



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

MONDAY 21ST NOVEMBER 2011, AT 6.00 P.M.

THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

SUPPLEMENTARY DOCUMENTATION

The attached papers replace those included in the Agenda previously distributed relating to the above mentioned meeting.

7. Sickness Absence and Performance and Health Report (Pages 1 - 6)

K. DICKS
Chief Executive

The Council House
Burcot Lane
BROMSGROVE
Worcestershire
B60 1AA

18th November 2011

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OVERVIEW AND SCRUTINY BOARD

21st November 2011

SICKNESS ABSENCE PERFORMANCE and HEALTH FOR PERIOD ENDING 30TH SEPTEMBER 2011

Relevant Portfolio Holder	Councillor Mark Bullivant, Portfolio Holder for Policy, Performance, Communications, Customer Services, Legal, Equality & Democratic and Human Resources.
Portfolio Holder Consulted	
Relevant Head of Service	Teresa Kristunas, Head of Finance and Resources
Wards Affected	All Wards
Ward Councillor Consulted	n/a
Non-Key Decision	

1. SUMMARY OF PROPOSALS

To report to the Overview and Scrutiny Board on Bromsgrove District Council's performance for the period 1st April until 30th September 2011 in relation to sickness absence.

2. RECOMMENDATIONS

- 2.1 That the contents of the report be noted.

3. KEY ISSUES

Analysis of the monthly statistics

- 3.1 Sickness Absence has remained GREEN for the period 1st April – 30th September 2011 with the projected out-turn figure for the year being 8.29 days per full-time equivalent.
- 3.2 The comparable data for the period April - September 2010/2011, projected this figure to be 10.64 days per FTE. Therefore a decrease of 2.35 days per FTE on last years figures.
- 3.3 Short-term sickness absence peaked in August, but remained lower in the two previous months. Short term sickness stands at 42% of the overall sickness figure.
- 3.4 Long-term sickness absence peaked in August, but has decreased significantly in September and represents 58% of the overall sickness figure.

OVERVIEW AND SCRUTINY BOARD

21st November 2011

Sickness by area

- 3.5 Those services whose projected sick days per FTE are above the 8.75 target set for Bromsgrove District Council for the period, include:
- a) Environmental Services
- 3.6 Environmental Services, typically see higher rates of sickness, this could be due to the nature of the work carried out by individuals. Environmental Services current projection per FTE for the first quarter of 2011/12 is 12.22 days. This is a decrease in sickness from the comparable data of the second quarter in 2010, which stood at 16.85 per FTE. Active sickness management has been taking place within the service area in conjunction with HR, and the Head of Service. The Trade Union are particularly involved in sickness case reviews, and reducing sickness within Environmental Services.
- 3.8 The remaining services within Bromsgrove District Council are all projected to fall below the target of 8.75 days per FTE.

Actions to reduce sickness

- 3.9 Sickness working groups have been set up across both Redditch and Bromsgrove to ensure the level of sickness absence across both authorities does not rise further and that current sickness levels are monitored and addressed to ensure reduction in days lost to both authorities. It was recognised the high levels of sickness within Customer and Environmental services and steps are being taken to define how this will be tackled, including training where applicable.
- 3.10 All long-term sickness cases continue to be managed with input from line managers/head of services, Union representatives, HR and Occupational Health.

OVERVIEW AND SCRUTINY BOARD

21st November 2011

- 3.11 Continued and further actions to support the reduction of sickness absence include:
- a) Review of the Sickness Absence Policy as part of the harmonisation project with RBC/BDC HR input.
 - b) Review of recording procedures for long term sickness and stress related sickness, in line with Redditch Borough Council to actively manage cases.
 - c) Heads of Service will receive a monthly sickness report for their service area.
 - d) Setting up the hierarchy on Chris 21 database ready for the launch of the self service Kiosk.
 - e) Recruitment to the full time post of Occupational Health Advisor for the HR & OD Service.
 - f) Future report for Sickness Absence will include data by reasons, in order to identify the most frequent absence reason, and mechanism that are in place to address these. Appendix 2 will show how this information will be displayed.
- 3.12 Reports on Sickness levels will be presented to the Health and Safety Committee.

Work Related Accidents

- 3.13 One reportable work-related injury occurred at Bromsgrove District Council for the period April – September 2011.

Health and Wellbeing

- 3.14 Nothing further to report at this time.

Financial Implications

- 3.15 There were no financial implications identified.

Legal Implications

- 3.16 There are no legal implications identified.

OVERVIEW AND SCRUTINY BOARD

21st November 2011

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 30th September 2011.

6. BACKGROUND PAPERS

None.

