

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

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

**Date:**          **20 February 2024**

**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**

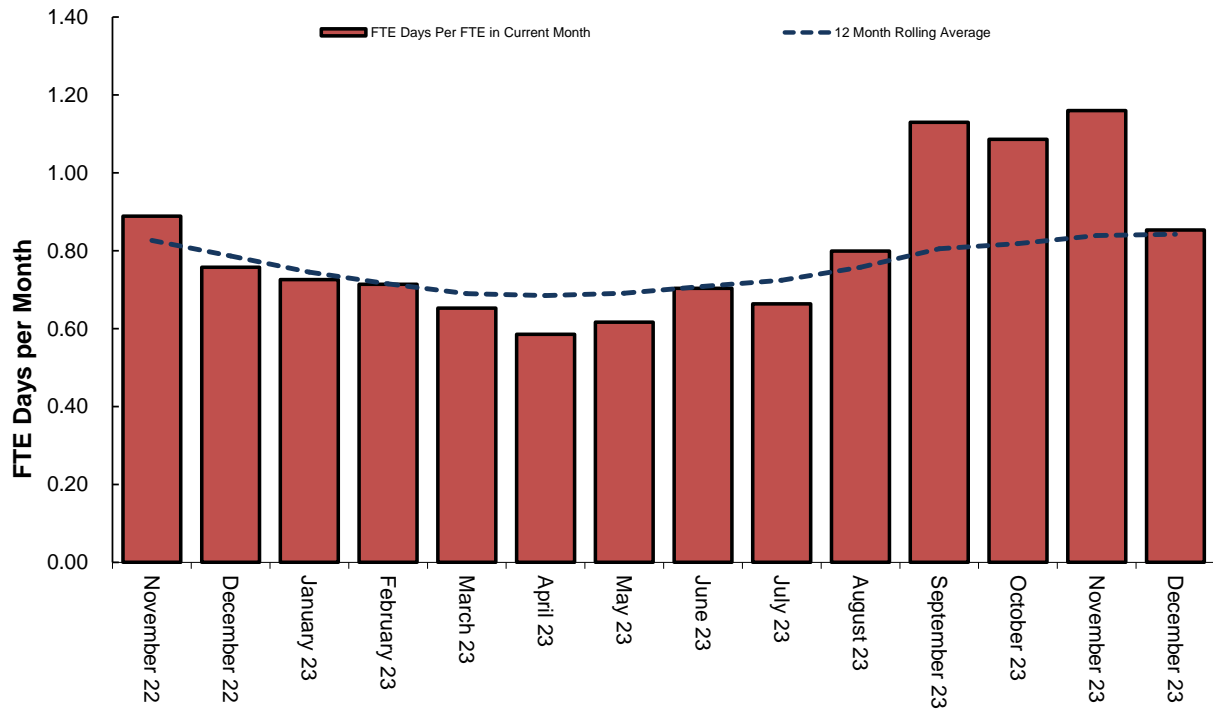
The Committee is asked to note this report.

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

- The summary of trends graph in Appendix 1 shows the outturn for absence for the full year up to December 2023 at 10.11 days which remains above the target of nine days.
- Although the absence rate for December was lower than the previous month it was slightly higher than the same month last year and so the overall year-to-date figure is also slightly higher.
- 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. Although the analysis of long and short term absence for December shows that the number of long-term cases of absence has slightly reduced since last quarter (from 12 to 10), the amount of days as a proportion of total days lost is still high at about 60%.
- As identified at the last committee meeting, 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” and support material either telephone-based or in person together with access to a local physiotherapy service through HR referral. A re-launch of the EAP has now begun and the availability of support is being widely publicised to employees again. An extract of the promotional material appearing on the Intranet is shown at the end of Appendix 1 (contact and login details have been redacted). Similar material is to be made available to employees who don’t have easy access to the Intranet.

