

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

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

**Date:**       **21 February 2023**

**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**

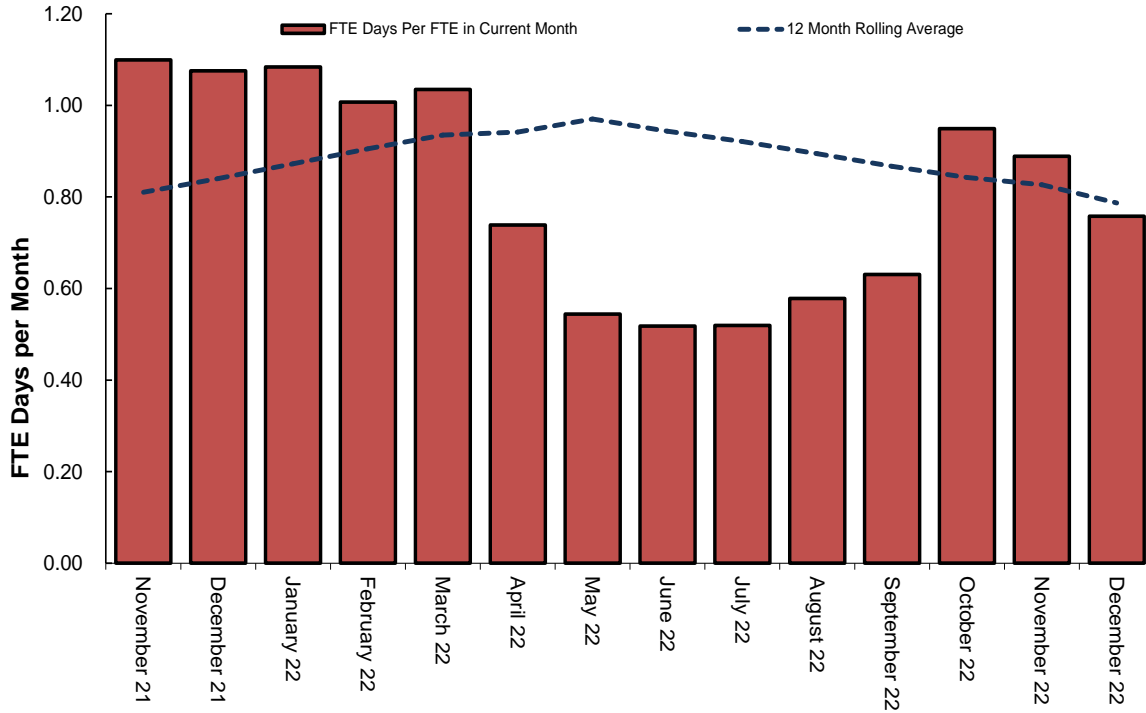
The Committee is asked to note this report.

### **3. Summary of key data**

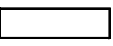
- The summary of trends graph in Appendix 1 shows that the outturn for the full year up to December 2023 at 9.44 days lost per employee against a target of 9 days.
- This represents an improvement of over two days against the figure of 11.64 days lost in May.
- The rate of absence in December this year (0.76 FTE days lost per FTE) is significantly below the same month last year (1.08 days lost).
- The number of long-term absence cases has increased again in recent months and now stands at six cases. That sickness absence overall is decreasing suggests that short-term absence is also decreasing materially across the Council. Active case management continues and case management conferences are held between HR and senior managers to help to support a return to work where possible for employees that have had longer absences.
- In summary, the general picture is currently positive and the trend of improvement continues. There has been month-on-month improvement now for seven months.
- Over the rolling year the larger teams that did not hit target were PASC, Customer Services, Leisure, and Transport & Waste.

