

Report to Joint Consultative and Safety Committee

Subject: Sickness Absence: summary of current trends

Date: 27 August 2013

**Author: Chief Executive
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. Summary of key data

Of particular interest to the committee may be that:

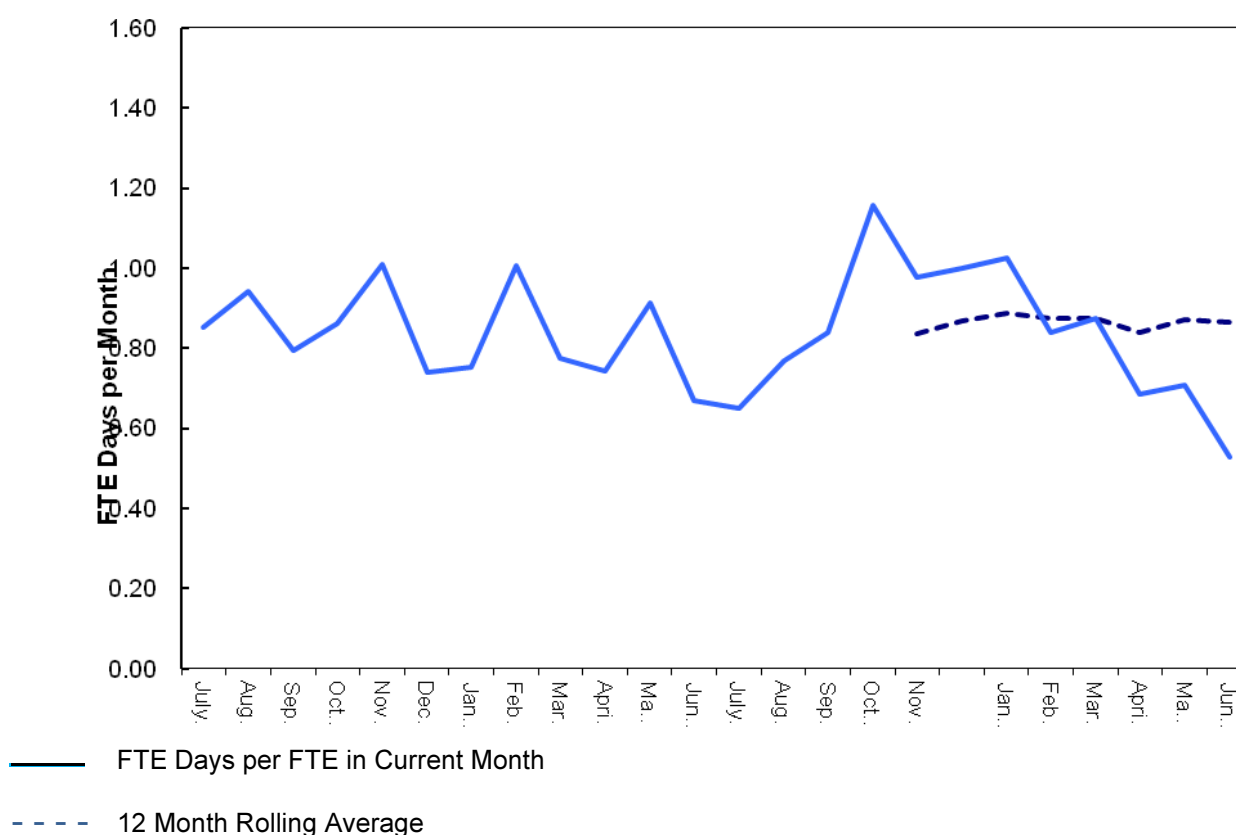
- The summary of trends graph shows that absence has decreased this month, in fact the rate of .53 FTE days lost per FTE is the lowest absence rate over the last two-year “accounting period”. In percentage terms this equates to a rate of 2.64%.
- The target for this financial year is ten working days lost.
- The “year to date” table shows that average absence levels generally seem to be within target although, in particular, there are two large service areas where absence levels are very high.
- Measures that are currently being taken to combat this increase include:
 - A number of “long term” cases have now been resolved either through dismissal or return to work. In the current month there are now no long term absence cases in either Waste Services or PaSC. It is these cases that tend to have the most significant effect on absence rates.
 - The suite of training workshops previously reported at this committee has now been commissioned by the PaSC and Waste Management Services for delivery in October. this will be delivered by the Organisational Development team and will centre on effective communication and management of absence and conduct.
 - Further training for managers is planned to help with the management of employees with depression or other mental health issues.

