

Report to Joint Consultative and Safety Committee

Subject: Sickness Absence: summary of current trends

Date: 23 February 2021

Author: Head of HR, Performance and Service Planning

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 December 2020 at 9.80 days lost per employee is above the annual target of nine days. However, the rate of absence was largely static between November and December and on a monthly basis the absence rate is lower in December than in any of the months between March and October.
- The target for the year 2019/20 remains at nine days
- 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-19

After 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 was negligible. Having said this, during October there were six confirmed positive cases of Covid within the workforce. This led to the absence of the employees and in one case also resulted in the isolation of three work colleagues that had been in close and sustained proximity to the affected employee through work.

As a “snapshot”, at the start of December 2020 there were no staff testing positive for C-19 although seven staff were isolating and shielding Clinically Extremely Vulnerable People.

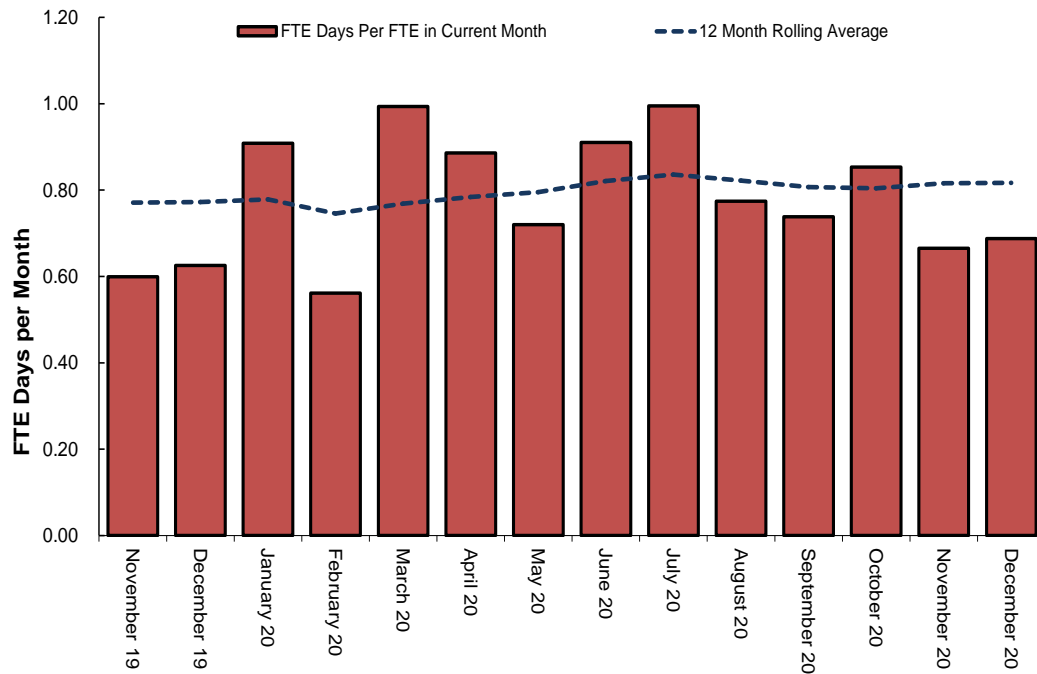
By the end of December two people had declared absence related to C-19 and this accounted for 34 working days lost out of 267.5 days (so, an absence rate of 12.7% attributable to C-19 for the month).

Although there is not yet any firm payroll data for January 2021, “soft data” reported from teams at the end of January confirmed that one member of staff at that time had a positive C-19 test result and that nine employees were isolating either to shield Clinically Extremely Vulnerable People or due to contact with someone who had a positive result. By 9 February when papers were uploaded the number of cases of Covid had again returned to zero.

- Generally the number of long-term absences remains quite high at six cases although this number has continued to fall over the last year (down from nine cases in April and ten in June). Most (five) of these are in just two teams, Waste and Public Protection. Currently long-term absence accounts for about half of the sickness of the council.

Summary of trends graph; year to date at December 2020

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 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
October 20	3.88	3.81	0.85	9.65	0.80
November 20	3.17	3.84	0.67	9.79	0.82
December 20	3.44	3.84	0.69	9.80	0.82

