.04	9.36	3.73%	9.85	8.63	7.01	5.38	4.21	2.76
	Economic Growth and Regeneration	7.00	8.00	7.50	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
	Leisure Services	54.73	54.69	54.71	28.21	599.72	10.96	4.37%	11.34	12.17	12.40	11.88	11.28	10.49
	Planning Policy	5.43	4.24	4.84	1.00	1.00	0.21	0.06%	0.21	0.19	0.18	0.19	0.19	0.19
		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:		84.26	86.02	85.14	32.62	760.76	9.04	3.56%						
Grand Total:		369.91	362.42	366.16	159.55	3544.52	9.68	3.86%	9.86	10.03	9.85	9.54	9.41	9.22

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

Days lost per FTE employee: September 2020									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	14.61	14.61	14.61	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
	H&S/ Marketing/ Project Management	2.00	2.00	2.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
	Parks and Street Care	52.77	52.77	52.77	5.00	70.00	1.33	6.03%	1.64	1.97	0.99	0.77	1.77	1.69
	Property	11.85	11.85	11.85	1.27	7.59	0.64	2.91%	0.14	0.00	0.00	0.00	0.00	0.47
	Revenues and Welfare Support	31.64	31.64	31.64	3.93	11.81	0.37	1.70%	0.34	0.87	0.98	0.86	0.68	1.08
	Transport and Waste	66.59	64.59	65.59	5.86	85.57	1.30	5.93%	1.25	1.55	1.89	0.98	0.96	1.75
		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:		179.46	177.46	178.46	16.07	174.97	0.98	4.46%						
Director of Health & Community Wellbeing	Public Protection	31.11	31.11	31.11	2.00	27.00	0.87	3.95%	0.68	0.74	0.71	0.85	0.95	0.24
		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:		32.11	32.11	32.11	2.00	27.00	0.84	3.82%						
Director of OD & Democratic Services	Community Relations	10.49	10.49	10.49	0.81	17.53	1.67	7.60%	1.73	1.75	1.74	0.87	0.95	1.28
	Customer Services and Communications	36.58	36.58	36.58	1.51	14.62	0.40	1.82%	0.13	0.49	0.12	0.00	0.04	0.47
	Democratic Services	8.09	8.09	8.09	0.59	13.87	1.71	7.79%	1.47	1.71	0.00	0.00	0.00	0.00
	Legal Services	6.85	6.85	6.85	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.73	0.00
	Organisational Development	3.80	3.80	3.80	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:		66.82	66.82	66.82	2.91	46.03	0.69	3.13%						
Planning, Leisure, EG & Regen	Development Services	18.09	18.09	18.09	0.00	0.00	0.00	0.00%	1.11	1.27	1.22	1.16	1.49	1.11
	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	55.66	54.69	55.17	3.86	20.54	0.37	1.69%	0.46	0.61	1.08	1.36	1.33	1.13
	Planning Policy	4.24	4.24	4.24	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:		87.00	86.02	86.51	3.86	20.54	0.24	1.08%						
Grand Total:		365.39	362.42	363.90	24.84	268.54	0.74	3.35%	0.77	0.99	0.91	0.72	0.89	0.99

Long term (20 days+ in month)/ short term sickness analysis for September 2020

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	2	5	43.05	68.49	62.86%	40.00%
	Property	0	2	0.00	7.53	0.00%	0.00%
	Revenues and Welfare Support	0	5	0.00	11.68	0.00%	0.00%
	Transport and Waste	3	5	64.57	75.08	86.01%	60.00%
Head of Service Total:		5	17	107.62	162.77	66.12%	29.41%
Director of Health & Community Wellbeing	Public Protection	1	2	21.52	26.42	81.48%	50.00%
Head of Service Total:		1	2	21.52	26.42	81.48%	50.00%
Director of OD & Democratic Services	Community Relations	1	2	8.92	16.84	52.95%	50.00%
	Customer Services and Communications	0	2	0.00	14.34	0.00%	0.00%
	Democratic Services	0	1	0.00	13.62	0.00%	0.00%
Head of Service Total:		1	5	8.92	44.81	19.91%	20.00%
Planning, Leisure, EG & Regen	Leisure Services	0	10	0.00	24.76	0.00%	0.00%
Head of Service Total:		0	10	0.00	24.76	0.00%	0.00%
Grand Total:		7	34	138.06	258.76	53.36%	20.59%

Long term (20 days+ in month)/ short term sickness analysis for June 2020

Analysis of Short and Long Term Absence - June 2020

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	1	6	21.52	51.49	41.80%	16.67%
	Revenues and Welfare Support	0	4	0.00	30.25	0.00%	0.00%
	Transport and Waste	4	8	86.10	121.32	70.97%	50.00%
Head of Service Total:		5	18	107.62	203.06	53.00%	27.78%
Director of Health & Community Wellbeing	Public Protection	1	1	21.52	21.52	100.00%	100.00%
Head of Service Total:		1	1	21.52	21.52	100.00%	100.00%
Director of OD & Democratic Services	Community Relations	1	2	8.92	17.31	51.52%	50.00%
	Customer Services and Communications	0	2	0.00	4.47	0.00%	0.00%
Head of Service Total:		1	4	8.92	21.78	40.95%	25.00%
Planning, Leisure, EG & Regen	Development Services	1	1	21.52	21.52	100.00%	100.00%
	Leisure Services	2	8	29.88	61.28	48.76%	25.00%
Head of Service Total:		3	9	51.40	82.80	62.08%	33.33%
Grand Total:		10	32	189.47	329.16	57.56%	31.25%

Long term (20 days+ in month)/ short term sickness analysis for April 2020

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%