Summary of trends graph; year to date at December 2022

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 21	5.00	3.82	1.10	9.72	0.81
December 21	5.38	3.98	1.08	10.08	0.84
January 22	5.42	4.13	1.08	10.47	0.87
February 22	5.04	4.25	1.01	10.86	0.91
March 22	4.50	4.35	1.03	11.22	0.94
April 22	3.89	4.39	0.74	11.30	0.94
May 22	2.59	4.36	0.54	11.64	0.97
June 22	2.35	4.31	0.52	11.32	0.94
July 22	2.47	4.19	0.52	11.05	0.92
August 22	2.63	4.09	0.58	10.73	0.89
September 22	3.00	3.98	0.63	10.40	0.87
October 22	4.52	3.90	0.95	10.11	0.84
November 22	4.04	3.82	0.89	9.92	0.83
December 22	3.99	3.70	0.76	9.44	0.79



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

### Days Lost Per FTE Employee: Year to December 2022

### 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	Days lost	Days lost	Days lost	Days lost	Days lost
									1 month	2 months	3 months	4 months	5 months	6 months
Corporate Resources	Customer Services	20.68	17.95	19.32	13.57	432.15	22.37	8.91%	22.15	21.77	19.85	16.66	14.97	13.80
	Democratic Services and H&S	8.69	9.30	8.99	5.50	39.37	4.38	1.74%	3.93	2.19	1.83	1.96	2.01	1.91
	Financial Services	10.80	9.43	10.11	6.93	54.37	5.38	2.14%	4.09	4.24	4.91	4.96	5.37	5.21
	HR, Performance and Svs Planning	4.74	4.74	4.74	2.20	13.25	2.80	1.11%	2.80	2.08	2.04	2.04	2.04	1.41
	Information & Communications Technology	8.00	8.00	8.00	6.00	77.00	9.63	3.83%	9.50	10.13	9.38	9.75	9.75	9.75
	Legal Services	4.68	4.65	4.66	1.81	21.46	4.60	1.83%	4.60	4.60	4.17	4.39	4.39	4.39
	Revenues	12.08	12.17	12.12	4.91	43.46	3.59	1.43%	3.42	2.92	3.56	5.99	7.32	7.63
		3.00	3.00	3.00	1.00	2.00	0.67	0.27%	0.67	0.67	0.67	0.00	0.00	0.00
<b>Service Total:</b>		<b>72.66</b>	<b>69.24</b>	<b>70.95</b>	<b>41.92</b>	<b>683.06</b>	<b>9.63</b>	<b>3.84%</b>						
Environment, Communities & Leisure	Community Relations	4.95	4.95	4.95	1.65	20.11	4.07	1.62%	4.07	4.41	4.41	4.05	2.75	1.87
	Leisure Services	55.16	54.03	54.60	36.59	440.36	8.07	3.21%	8.99	9.78	10.60	10.44	10.99	11.19
	Parks and Street Care	49.97	48.61	49.29	36.43	886.71	17.99	7.17%	19.34	20.19	20.57	21.39	21.25	21.13
	Public Protection	30.11	30.11	30.11	10.76	136.67	4.54	1.81%	4.50	4.61	3.64	3.71	4.01	4.00
	Transport and Waste	64.04	58.76	61.40	42.69	595.89	9.71	3.87%	10.92	11.40	13.03	14.72	15.81	17.11
		2.00	3.00	2.50	0.00	0.00	0.00	0.00%	0.00	0.00	1.67	1.67	2.67	2.67
<b>Service Total:</b>		<b>206.22</b>	<b>199.46</b>	<b>202.84</b>	<b>128.11</b>	<b>2079.74</b>	<b>10.25</b>	<b>4.08%</b>						
Regeneration, Development and Comms	Communications	4.50	4.50	4.50	1.50	6.67	1.48	0.59%	0.59	1.16	1.30	1.55	1.55	1.46
	Development Services	16.69	16.69	16.69	4.00	100.00	5.99	2.39%	4.61	2.70	1.44	1.14	1.02	1.08
	Economic Growth and Regeneration	4.00	4.73	4.36	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	2.81	2.95	2.19	116.70	39.61	15.78%	42.58	40.11	35.49	35.05	36.94	39.52
	Planning Policy	4.24	4.24	4.24	0.84	8.18	1.93	0.77%	0.73	0.25	0.25	0.25	0.25	0.00
	Projects	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
	Property	8.97	10.15	9.56	6.24	118.20	12.36	4.93%	14.74	17.39	19.41	19.58	19.95	20.60
	Welfare Support	19.84	18.08	18.96	10.93	71.50	3.77	1.50%	4.03	4.20	4.29	4.74	5.25	4.87
		2.00	3.00	2.50	0.00	0.00	0.00	0.00%	1.00	0.00	1.00	1.00	1.00	1.00
<b>Service Total:</b>		<b>63.33</b>	<b>64.21</b>	<b>63.77</b>	<b>25.70</b>	<b>421.24</b>	<b>6.71</b>	<b>2.63%</b>						
<b>Grand Total:</b>		<b>342.21</b>	<b>332.90</b>	<b>337.55</b>	<b>196.74</b>	<b>3185.03</b>	<b>9.44</b>	<b>3.76%</b>	<b>9.92</b>	<b>10.11</b>	<b>10.40</b>	<b>10.73</b>	<b>11.05</b>	<b>11.32</b>