- Although the “current month” data shows a mix of increase and decrease when compared to the previous month, the service with the highest absence rate over the year, Waste Services, in fact shows a significant drop from the previous month (less than half the absence rate). PaSC’s level of absence is similar to last month although this level is less than half the rate that it had been six months ago. Some service areas such as Communications and Public Protection do show a substantial increase in absence rates between the current and previous month although care should be taken in the analysis of information as small numbers of long-term absence within a small team can significantly skew the data.
- Although absence rates are traditionally low around June and July, the current month is very low and is almost half the rate that it was six months ago.

3. Recommendation

The Committee is asked to note this report.

Summary of trends graph; year to date at June 2013



Month	Total Absence (%)	No of FTE Staff	12 Month Average (%)	FTE Days per FTE in Current Month	FTE Days per FTE 12 Month Average	FTE Days per FTE Per Month Average
July 11	4.06	437.38	4.23	0.85	10.69	0.89
Aug 11	4.29	434.70	4.25	0.94	10.77	0.90
Sept 11	3.61	428.92	4.24	0.79	10.90	0.91
Oct 11	4.10	423.31	4.25	0.86	10.87	0.91
Nov 11	4.59	420.72	4.27	1.01	10.86	0.91
Dec 11	3.90	420.61	4.16	0.74	10.58	0.88
Jan 12	3.59	416.28	4.03	0.75	10.11	0.84
Feb 12	4.80	419.94	4.08	1.01	10.18	0.85
March 12	3.53	428.12	4.01	0.78	9.92	0.83
April 12	3.91	417.26	3.97	0.74	9.99	0.83
May 12	4.16	417.75	4.05	0.91	10.25	0.85
June 12	3.53	417.10	4.01	0.67	9.92	0.83
July 12	2.96	415.08	3.91	0.65	9.82	0.82
August 12	3.50	420.21	3.85	0.77	9.75	0.81
Sept 12	4.21	411.60	3.90	0.84	9.85	0.82
Oct 12	5.03	412.81	3.98	1.16	10.15	0.85
Nov 12	4.44	415.81	3.96	0.98	10.04	0.84
Dec 12	5.88	417.07	4.13	1.00	10.44	0.87
Jan 13	4.66	417.10	4.22	1.03	10.65	0.89
Feb 13	4.19	417.79	4.17	0.84	10.49	0.87
March 13	4.60	417.79	4.26	0.87	10.49	0.87
April 13	3.27	412.27	4.20	0.69	10.06	0.84
May 13	3.37	409.62	4.14	0.71	10.46	0.87
June 2013	2.64	408.54	4.06	0.53	10.38	0.87

