

OVERVIEW & SCRUTINYBOARD

27th February 2012

**SICKNESS ABSENCE PERFORMANCE and HEALTH FOR PERIOD
ENDING 31ST DECEMBER 2011**

Relevant Portfolio Holder	Cllr Mark Bullivant
Portfolio Holder Consulted	No
Relevant Head of Service	Teresa Kristunas, Head of Finance and Resources
Wards Affected	All Wards
Ward Councillor Consulted	Not Applicable
Non-Key Decision	

1. SUMMARY OF PROPOSALS

To report to Overview and Scrutiny Board on Bromsgrove District Council's performance for the period 1st October – 31st December 2011 in relation to sickness absence.

2. RECOMMENDATIONS

That the contents of the report be noted.

3. KEY ISSUES

Analysis of the monthly statistics - 1st October – 31st December 2011

- 3.1 Sickness Absence has remained **GREEN** for the period 1st October – 31st December 2011 **with the projected out-turn figure for the year being 8.36 days per full-time equivalent against a year-end target of 8.75 days.**
- 3.2 The comparable data for the period October – December 2010/2011, was a projected figure of 10.43 days per FTE. Therefore a **decrease** in the projected out-turn figure for the year **of 2.07 days per FTE** compared to last year.
- 3.3 Short-term sickness absence increased in December and as at 31st December represents 47% of the overall sickness figure for the year to date.
- 3.4 Long-term sickness absence also increased in December, after having remained low in November. As at 31st December, Long-term sickness represents 53% of the overall sickness figure for the year to date.
- 3.5 The number of long-term sickness cases reduced from 8 at the end of the last quarter to 6 by the 31st December 2011. HR is actively managing these cases, in conjunction with line management, and occupational health.

Sickness by Service Area

- 3.6 The following services have a projected year-end out-turn figure (per FTE) in excess of 10% of the target set for their individual service area:
 - a) Community Services

BROMSGROVE DISTRICT COUNCIL

OVERVIEW & SCRUTINYBOARD

27th February 2012

- b) Customer Services
 - c) Planning and Regeneration
 - d) Policy, Performance and Partnerships
- 3.7 In addition, Business Transformation has a projected year-end out-turn figure of 6.46 days per FTE against a service area target of 6 days per FTE. This is AMBER and represents an increase since the last quarter when the projected year-end out-turn figure was 5.3 days per FTE.
- 3.9 The remaining services within Bromsgrove District Council have projected out-turn figures which remain GREEN against their service targets. (Please see Appendix 1)

Comparative Data - Local

	Bromsgrove District Council	Redditch Borough Council	Worcestershire County Council (excluding schools)
Q3 Actual per FTE (3 months)	2.12	2.35	2.86
Year to date per FTE (cumulative 9 month total)	6.27	5.42	6.98
2011/12 Year-end prediction (based on cumulative performance to date)	8.36 (against a target of 8.75 days per FTE)	7.24 (against a target of 8.75 days)	9.31 (against a target of 7 days per FTE)

Comparative Data – National

Average number of days per employee	Bromsgrove District Council	Public Sector	Non-Profit Sector	Private Services	Private Sector (manufacturing)
2010	9.12 (2009/10)	9.6	8.3	6.6	6.9
2011	9.80 (2010/11)	9.1	8.8	7.1	5.7
2011/12 year-end prediction	8.36	Not known	Not known	Not known	Not known

The above national comparative data was taken from the CIPD's Absence Management Annual Survey 2011.

Actions to Reduce sickness

- 3.10 A Sickness working group, consisting of Heads of Service and representatives from HR, has been set up across both Bromsgrove and Redditch Councils with the aim of reviewing the level of sickness absence across both authorities to monitor levels of absence, determine 'hotspots' and to ensure that current

OVERVIEW & SCRUTINYBOARD **27th February 2012**

sickness policies are being actively adhered to, as well as ensuring appropriate support is given to managers and employees to effectively manage sickness absence, which includes reviewing management training where appropriate.

- 3.11 All long-term sickness cases continue to be managed with input from line managers/head of services, Union representatives, HR and Occupational Health. Recent examples (some of which have occurred after the conclusion of this reporting period) include the return to work of five employees (three at the Depot, two at the Council House), all of whom were supported through our occupational health providers and have successfully returned to work on their full duties.
- 3.12 Continued and further actions to support the reduction of sickness absence include:
- a) Review of the Sickness Absence Policy as part of the wider harmonisation project with input from Heads of Service, line managers and Union representatives. (A Summary of the current BDC policy is attached to this report as Appendix 3).
 - b) Heads of Service will continue to receive a monthly sickness report for their service area.
 - c) The Self-service Kiosk is currently being set up within the HR database system: Chris 21 database, which will enable managers to access 'live time' information on the sickness absence levels, frequency and trends of their team members.
 - d) Review of Occupational Health provision across both Councils. Currently out to advert to recruit to a full time post shared with RBC for an Occupational Health Advisor for the HR & OD Service.
 - e) Reports on Sickness levels will be provided to the Health&Safety Committee.
 - f) Depot Sickness Absence Forum. This forum will begin to meet weekly again with representatives from GMB and UCATT to discuss concerns relating to sickness levels. Managers at the Depot will continue to work with Human Resources to manage individual sickness cases.
 - g) A revised sickness absence report will be developed for the 2011/12 Year-end report, which amongst other things will include more comparative data, frequent absences by reason as well as highlighting the further mechanisms which will address these.

Work Related

- 3.13 There were **no reportable** work-related injuries at Bromsgrove District Council in the third quarter of 2011/12.

Health and Wellbeing

- 3.14 There is nothing further to report at this time.

Financial Implications

3.15 There were no financial implications identified.

Legal Implications

3.16 There were no legal implications identified.

Service/Operational Implications

3.17 The level of sickness absence can impact on service delivery if action is not taken to manage absences.

Customer / Equalities and Diversity Implications

3.18 There are no customer, equalities and diversity implications.

4. RISK MANAGEMENT

There is a risk that without active sickness management the number of days lost due to sickness would be significant and impact on service delivery.

5. APPENDICES

Appendix 1 - Sickness Figures year to date 31st December 2011.
Appendix 2 - Sickness Figures complete year 2010/11
Appendix 3 - BDC Sickness Absence Policy Summary

6. BACKGROUND PAPERS

CIPD – Absence Management – Annual Survey 2011

AUTHOR OF REPORT

Name: Teresa Kristunas
E Mail: teresa.kristunas@bromsgroveandredditch.gov.uk
Tel: (01527) 64252 ext 3295