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

### Days lost per FTE employee: December 2022

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
Corporate Resources	Customer Services	17.95	17.95	17.95	3.19	44.08	2.46	12.92%	2.87	3.43	3.05	2.26	2.13	1.80
	Democratic Services and H&S	9.30	9.30	9.30	2.41	5.01	0.54	2.84%	0.65	0.51	0.00	0.00	0.00	0.28
	Financial Services	10.04	9.43	9.74	0.81	15.20	1.56	8.22%	0.10	0.44	0.00	0.00	0.17	0.34
	HR, Performance and Svs Planning	4.74	4.74	4.74	0.00	0.00	0.00	0.00%	0.72	0.04	0.00	0.00	0.63	0.00
	Information & Communications Technology	8.00	8.00	8.00	1.00	10.00	1.25	6.58%	0.00	1.13	0.00	0.00	0.00	0.00
	Legal Services	4.65	4.65	4.65	0.00	0.00	0.00	0.00%	0.00	0.43	0.00	0.00	0.00	0.00
	Revenues	12.17	12.17	12.17	0.81	2.03	0.17	0.88%	0.49	0.41	0.00	0.67	1.16	0.00
		3.00	3.00	3.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.67	0.00	0.00	0.00
<b>Service Total:</b>		<b>69.85</b>	<b>69.24</b>	<b>69.54</b>	<b>8.22</b>	<b>76.32</b>	<b>1.10</b>	<b>5.78%</b>						
Environment, Communities & Leisure	Community Relations	4.95	4.95	4.95	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	1.42	1.50	0.49
	Leisure Services	54.61	54.03	54.32	4.08	16.43	0.30	1.59%	0.19	0.49	0.89	0.31	0.39	0.48
	Parks and Street Care	46.61	48.61	47.61	5.00	73.83	1.55	8.16%	1.91	2.33	1.03	0.98	0.46	0.77
	Public Protection	29.65	30.11	29.88	1.76	14.58	0.49	2.57%	0.95	1.27	0.31	0.00	0.00	0.24
	Transport and Waste	58.76	58.76	58.76	4.00	9.00	0.15	0.81%	0.82	0.10	0.29	0.83	0.63	0.87
		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
<b>Service Total:</b>		<b>197.57</b>	<b>199.46</b>	<b>198.52</b>	<b>14.83</b>	<b>113.84</b>	<b>0.57</b>	<b>3.02%</b>						
Regeneration, Development and Comms	Communications	4.50	4.50	4.50	1.00	5.00	1.11	5.85%	0.00	0.00	0.00	0.00	0.00	0.00
	Development Services	16.69	16.69	16.69	4.00	31.00	1.86	9.78%	2.04	1.26	0.72	0.12	0.00	0.00
	Economic Growth and Regeneration	4.73	4.73	4.73	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
	Facilities- Community Centres	2.81	2.81	2.81	0.65	14.27	5.08	26.72%	5.08	4.85	0.46	0.00	0.00	0.00
	Planning Policy	4.24	4.24	4.24	0.41	5.07	1.19	6.29%	0.48	0.00	0.00	0.00	0.25	0.00
	Projects	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
	Property	10.15	10.15	10.15	0.27	0.27	0.03	0.14%	0.00	1.26	1.62	1.85	1.20	0.00
	Welfare Support	18.08	18.08	18.08	2.00	6.03	0.33	1.75%	0.06	0.17	0.00	0.19	0.75	0.24
	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	
<b>Service Total:</b>		<b>64.21</b>	<b>64.21</b>	<b>64.21</b>	<b>8.32</b>	<b>61.64</b>	<b>0.98</b>	<b>5.05%</b>						
<b>Grand Total:</b>		<b>331.62</b>	<b>332.90</b>	<b>332.26</b>	<b>31.38</b>	<b>251.80</b>	<b>0.76</b>	<b>3.99%</b>	<b>0.89</b>	<b>0.95</b>	<b>0.63</b>	<b>0.58</b>	<b>0.52</b>	<b>0.52</b>

