

Report to Joint Consultative and Safety Committee

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

Date: **14 November 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

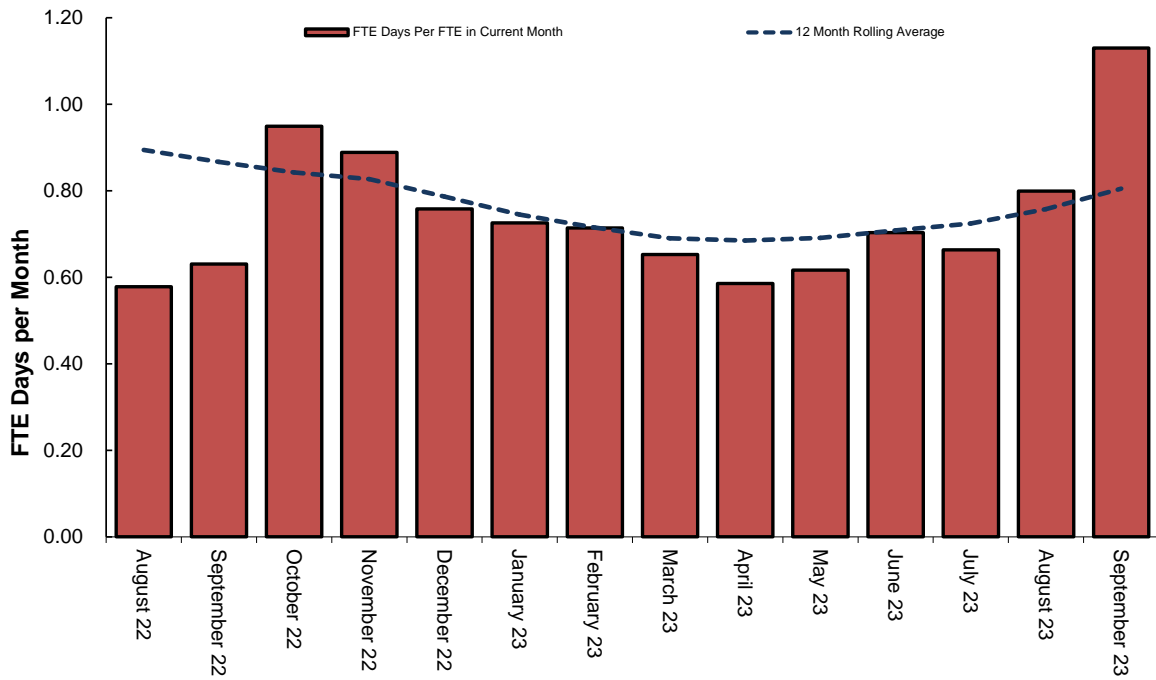
The Committee is asked to note this report.

3. Summary of key data

- The summary of trends graph in Appendix 1 shows the outturn for absence for the full year up to September 2023 at 9.66 days. The year-to-date absence rate is higher than both the previous quarter and previous month's outturn, and now is above the target of nine days.
- Active management of long-term cases of absence continues with regular training being offered to managers to help them to effectively support employees back to work. Clearly, as can be seen in table that shows the analysis of long and short-term absence for September, it is particularly important to pay attention to such absences as long-term sickness currently accounts for almost 60% of days lost. The number of cases of long-term absence has risen from five to twelve over the last six months. So, 12 employees are accounting for about 60% of all days lost due to absence.
- In order to help support people to remain at work the Council provides an Employee Assistance Programme that gives 24/7 access to a range of "talking therapies" either telephone-based or in person together with access to a local physiotherapy service through HR referral.

Summary of trends graph; year to date September

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
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
January 23	3.46	3.54	0.73	8.94	0.75
February 23	3.57	3.42	0.71	8.58	0.72
March 23	2.84	3.28	0.65	8.28	0.69
April 23	3.25	3.23	0.59	8.22	0.69
May 23	3.08	3.27	0.62	8.29	0.69
June 23	3.20	3.34	0.70	8.50	0.71
July 23	3.16	3.39	0.66	8.69	0.72
August 23	3.63	3.48	0.80	9.09	0.76
September 23	5.38	3.68	1.13	9.66	0.81