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

YEAR TO JUNE 2013

Service	Section	Fte At Start	Fte At End	Average Fte	No Emps Sick FTE	FTE Days Lost	FTE Days Lost per FTE
Chief Executive		5.42	5.00	5.21	2.39	5.73	1.10
Service Total:		5.42	5.00	5.21	2.39	5.73	1.10
Corporate Directorate (A)	Communications	4.50	5.09	4.80	4.09	15.70	3.27
	Elections and Members' Services	5.50	6.00	5.75	4.50	26.00	4.52
	Organisational Development	9.57	9.11	9.34	2.81	182.23	19.52
		1.00	1.00	1.00	1.00	2.00	2.00
Service Total:		20.57	21.20	20.89	12.41	225.93	10.82
Corporate Directorate (B)	Audit and Risk Management	4.36	4.36	4.36	1.00	3.00	0.69
	Customer Services and IT	36.07	34.33	35.20	24.47	360.17	10.23
	Financial Services	17.29	16.49	16.89	7.65	70.77	4.19
	Revenues Services	41.91	37.95	39.93	26.45	248.62	6.23
		1.00	1.00	1.00	0.00		0.00
Service Total:		100.63	94.13	97.38	59.56	682.56	7.01
Corporate Directorate (C)	Housing and Localities	10.42	11.42	10.92	5.11	27.90	2.55
	Leisure and Culture	89.51	84.55	87.03	54.04	728.64	8.37
	Planning and Economic Development	29.22	26.12	27.67	17.95	167.57	6.06
		1.00	1.00	1.00	0.00		0.00
Service Total:		130.15	123.09	126.62	77.09	924.11	7.30
Corporate Directorate (D)	Asset Management	14.99	22.71	18.85	9.41	51.00	2.71
	Parks and Street Care	46.89	47.89	47.39	29.00	798.00	16.84
	Public Protection	26.23	27.42	26.82	11.39	118.02	4.40
	Waste Operations	64.00	58.85	61.43	39.28	1402.06	22.83
		1.00	1.00	1.00	0.00		0.00
Service Total:		153.11	157.88	155.50	89.09	2369.09	15.24
Legal Services	Legal Services	6.50	6.50	6.50	1.50	70.27	10.81
		0.00	0.00	0.00	0.00		0.00
Service Total:		6.50	6.50	6.50	1.50	70.27	10.81
Grand Total:		416.38	407.80	412.09	242.04	4277.69	10.38

Year to date trend

Absence as %	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
0.44%	1.10	0.91	0.32	0.29	0.31	0.34
0.44%	1.10	0.91	0.32	0.29	0.31	0.34
1.31%	1.08	1.08	0.57	0.60	0.67	0.67
1.82%	4.70	5.14	4.15	4.15	4.66	5.17
7.84%	17.37	15.12	12.87	10.41	8.59	6.56
0.80%	2.00	2.00	0.00	0.00	0.00	0.00
4.34%	9.31	8.51	6.80	5.93	5.40	4.61
0.28%	0.69	0.69	0.69	1.15	1.15	2.06
4.11%	11.24	11.77	11.54	10.46	11.12	9.86
1.68%	6.24	7.11	7.99	8.95	9.78	10.90
2.50%	6.14	6.05	6.46	5.74	6.61	8.40
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
2.81%	7.59	7.89	8.21	7.67	8.42	8.96
1.03%	2.50	1.50	1.32	0.99	0.99	2.57
3.36%	8.36	8.29	8.11	7.75	7.93	7.96
2.43%	6.14	6.80	6.99	7.23	6.50	5.62
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
2.93%	7.29	7.31	7.14	6.98	6.92	6.92
1.09%	2.63	2.44	2.13	2.70	3.10	2.60
6.76%	16.44	16.94	17.10	18.75	19.34	18.51
1.77%	3.99	3.99	3.96	3.46	3.12	2.22
9.17%	23.30	23.60	23.90	23.61	23.16	22.49
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
6.12%	15.26	15.54	15.32	16.07	16.15	15.44
4.34%	10.81	10.81	13.59	11.39	9.41	7.60
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
4.34%	10.81	10.81	13.59	11.39	9.41	7.60
4.17%	10.46	10.60	10.49	10.49	10.65	10.44