## Long term (20 days+ in month)/ short term sickness analysis for December 2022

### Analysis of Short and Long Term Absence - December 2022

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	2	4	31.00	43.04	72.09%	50.00%
	Democratic Services and H&S	0	3	0.00	4.90	0.00%	0.00%
	Financial Services	0	1	0.00	14.80	0.00%	0.00%
	Information & Communications Technology	0	1	0.00	9.78	0.00%	0.00%
	Revenues	0	1	0.00	1.97	0.00%	0.00%
Head of Service Total:		2	10	31.00	74.50	41.61%	20.00%
Environment, Communities	Leisure Services	0	8	0.00	16.59	0.00%	0.00%
	Parks and Street Care	3	5	64.57	72.25	89.38%	60.00%
	Public Protection	1	2	9.09	13.98	65.01%	50.00%
	Transport and Waste	0	4	0.00	8.81	0.00%	0.00%
Head of Service Total:		4	19	73.66	111.63	65.99%	21.05%
Regeneration, Development	Communications	0	1	0.00	4.89	0.00%	0.00%
	Development Services	0	4	0.00	30.33	0.00%	0.00%
	Facilities- Community Centres	1	2	13.32	13.32	99.97%	50.00%
	Planning Policy	0	1	0.00	4.93	0.00%	0.00%
	Property	0	1	0.00	0.27	0.00%	0.00%
	Welfare Support	0	2	0.00	5.89	0.00%	0.00%
Head of Service Total:		1	11	13.32	59.63	22.33%	9.09%
Grand Total:		6	40	108.51	245.76	44.15%	15.00%

## Long term (20 days+ in month)/ short term sickness analysis for September 2022

### Analysis of Short and Long Term Absence - September 2022

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	Senior Leadership Team	0	1	0.00	1.96	0.00%	0.00%
	Customer Services	2	6	36.00	53.74	66.98%	33.33%
Head of Service Total:		2	7	36.00	55.69	66.98%	33.33%
Environment, Communities	Leisure Services	1	14	20.06	47.62	42.13%	7.14%
	Parks and Street Care	0	7	0.00	46.88	0.00%	0.00%
	Public Protection	0	1	0.00	8.81	0.00%	0.00%
	Transport and Waste	0	3	0.00	16.63	0.00%	0.00%
Head of Service Total:		1	25	20.06	119.94	16.73%	4.00%
Regeneration, Development	Development Services	0	2	0.00	12.72	0.00%	0.00%
	Facilities- Community Centres	0	1	0.00	1.21	0.00%	0.00%
	Property	1	1	14.86	14.86	100.00%	100.00%
Head of Service Total:		1	4	14.86	28.79	51.62%	25.00%
Grand Total:		4	36	70.92	204.42	34.69%	11.11%