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

Days Lost Per FTE Employee: Year to September 2023

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
Corporate Resources	Customer Services	17.95	18.78	18.36	15.89	405.61	22.09	8.83%	24.57	26.74	28.06	27.92	27.51	24.74
	Democratic Services and H&S	7.30	10.30	8.80	4.61	16.69	1.90	0.76%	1.90	1.83	1.94	3.27	3.91	3.77
	Financial Services	12.04	10.73	11.39	5.93	50.77	4.46	1.78%	4.27	4.27	4.44	4.45	4.44	4.40
	HR, Performance and Svs Planning	4.74	4.95	4.84	2.00	4.61	0.95	0.38%	0.95	0.95	1.36	1.36	1.36	1.36
	Information & Communications Technology	8.00	7.59	7.80	4.00	113.00	14.49	5.80%	13.85	10.90	10.13	10.13	10.39	12.75
	Legal Services	4.65	4.65	4.65	1.81	5.24	1.13	0.45%	0.62	0.62	0.62	0.62	0.80	4.29
	Revenues	12.17	11.76	11.97	5.72	144.57	12.08	4.83%	10.59	9.55	8.65	6.98	5.45	4.12
		3.00	2.00	2.50	1.00	127.00	50.80	20.32%	43.20	34.00	25.60	16.80	7.60	0.80
Service Total:		69.85	70.76	70.31	40.95	867.50	12.34	4.94%						
Environment, Communities & Leisure	Community Relations	4.95	3.95	4.45	0.65	4.05	0.91	0.36%	0.91	1.94	3.25	3.79	3.79	3.41
	Leisure Services	55.44	55.90	55.67	28.09	611.44	10.98	4.39%	8.71	6.80	6.44	5.80	5.97	5.75
	Parks and Street Care	45.09	44.55	44.82	26.84	737.09	16.45	6.58%	14.97	13.84	12.95	13.41	13.31	14.41
	Public Protection	28.65	29.68	29.16	13.26	162.40	5.57	2.23%	5.89	5.89	5.73	5.52	5.12	4.97
	Transport and Waste	59.28	62.11	60.70	30.36	439.86	7.25	2.90%	6.93	7.33	6.96	6.85	7.37	7.98
		3.00	2.00	2.50	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		196.41	198.18	197.29	99.19	1954.84	9.91	3.96%						
Regeneration, Development and Comms	Communications	4.50	4.50	4.50	2.50	9.67	2.15	0.86%	2.15	1.78	1.78	1.78	1.78	1.78
	Development Services	16.69	12.69	14.69	4.00	86.00	5.85	2.34%	6.67	6.81	6.18	6.18	6.18	6.18
	Economic Growth and Regeneration	4.73	5.54	5.14	1.81	18.92	3.68	1.47%	1.95	1.95	2.16	2.16	2.10	2.34
	Facilities- Community Centres	2.81	2.92	2.86	2.00	149.16	52.06	20.83%	52.52	46.36	47.76	42.68	37.37	29.47
	Planning Policy	4.05	4.05	4.05	1.00	9.12	2.25	0.90%	2.25	1.75	2.30	2.30	2.30	2.30
	Projects	0.00	1.00	0.50	1.00	1.49	2.97	1.19%	2.97	2.97	2.97	2.97	2.97	2.97
	Property	9.15	11.15	10.15	3.95	53.92	5.31	2.13%	6.41	6.72	7.40	7.20	7.27	8.01
	Welfare Support	18.08	18.25	18.17	7.43	44.10	2.43	0.97%	2.33	2.34	3.03	3.02	2.93	3.10
	3.00	3.00	3.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	1.00	
Service Total:		63.02	63.10	63.06	23.69	372.36	6.00	2.36%						
Grand Total:		329.27	332.04	330.66	163.84	3194.71	9.66	3.86%	9.09	8.69	8.50	8.29	8.22	8.28

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

Days lost per FTE employee: September 2023

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	18.78	18.78	18.78	2.07	9.23	0.49	2.34%	0.04	0.05	1.40	2.27	2.13	0.63
	Democratic Services and H&S	10.30	10.30	10.30	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.09
	Financial Services	11.73	10.73	11.23	0.00	0.00	0.00	0.00%	0.00	0.00	0.43	0.45	0.27	0.09
	HR, Performance and Svs Planning	4.95	4.95	4.95	0.00	0.00	0.00	0.00%	0.00	0.20	0.00	0.00	0.00	0.00
	Information & Communications Technology	7.59	7.59	7.59	2.00	5.00	0.66	3.14%	3.03	0.79	0.00	0.00	0.00	2.25
	Legal Services	4.65	4.65	4.65	0.81	2.43	0.52	2.49%	0.00	0.00	0.00	0.17	0.00	0.00
	Revenues	11.76	11.76	11.76	1.81	17.84	1.52	7.22%	1.56	2.07	1.67	1.53	1.33	0.81
		2.00	2.00	2.00	1.00	21.00	10.50	50.00%	11.50	10.50	11.00	11.50	8.50	0.00
Service Total:		71.76	70.76	71.26	7.69	55.50	0.78	3.71%						
Environment, Communities & Leisure	Community Relations	3.95	3.95	3.95	0.00	0.00	0.00	0.00%	0.62	0.41	0.00	0.00	0.00	0.00
	Leisure Services	56.90	55.90	56.40	13.57	156.98	2.78	13.25%	1.32	0.94	0.76	0.45	0.89	0.50
	Parks and Street Care	44.55	44.55	44.55	8.00	114.00	2.56	12.19%	1.48	0.77	0.45	0.53	0.46	1.19
	Public Protection	29.68	29.68	29.68	0.00	0.00	0.00	0.00%	0.10	0.13	0.30	0.41	0.39	0.44
	Transport and Waste	62.11	62.11	62.11	5.00	36.00	0.58	2.76%	0.50	0.92	1.07	0.57	0.34	0.97
		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
Service Total:		200.18	199.18	199.68	26.57	306.98	1.55	7.32%						
Regeneration, Development and Comms	Communications	4.50	4.50	4.50	0.00	0.00	0.00	0.00%	0.37	0.00	0.00	0.00	0.00	0.67
	Development Services	12.69	12.69	12.69	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
	Economic Growth and Regeneration	5.54	5.54	5.54	0.81	8.92	1.61	7.67%	0.00	0.00	0.00	0.00	0.00	0.00
	Facilities- Community Centres	2.92	2.92	2.92	0.00	0.00	0.00	0.00%	0.80	4.27	5.08	5.31	4.80	5.31
	Planning Policy	4.05	4.05	4.05	0.00	0.00	0.00	0.00%	0.50	0.00	0.00	0.00	0.00	0.00
	Projects	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
	Property	11.15	11.15	11.15	0.97	4.86	0.44	2.08%	1.28	0.39	0.55	0.28	0.00	0.08
	Welfare Support	18.25	18.25	18.25	0.00	0.00	0.00	0.00%	0.22	0.01	0.28	0.09	0.00	0.00
	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	
Service Total:		62.10	62.10	62.10	1.78	13.78	0.22	1.06%						
Grand Total:		334.04	332.04	333.04	36.04	376.27	1.13	5.38%	0.80	0.66	0.70	0.62	0.59	0.65