AUTHOR OF REPORT

Name: Teresa Kristunas
E Mail: teresa.kristunas@bromsgroveandredditch.gov.uk
Tel: (01527) 881748

Sickness Figures for 2011/12 by Service

Total FTE @ 31st April 2011	Total FTE @ 31st June 2011	Actual no of employees	Service	Days per FTE - Year to Date		Sickness Target 2011/12		Month											
				Projected per FTE		Projected per FTE		Actual											
				Total Sick days April 11 &		Total Sick days April 11 &		Actual											
				Total Sick days April 11 &		Total Sick days April 11 &		Actual											
20.22	21.22	21.22	Business Transformation	54.00	2.67	5.34	6.00	21.22	21.22	21.22	21.22	21.22	21.22	21.22	21.22	21.22	21.22	21.22	21.22
			Short term Absences up to 28 days	54.00	2.67			16.00	11.00	10.00	7.00	2.00	8.00						
			Long term Absences 29 days+	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			Community Services	5.50	0.88	1.75	5.5	7.28	7.28	7.28	7.28	7.28	7.28	7.28	7.28	7.28	7.28	7.28	7.28
			Short term Absences up to 28 days	5.50	0.88			0.00	0.00	1.00	1.50	0.00	3.00						
			Long term Absences 29 days+	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			Customer Services	94.00	4.51	8.08	5.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50
			Short term Absences up to 28 days	39.00	1.87			6.00	17.00	1.00	4.00	8.00	3.00						
			Long term Absences 29 days+	55.00	2.64			0.00	0.00	22.00	16.00	17.00	0.00						
			Environmental	64.300	6.27	12.54	11.5	106.57	106.57	106.57	106.57	106.57	106.57	106.57	106.57	106.57	106.57	106.57	106.57
			Short term Absences up to 28 days	11.00	1.33			24.00	3.00	39.00	25.00	39.00	6.00						
			Long term Absences 29 days+	4.00	0.94			34.00	71.00	76.00	121.00	107.00	98.00						
			Legal, Equities & Democratic Services	7.50	0.49	0.97	4.50	0.54	0.69	1.08	1.37	1.37	0.98						
			Short term Absences up to 28 days	2.00	0.49			4.00	0.00	0.00	0.00	0.00	3.50						
			Long term Absences 29 days+	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00						
			Leisure & Culture	22.00	1.66	3.33	6.75	18.22	18.22	18.22	18.22	18.22	18.22	18.22	18.22	18.22	18.22	18.22	18.22
			Short term Absences up to 28 days	2.00	1.66			11.00	11.00	0.00	0.00	0.00	0.00						
			Long term Absences 29 days+	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00						
			Resources	98.00	2.44	4.37	9.3	47.77	47.77	47.77	47.77	47.77	47.77	47.77	47.77	47.77	47.77	47.77	47.77
			Short term Absences up to 28 days	96.00	2.14			47.00	47.00	47.00	47.00	47.00	47.00						
			Long term Absences 29 days+	2.00	0.30			0.02	0.16	0.46	0.57	0.46	0.39						
			Planning & Regeneration	11.350	3.87	7.74	7.75	33.52	33.52	33.52	33.52	33.52	33.52	33.52	33.52	33.52	33.52	33.52	33.52
			Short term Absences up to 28 days	49.00	1.67			1.00	5.00	10.00	12.00	14.00	7.00						
			Long term Absences 29 days+	64.50	2.20			0.00	0.00	0.00	0.00	20.50	44.00						
			Policy, Perf & Partnerships (inc CEO Unit)	38.50	2.20	4.41	6.75	18.17	18.17	18.17	18.17	18.17	18.17	18.17	18.17	18.17	18.17	18.17	18.17
			Short term Absences up to 28 days	36.50	2.20			3.00	1.00	1.00	1.50	0.50	2.00						
			Long term Absences 29 days+	2.00	0.00			0.17	0.06	0.00	0.00	0.08	0.21						
			WRS	462.00	3.77	7.54	8.75	109.58	109.58	109.58	109.58	109.58	109.58	109.58	109.58	109.58	109.58	109.58	109.58
			Short term Absences up to 28 days	228.00	1.86			64.00	15.00	50.00	20.00	52.00	27.00						
			Long term Absences 29 days+	234.00	1.91			19.00	42.00	64.00	44.00	44.00	25.00						
			Total Short Term Absences YTD	663.50		8.34	8.75	130.00	70.50	133.00	86.00	149.50	94.50	0.00	0.00	0.00	0.00	0.00	0.00
			Total Long Term Absences YTD	872.50				53.00	113.00	162.00	189.00	168.50	167.00	0.00	0.00	0.00	0.00	0.00	0.00
			TOTAL Days lost YTD	1536.00				183.00	183.50	295.00	275.00	338.00	261.50	0.00	0.00	0.00	0.00	0.00	0.00
			TARGET sick days per FTE per month					0.71	0.71	0.71	0.71	0.71	0.71	0.71	0.71	0.71	0.71	0.71	0.71
			BVPI12 Sick Days Per FTE in Month					0.49	0.50	0.80	0.74	0.93	0.71	0.00					
			TARGET sick days per FTE YTD					0.71	1.42	2.13	2.84	3.55	4.26	4.97	5.68	6.39	7.18	7.97	8.75
			BVPI12 - Sick Days per FTE YTD					0.49	0.99	1.78	2.53	3.44	4.14	0.00					
			BVPI12 Projected Outturn					5.93	5.93	7.14	7.53	8.25	8.29	0.00					
			2007-08	5424.50	9.31			792.00											
			2008-09	5300.00	10.08			674.50											
			2009-10	5267.50	9.24			697.50											
			2010-11	5067.00	9.45			661.50											
			2011-12	1536.00	Tr and			661.50											
			Year	Annual	Tr and			661.50											
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