## Long term (20 days+ in month)/ short term sickness analysis for June 2022

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	2	2	34.17	34.17	62.99%	100.00%
	Democratic Services and H&S	0	1	0.00	1.96	0.00%	0.00%
	Financial Services	0	1	0.00	3.91	0.00%	0.00%
Head of Service Total:		2	4	34.17	40.04	85.34%	50.00%
Environment, Communities	Community Relations	0	1	0.00	2.43	0.00%	0.00%
	Leisure Services	0	8	0.00	26.88	0.00%	0.00%
	Parks and Street Care	0	5	0.00	37.18	0.00%	0.00%
	Public Protection	0	2	0.00	6.85	0.00%	0.00%
	Transport and Waste	1	7	21.52	52.83	40.74%	14.29%
Head of Service Total:		1	23	21.52	126.17	17.06%	4.35%
Regeneration, Development	Welfare Support	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:		3	28	55.69	170.13	32.73%	10.71%

## Long term (20 days+ in month)/ short term sickness analysis for March 2022

### Analysis of Short and Long Term Absence - March 2022

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	4	0.00	16.94	0.00%	0.00%
	Democratic Services and H&S	0	1	0.00	2.93	0.00%	0.00%
	Financial Services	0	3	0.00	7.99	0.00%	0.00%
	HR, Performance and Svs Planning	0	1	0.00	6.59	0.00%	0.00%
	Information & Communications Technology	0	3	0.00	16.63	0.00%	0.00%
	Legal Services	0	1	0.00	4.05	0.00%	0.00%
	Revenues	0	1	0.00	3.24	0.00%	0.00%
Head of Service Total:		0	14	0.00	58.38	0.00%	0.00%
Environment, Communities & Leisure	Leisure Services	1	21	21.66	63.91	33.89%	4.76%
	Parks and Street Care	2	8	43.05	95.88	44.90%	25.00%
	Transport and Waste	2	13	45.01	85.80	52.45%	15.38%
Head of Service Total:		5	42	109.71	245.60	44.67%	11.90%
Regeneration, Development and Communities	Communications	0	1	0.00	1.65	0.00%	0.00%
	Facilities- Community Centres	1	1	22.50	22.50	100.00%	100.00%
	Property	0	3	0.00	9.20	0.00%	0.00%
Head of Service Total:		1	5	22.50	33.35	67.47%	20.00%
Grand Total:		6	61	132.21	337.32	39.20%	9.84%



## Long term (20 days+ in month)/ short term sickness analysis for December 2021

### Analysis of Short and Long Term Absence - December 2021

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	1	5	22.50	38.95	57.77%	20.00%
	Financial Services	0	2	0.00	4.12	0.00%	0.00%
	Information & Communications Technology	0	1	0.00	8.81	0.00%	0.00%
Head of Service Total:		1	8	22.50	51.87	43.38%	12.50%
Environment, Communities	Leisure Services	2	13	29.46	55.93	52.68%	15.38%
	Parks and Street Care	4	9	87.08	118.23	73.65%	44.44%
	Public Protection	1	1	9.09	9.09	100.00%	100.00%
	Transport and Waste	2	12	42.07	71.42	58.90%	16.67%
Head of Service Total:		9	35	167.70	254.67	65.85%	25.71%
Regeneration, Development	Communications	0	1	0.00	0.98	0.00%	0.00%
	Facilities- Community Centres	1	1	22.50	22.50	100.00%	100.00%
	Property	1	1	22.50	22.50	100.00%	100.00%
	Welfare Support	0	2	0.00	2.97	0.00%	0.00%
Head of Service Total:		2	5	45.01	48.96	91.93%	40.00%
Grand Total:		12	48	235.20	355.50	66.16%	25.00%