Long term (20 days+ in month)/ short term sickness analysis for September 2023

Analysis of Short and Long Term Absence - September 2023

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		1	1	20.55	20.55	100.00%	100.00%
	Customer Services	0	3	0.00	9.05	0.00%	0.00%
	Information & Communications Technology	0	2	0.00	4.89	0.00%	0.00%
	Legal Services	0	1	0.00	2.43	0.00%	0.00%
	Revenues	1	2	16.22	17.84	90.91%	50.00%
Head of Service Total:		2	9	36.76	54.76	67.13%	22.22%
Environment, Communities	Leisure Services	6	23	98.13	153.92	63.75%	26.09%
	Parks and Street Care	3	9	61.64	111.54	55.26%	33.33%
	Transport and Waste	1	5	20.55	35.22	58.33%	20.00%
Head of Service Total:		10	37	180.32	300.68	59.97%	27.03%
Regeneration, Development	Economic Growth and Regeneration	0	1	0.00	8.92	0.00%	0.00%
	Property	0	1	0.00	4.86	0.00%	0.00%
Head of Service Total:		0	2	0.00	13.78	0.00%	0.00%
Grand Total:		12	48	217.08	369.23	58.79%	25.00%

Long term (20 days+ in month)/ short term sickness analysis for June 2023

Analysis of Short and Long Term Absence - June 2023

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		1	1	21.52	21.52	100.00%	100.00%
	Customer Services	1	4	21.52	25.72	83.67%	25.00%
	Financial Services	0	1	0.00	4.95	0.00%	0.00%
	Revenues	1	2	17.84	20.27	88.00%	50.00%
Head of Service Total:		3	8	60.89	72.46	84.02%	37.50%
Environment, Communities & Leisure	Leisure Services	1	9	10.13	40.58	24.96%	11.11%
	Parks and Street Care	1	1	21.52	21.52	100.00%	100.00%
	Transport and Waste	2	6	43.05	63.66	67.62%	33.33%
Head of Service Total:		4	16	74.70	125.77	59.40%	25.00%
Regeneration, Development and Comms	Facilities- Community Centres	1	1	13.32	13.32	100.00%	100.00%
	Property	1	1	5.95	5.95	100.00%	100.00%
	Welfare Support	0	2	0.00	4.99	0.00%	0.00%
Head of Service Total:		2	4	19.26	24.26	79.41%	50.00%
Grand Total:		9	28	154.86	222.50	69.60%	32.14%

Long term (20 days+ in month)/ short term sickness analysis for March 2023

Analysis of Short and Long Term Absence - March 2023

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	2	0.00	11.16	0.00%	0.00%
	Democratic Services and H&S	0	1	0.00	0.82	0.00%	0.00%
	Financial Services	0	1	0.00	0.82	0.00%	0.00%
	Information & Communications Technology	0	1	0.00	17.61	0.00%	0.00%
	Revenues	0	2	0.00	9.77	0.00%	0.00%
Head of Service Total:		0	7	0.00	40.19	0.00%	0.00%
Environment, Communities	Leisure Services	0	12	0.00	29.13	0.00%	0.00%
	Parks and Street Care	2	7	42.07	58.26	72.21%	28.57%
	Public Protection	1	3	9.09	13.00	69.91%	33.33%
	Transport and Waste	1	8	22.50	55.10	40.84%	12.50%
Head of Service Total:		4	30	73.66	155.50	47.37%	13.33%
Regeneration, Development	Communications	0	1	0.00	2.94	0.00%	0.00%
	Facilities- Community Centres	1	1	13.92	13.92	100.00%	100.00%
	Property	0	1	0.00	0.81	0.00%	0.00%
Head of Service Total:		1	3	13.92	17.67	78.80%	33.33%
Grand Total:		5	40	87.59	213.36	41.05%	12.50%

