

**REPORT TO:** Corporate Policy and Performance Board

**DATE:** 26 February 2013

**REPORTING OFFICER:** Strategic Director – Policy and Resources

**PORTFOLIO:** Resources

**SUBJECT:** Sickness Absence – 2nd Quarter 2012/2013

**WARDS:** Borough-wide

**1.0 PURPOSE OF THE REPORT**

- 1.1 To provide information to the Board on the number of working days lost in the 2<sup>nd</sup> quarter 2012/13.
- 1.2 To report to the Board on comparative data from 2nd quarter 2011/2012.

**2.0 RECOMMENDED: That the content of the report be noted.**

**3.0 SUPPORTING INFORMATION - SICKNESS DATA**

- 3.1 The breakdown of sickness absence for the 2nd quarter of 2012/13 for each directorate is set out below;

Directorates	Total number of staff	FTE	Total no. days lost 2nd quarter (July–Sept)
Policy & Resources	744	653	1632
Communities	1427	797	3456
Children & Enterprise non schools	628	466	1516
Primary Schools	1289	953	119
Secondary Schools	835	724	722

- 3.2 The cumulative number of working days lost due to sickness absence, per employee, at the end of the 2nd quarter 2012/13 is 4.35 as compared to 4.10 days per employee for the same period 2011/12. Whilst there is no national performance indicator for local government sickness levels anymore, projecting the six monthly figures to a full

year gives a figure of around 8.5 days. Looking at other local authorities this would look around the average.

### 3.3 Number of periods of absence by range of days.

	1 day	2-7 days	8 -14 days	15+ days	Total no. of periods of absence	Total days lost
Corporate & Policy	76	100	33	43	252	1632
Communities	90	162	56	114	422	3456
Children & Enterprise	44	72	25	49	190	1516
Primary schools	85	89	18	38	230	119
Secondary schools	60	62	13	19	154	722

3.4 Long term sickness absence is included in the overall calculation of working days lost for each directorate. Managers across all directorates are continuing to actively monitor employee absence with the support of the Employee Welfare Advisers.

3.5 The table below shows the seven categories of sickness absence with the highest amount of days lost in the 2nd quarter 2012/13.

Absence reason	Days lost 2012/13
Work related stress	481
Outside work injury	454
Depression	908
Infections, to include colds and flu	650
Other musculo-skeletal problems	998
Personal stress	935
Stomach, liver, kidney & digestion; to include gastroenteritis	1097

### 3.6 OBSERVATIONS ON THE DATA

Whilst the number of days lost due to Depression has increased by 158 days from the previous quarter, the days lost due to infections, stomach, liver, digestion, and personal stress have reduced significantly. Management Team have asked that all stress risk assessments are up to date and that the previous courses run on stress management, for staff and managers, be re-run.

### 3.7 COMPARISONS OF DATA –2nd quarter 2011/2012 and 2012/13

3.8 The number of occasions of absences have decreased overall as compared to the same quarter 2011/12, however the number of long term sickness cases has increased.

Periods of absence by range of days

2nd quarter	1 day	2-7 days	8-14 days	15+ days	Total no occasions
2012/13	355	485	145	263	1248
2011/12	463	587	143	222	1414

3.9 There is a slight increase in the overall number of days lost in the 2nd quarter 2012/13 as compared to the same quarter 2011/12. Having looked at the data and discussions with the Employee Welfare Advisers there does not appear to be any identifiable reason for the increase in the days lost.

3.10 Employee Welfare Advisers continue to support managers across the directorates in managing staff attendance.

## 4.0 POLICY IMPLICATIONS

4.1 As we continue to monitor sickness absence across the Council it is envisaged that the Sickness Absence Policy will continue to be reviewed to ensure absence is managed effectively.

## 5.0 OTHER IMPLICATIONS

N/A

## 6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 A healthy workforce is a key component of the Council delivering its priorities.

## **7.0 RISK ANALYSIS**

- 7 Failure to monitor absence levels and trends may lead to increased levels of ill health and appropriate support may not be given to employees.

## **8.0 EQUALITY AND DIVERSITY ISSUES**

- 8.1 The Council is better protected from future challenge of disability or other discrimination if all employees are treated equally and fairly with regard to their sickness absences.

## **9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

There are no background papers under the meaning of the Act.