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

Days Lost Per FTE Employee: Year to December 2020

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	Year to date 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
Corporate Resources	Customer Services	24.54	24.54	24.54	11.37	107.41	4.38	1.74%	4.67					
	Democratic Services and H&S	9.18	8.69	8.93	1.59	67.40	7.55	3.08%	7.33					
	Financial Services	14.97	13.61	14.29	2.00	16.75	1.17	0.49%	1.79	1.74	2.13	3.74	5.27	6.88
	HR, Performance and Svs Planning	5.89	4.84	5.37	1.41	4.89	0.91	0.40%	0.90					
	Information & Communications Technology	8.00	8.00	8.00	1.00	2.00	0.25	0.10%	0.25					
	Legal Services	7.46	6.85	7.16	1.00	5.00	0.70	0.29%	0.84	0.83	0.83	0.83	0.83	3.30
	Revenues	13.36	11.25	12.30	6.24	180.73	14.69	6.38%	13.76					
		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:		84.40	78.79	81.60	24.62	384.17	4.71	1.93%						
Environment, Communities & Leisure	Community Relations	5.88	7.00	6.44	1.00	1.80	0.28	0.10%	0.42					
	Leisure Services	54.81	53.95	54.38	24.67	511.46	9.41	3.76%	10.17	10.46	10.96	11.34	12.17	12.40
	Parks and Street Care	53.66	50.22	51.94	30.25	871.56	16.78	6.89%	17.67	18.71	18.76	18.52	18.79	18.00
	Public Protection	30.11	30.86	30.49	12.76	345.75	11.34	4.45%	9.89	8.16	6.73	6.85	7.26	7.58
	Transport and Waste	65.36	62.99	64.18	31.26	1009.58	15.73	6.36%	15.03	13.79	13.21	13.56	13.31	12.10
		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:		210.81	206.02	208.42	99.93	2740.15	13.15	5.28%						
Regeneration, Development and Comms	Communications	3.50	4.45	3.97	0.50	1.67	0.42	0.15%	0.37					
	Development Services	18.09	17.09	17.59	4.41	159.91	9.09	3.71%	8.63	8.46	9.36	9.85	8.63	7.01
	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
	Facilities- Community Centres	3.62	3.08	3.35	1.76	136.01	40.58	17.52%	43.41					
	Planning Policy	5.43	4.24	4.84	0.00	0.00	0.00	0.00%	0.00	0.00	0.21	0.21	0.19	0.18
	Projects	1.00	0.00	0.50	0.00	0.00	0.00	0.00%	0.00					
	Property	10.42	10.85	10.64	2.08	27.59	2.59	1.01%	2.60	2.69	2.89	2.22	2.21	3.21
	Welfare Support	19.87	19.89	19.88	9.44	81.86	4.12	1.63%	3.97					
Service Total:		70.93	68.61	69.77	18.18	407.04	5.88	2.35%						
Grand Total:		367.15	353.41	360.28	142.73	3531.36	9.80	3.97%	9.79	9.65	9.68	9.86	10.03	9.85

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

Days lost per FTE employee: December 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
Corporate Resources	Customer Services	24.54	24.54	24.54	0.81	0.68	0.03	0.14%	0.00					
	Democratic Services and H&S	8.69	8.69	8.69	1.00	1.00	0.12	0.58%	1.34					
	Financial Services	14.61	13.61	14.11	0.00	0.00	0.00	0.00%	0.00	0.96	0.00	0.00	0.00	0.00
	HR, Performance and Svs Planning	4.84	4.84	4.84	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
	Information & Communications Technology	8.00	8.00	8.00	0.00	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	0.00	0.00
	Revenues	11.75	11.25	11.50	0.50	9.17	0.80	3.99%	0.92					
		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:		80.29	78.79	79.54	2.31	10.84	0.14	0.68%						
Environment, Communities & Leisure	Community Relations	7.00	7.00	7.00	0.00	0.00	0.00	0.00%	0.00					
	Leisure Services	53.95	53.95	53.95	1.53	17.43	0.32	1.62%	0.26	0.61	0.37	0.46	0.61	1.08
	Parks and Street Care	50.22	50.22	50.22	7.00	54.50	1.09	5.43%	0.60	1.41	1.33	1.64	1.97	0.99
	Public Protection	30.86	30.86	30.86	3.76	53.16	1.72	8.61%	1.84	1.32	0.87	0.68	0.74	0.71
	Transport and Waste	62.99	62.99	62.99	5.00	78.00	1.24	6.19%	1.46	1.71	1.30	1.25	1.55	1.89
		1.00	1.00	1.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		206.02	206.02	206.02	17.29	203.09	0.99	4.93%						
Regeneration, Development and Comms	Communications	4.45	4.45	4.45	0.00	0.00	0.00	0.00%	0.00					
	Development Services	17.09	17.09	17.09	0.41	9.12	0.53	2.67%	0.57	0.23	0.00	1.11	1.27	1.22
	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
	Facilities- Community Centres	3.08	3.08	3.08	0.00	0.00	0.00	0.00%	0.00					
	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
	Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00					
	Property	10.85	10.85	10.85	0.27	12.43	1.15	5.73%	0.00	0.00	0.64	0.14	0.00	0.00
	Welfare Support	19.89	19.89	19.89	0.50	8.10	0.41	2.04%	0.56					
Service Total:		68.61	68.71	68.61	1.18	29.66	0.44	2.16%	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total:		354.91	353.41	354.16	20.78	243.59	0.69	3.44%	0.67	0.85	0.74	0.77	0.99	0.91

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

Analysis of Short and Long Term Absence - December 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
Corporate Resources	Customer Services	0	1	0.00	0.68	0.00%	0.00%
	Democratic Services and H&S	0	1	0.00	0.98	0.00%	0.00%
Head of Service Total:		0	2	0.00	1.65	0.00%	0.00%
Environment, Communities & Leisure	Leisure Services	0	4	0.00	18.47	0.00%	0.00%
	Parks and Street Care	0	8	0.00	53.81	0.00%	0.00%
	Public Protection	2	4	45.01	51.95	86.63%	50.00%
	Transport and Waste	3	5	64.57	76.31	84.62%	60.00%
Head of Service Total:		5	21	109.58	200.54	54.64%	23.81%
Regeneration, Development and Comms	Development Services	0	1	0.00	8.88	0.00%	0.00%
	Property	1	1	12.43	12.43	100.00%	100.00%
	Welfare Support	0	1	0.00	7.87	0.00%	0.00%
Head of Service Total:		1	3	12.43	29.18	42.60%	33.33%
Grand Total:		6	26	122.01	231.38	52.73%	23.08%

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%