## Summary of trends graph; year to date December

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 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
October 23	4.94	3.71	1.09	9.82	0.82
November 23	5.27	3.81	1.16	10.07	0.84
December 23	4.49	3.86	0.85	10.11	0.84

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

### Days Lost Per FTE Employee: Year to December 2023

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	14.34	298.39	16.25	6.47%	17.75	19.37	22.09	24.57	26.74	28.06
	Democratic Services and H&S	9.30	10.30	9.80	2.09	4.65	0.47	0.19%	0.99	1.30	1.90	1.90	1.83	1.94
	Financial Services	9.43	8.96	9.20	6.12	29.89	3.25	1.30%	4.64	4.76	4.46	4.27	4.27	4.44
	HR, Performance and Svs Planning	4.74	4.95	4.84	1.00	1.00	0.21	0.08%	0.21	0.91	0.95	0.95	0.95	1.36
	Information & Communications Technology	8.00	7.59	7.80	2.00	94.00	12.06	4.80%	13.34	13.34	14.49	13.85	10.90	10.13
	Legal Services	4.65	5.65	5.15	0.81	3.24	0.63	0.25%	0.63	0.70	1.13	0.62	0.62	0.62
	Revenues	12.18	11.78	11.98	4.62	138.44	11.56	4.60%	11.57	12.00	12.08	10.59	9.55	8.65
		3.00	2.00	2.50	2.00	144.00	57.60	22.95%	56.80	56.80	50.80	43.20	34.00	25.60
Service Total:		69.25	70.01	69.63	32.99	713.61	10.25	4.08%						
Environment, Communities & Leisure	Community Relations	4.95	3.95	4.45	0.65	4.05	0.91	0.36%	0.91	0.91	0.91	0.91	1.94	3.25
	Leisure Services	53.85	55.99	54.92	29.70	822.49	14.98	5.97%	14.27	12.67	10.98	8.71	6.80	6.44
	Parks and Street Care	48.09	46.55	47.32	29.44	867.42	18.33	7.30%	17.86	16.95	16.45	14.97	13.84	12.95
	Public Protection	30.11	29.11	29.61	12.26	102.31	3.46	1.38%	3.69	4.52	5.57	5.89	5.89	5.73
	Transport and Waste	58.28	63.28	60.78	31.76	584.58	9.62	3.83%	8.89	8.13	7.25	6.93	7.33	6.96
		2.00	2.00	2.00	0.00		0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		197.28	200.87	199.07	103.80	2380.85	11.96	4.76%						
Regeneration, Development and Comms	Communications	4.50	3.50	4.00	1.50	6.33	1.58	0.63%	2.83	2.15	2.15	2.15	1.78	1.78
	Development Services	16.69	14.69	15.69	1.59	1.99	0.13	0.05%	2.17	4.35	5.85	6.67	6.81	6.18
	Economic Growth and Regeneration	4.73	4.00	4.36	2.00	25.00	5.73	2.28%	4.93	2.54	3.68	1.95	1.95	2.16
	Facilities- Community Centres	2.81	2.92	2.86	2.00	106.99	37.35	14.88%	42.33	47.31	52.06	52.52	46.36	47.76
	Planning Policy	4.05	4.05	4.05	0.59	2.03	0.50	0.20%	1.75	2.25	2.25	2.25	1.75	2.30
	Projects	0.00	1.00	0.50	1.00	2.00	4.00	1.59%	2.97	2.97	2.97	2.97	2.97	2.97
	Property	10.01	11.01	10.51	3.54	65.95	6.27	2.50%	4.95	4.05	5.31	6.41	6.72	7.40
	Welfare Support	18.08	18.84	18.46	9.74	54.64	2.96	1.18%	3.13	3.10	2.43	2.33	2.34	3.03
Service Total:		63.88	63.02	63.45	21.97	264.93	4.24	1.66%						
Grand Total:		330.41	333.90	332.15	158.76	3359.40	10.11	4.03%	10.07	9.82	9.66	9.09	8.69	8.50