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

Days lost per FTE employee; current month: June 2013

Service	Section	Average Fte	No Emps Sick FTE	FTE Days Lost	FTE Days Lost per FTE
Chief Executive		5.00	0.00		0.00
Service Total:		5.00	0.00		0.00
Corporate Directorate (A)	Communications	5.09	1.00	8.99	1.76
	Elections and Members' Services	6.00	0.00		0.00
	Organisational Development	9.11	1.00	20.00	2.20
		1.00	0.00		0.00
Service Total:		21.20	2.00	28.99	1.37
Corporate Directorate (B)	Audit and Risk Management	4.36	0.00		0.00
	Customer Services and IT	34.33	2.39	15.55	0.45
	Financial Services	16.49	0.00		0.00
	Revenues Services	37.78	4.00	9.99	0.26
		1.00	0.00		0.00
Service Total:		93.96	6.39	25.54	0.27
Corporate Directorate (C)	Housing and Localities	11.42	0.50	2.99	0.26
	Leisure and Culture	84.55	8.67	56.69	0.67
	Planning and Economic Development	26.53	1.00	3.00	0.11
		1.00	0.00		0.00
Service Total:		123.50	10.17	62.68	0.51
Corporate Directorate (D)	Asset Management	22.71	1.62	4.59	0.20
	Parks and Street Care	47.89	3.00	30.00	0.63
	Public Protection	27.42	2.00	10.90	0.40
	Waste Operations	59.35	7.43	52.65	0.89
		1.00	0.00		0.00
Service Total:		158.38	14.05	98.14	0.62
Legal Services	Legal Services	6.50	0.00		0.00
Service Total:		6.50	0.00		0.00
Grand Total:		408.54	32.61	215.34	0.53

Current month trend

Current month as %	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
0.00%	0.19	0.32	0.00	0.00	0.00	0.00
0.00%	0.19	0.32	0.00	0.00	0.00	0.00
8.82%	0.00	0.00	0.00	0.00	0.00	0.00
0.00%	0.00	0.00	0.38	0.00	0.00	0.38
10.98%	2.31	2.42	2.20	2.20	2.36	1.98
0.00%	0.00	2.00	0.00	0.00	0.00	0.00
6.84%	0.97	1.11	1.04	0.93	1.07	0.95
0.00%	0.00	0.00	0.00	0.00	0.00	0.69
2.26%	0.71	1.21	1.72	0.57	1.45	1.34
0.00%	0.13	0.04	0.13	0.13	0.58	1.28
1.32%	0.27	0.14	0.76	0.51	0.21	0.53
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
1.36%	0.38	0.49	0.95	0.44	0.69	0.94
1.31%	0.96	0.00	0.40	0.00	0.00	0.00
3.35%	0.64	0.53	0.77	0.55	0.68	0.71
0.57%	0.05	0.04	0.50	0.96	1.15	1.30
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
2.54%	0.54	0.37	0.67	0.59	0.72	0.77
1.01%	0.69	0.04	0.00	0.25	0.65	0.56
3.13%	0.62	0.80	0.72	0.77	1.66	1.86
1.99%	0.00	0.07	0.46	0.76	0.94	0.19
4.44%	2.00	1.99	1.73	2.24	1.78	1.34
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
3.10%	1.04	1.02	0.96	1.26	1.46	1.19
0.00%	0.00	0.42	1.89	2.16	2.31	2.74
	0.00	0.00	0.00	0.00	0.00	0.00
0.00%	0.00	0.42	1.89	2.16	2.31	2.74
2.64%	0.71	0.69	0.87	0.84	1.03	1.00

Current month's absence data (June 2013), long and short-term absence

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 Directorate (A)	Communications	0	1	0.00	8.80	0.00%	0.00%
	Organisational Development	1	1	19.57	19.57	100.00%	100.00%
Head of Service Total:		1	2	19.57	28.36	68.99%	50.00%
Corporate Directorate (B)	Customer Services and IT	0	5	0.00	15.28	0.00%	0.00%
	Revenues Services	0	4	0.00	9.78	0.00%	0.00%
Head of Service Total:		0	9	0.00	25.05	0.00%	0.00%
Corporate Directorate (C)	Housing and Localities	0	1	0.00	2.93	0.00%	0.00%
	Leisure and Culture	2	16	31.27	58.49	53.46%	12.50%
	Planning and Economic Development	0	2	0.00	4.91	0.00%	0.00%
Head of Service Total:		2	19	31.27	66.32	47.15%	10.53%
Corporate Directorate (D)	Asset Management	0	6	0.00	4.86	0.00%	0.00%
	Parks and Street Care	0	4	0.00	29.35	0.00%	0.00%
	Public Protection	0	2	0.00	11.63	0.00%	0.00%
	Waste Operations	0	10	0.00	51.26	0.00%	0.00%
Head of Service Total:		0	22	0.00	97.11	0.00%	0.00%
Grand Total:		3	52	50.84	216.85	23.44%	5.77%