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

Days lost per FTE employee: December 2023

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	18.78	18.78	18.78	1.88	15.09	0.80	4.23%	1.16	0.53	0.49	0.04	0.05	1.40
	Democratic Services and H&S	10.30	10.30	10.30	0.00	0.00	0.00	0.00%	0.29	0.00	0.00	0.00	0.00	0.00
	Financial Services	8.96	8.96	8.96	1.00	1.00	0.11	0.59%	0.00	0.00	0.00	0.00	0.00	0.43
	HR, Performance and Svs Planning	4.95	4.95	4.95	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.20	0.00
	Information & Communications Technology	7.59	7.59	7.59	0.00	0.00	0.00	0.00%	0.00	0.00	0.66	3.03	0.79	0.00
	Legal Services	5.65	5.65	5.65	0.00	0.00	0.00	0.00%	0.00	0.00	0.52	0.00	0.00	0.00
	Revenues	11.78	11.78	11.78	1.00	2.00	0.17	0.89%	0.07	0.34	1.52	1.56	2.07	1.67
		2.00	2.00	2.00	1.00	2.00	1.00	5.26%	0.00	7.50	10.50	11.50	10.50	11.00
Service Total:		70.01	70.01	70.01	4.88	20.09	0.29	1.51%						
Environment, Communities & Leisure	Community Relations	3.95	3.95	3.95	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.62	0.41	0.00
	Leisure Services	56.24	55.99	56.11	4.12	47.43	0.85	4.45%	1.92	2.10	2.78	1.32	0.94	0.76
	Parks and Street Care	46.55	46.55	46.55	8.00	123.00	2.64	13.91%	2.78	3.24	2.56	1.48	0.77	0.45
	Public Protection	28.68	29.11	28.89	2.00	6.25	0.22	1.14%	0.11	0.20	0.00	0.10	0.13	0.30
	Transport and Waste	60.28	63.28	61.78	8.89	66.71	1.08	5.68%	1.51	0.79	0.58	0.50	0.92	1.07
		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:		197.70	200.87	199.28	23.01	243.40	1.22	6.43%						
Regeneration, Development and Comms	Communications	3.50	3.50	3.50	0.00	0.00	0.00	0.00%	0.42	0.00	0.00	0.37	0.00	0.00
	Development Services	13.69	14.69	14.19	0.00	0.00	0.00	0.00%	0.07	0.08	0.00	0.00	0.00	0.00
	Economic Growth and Regeneration	5.00	4.00	4.50	1.00	1.00	0.22	1.17%	2.55	0.39	1.61	0.00	0.00	0.00
	Facilities- Community Centres	2.92	2.92	2.92	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.80	4.27	5.08
	Planning Policy	4.05	4.05	4.05	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.50	0.00	0.00
	Projects	1.00	1.00	1.00	1.00	2.00	2.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
	Property	11.01	11.01	11.01	0.97	14.19	1.29	6.78%	0.89	0.05	0.44	1.28	0.39	0.55
	Welfare Support	18.84	18.84	18.84	1.81	2.84	0.15	0.79%	0.09	0.39	0.00	0.22	0.01	0.28
Service Total:		63.02	63.02	63.02	4.78	20.03	0.32	1.67%	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total:		330.72	333.90	332.31	32.68	283.52	0.85	4.49%	1.16	1.09	1.13	0.80	0.66	0.70

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

### Analysis of Short and Long Term Absence - December 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	1	4	13	16.84	68.42%	25%
	Financial Services	0	1	0	0.98	0%	0%
	Revenues	0	1	0	1.96	0%	0%
		0	1	0	1.96	0%	0%
Head of Service Total:		1	7	13	21.73	59.83%	14.29%
Environment, Communities & Leisure	Leisure Services	3	6	37.63	44.95	83.72%	50.00%
	Parks and Street Care	4	8	82.18	120.34	68.29%	50.00%
	Public Protection	0	2	0	6.13	0%	0%
	Transport and Waste	1	10	20.55	65.27	31.48%	10.00%
Head of Service Total:		8	26	140.36	236.69	59.83%	30.77%
Regeneration, Development and Comms	Property	1	1	14.19	14.19	100%	100%
	Projects	0	1	0	1.96	0%	0%
	Welfare Support	0	2	0	3.59	0%	0%
Head of Service Total:		1	4	14.19	19.74	71.88%	25.00%
Grand Total:		10	37	167.55	278.16	60.24%	27.03%

## 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%





# How to access FREE support

26th January 2024

**Did you know that you are entitled to free, confidential, independent and impartial support?**

Here's how to access a range of services, 24 hours a day, 365 days a year.

## What we offer:

- Face to face counselling sessions.
- Online chat with counsellors.
- Citizens Advice help.
- Debt advice.
- Critical Incident trained counsellors.
- Online information and webinars.
- Mental Health First Aiders (MHFA) support.
- A budget calculator

**Remember, all contact is free and confidential. You don't even have to give your name. All of this is available to you every day.**