

## Bolsover District Council

### Safety Committee

#### Report of HR & OD Manager

#### Sickness Absence Quarter 3 – October - December 2018

1. Purpose of the Report
  - 1.1 To report the sickness absence figures throughout the Council for Quarter 3, October to December 2018.
2. Issues for Consideration
  - 2.1.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months October to December 2018.
  - 2.1.2 Absence for the Senior Managers Group is shown as 50% of the total absence for Senior Managers as this is split with Bolsover/NE Derbyshire District Council.
  - 2.2 The average number of days lost per employee for the Quarter 3 was 2.52 days.
    - 2.2.1 The 2018/19 predicted outturn figure for the average number of days lost per employee is 8.8 days
    - 2.2.2 The annual target for the Local Performance Indicator to the end of March 2019 is 8.5 days.
3. Summary of Key Corporate Trends

The following tables detail the key pattern and trends being experienced corporately in relation to sickness absence.

Table One: Organisational Outturn Average Number of Days Absence

	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>Current Year 18/19</b>
<b>Quarter One</b>	1.35	1.92	2.00	2.23
<b>Quarter Two</b>	1.49	2.74	2.12	1.86
<b>Quarter Three</b>	1.65	3.05	2.38	2.52
<b>Quarter Four</b>	1.91	3.14	2.80	
<b>Overall Outturn</b>	<b>**6.28</b>	<b>**10.75</b>	<b>9.3</b>	

**\*\* NB for 2015/16 and 2016/17 out-turn figures include retrospective TMS revisions**

Table Two: Organisational Long Term/Short Term Split Days Percentage

	2015/16		2016/17		2017/18		2018/19	
	Short term	Long Term	Short term	Long Term	Short term	Long Term	Short term	Long Term
<b>Quarter One</b>	43.5%	56.5%	28.9%	71.1%	31.4%	69.6%	34.0%	66.0%
<b>Quarter Two</b>	57.8%	42.2%	47.4%	52.6%	35.5%	64.5%	35.0%	65.0%
<b>Quarter Three</b>	47.9%	52.1%	29.7%	70.3%	50.3%	49.7%	32.4%	67.6%
<b>Quarter Four</b>	42.9%	57.1%	34.0%	66.0%	49.4%	50.6%		
<b>Overall Outturn</b>	<b>47.6%</b>	<b>52.4%</b>	<b>27.0%</b>	<b>73.0%</b>	<b>37.4%</b>	<b>62.6%</b>		

Table Three: Number of Long Term/Short Term Cases

	2015/16		2016/17		2017/18		2018/19	
	Short term	Long Term						
<b>Quarter One</b>	77	9	78	18	69	16	104	18
<b>Quarter Two</b>	101	7	69	24	96	18	85	14
<b>Quarter Three</b>	108	11	112	25	112	18	98	21
<b>Quarter Four</b>	104	15	110	25	144	18		
<b>Overall Outturn</b>	<b>390</b>	<b>42</b>	<b>369</b>	<b>92</b>	<b>421</b>	<b>70</b>		

Table Four: Top Three Services Proportionately Experiencing Highest Levels of Absence

	2015/16	2016/17	2017/18	Current Year 18/19
<b>Quarter One</b>	1 Housing 2 Legal 3 Revenues	1 Legal 2 Finance 3 Democratic	1 Customer Services 2 Housing 3 Planning	1 Customer Services 2 Property/Estates 3 Leisure
<b>Quarter Two</b>	1 Democratic 2 Ec. Growth/Hsg Strat 3 Revenues	1 Democratic 2 Streetscene 3 Property & Estates	1 Planning 2 Customer Services 3 Democratic	1 Customer Services 2 Elections 3 Revs & Bens

<b>Quarter Three</b>	1 Democratic 2 Legal 3 HR & Payroll	1 Democratic 2 Finance 3 HR & Payroll	1 Customer Services 2 ICT 3 Democratic	1 Elections 2 HR/Payroll/H&S 3 CEO/Dir/HoS
<b>Quarter Four</b>	1 Democratic 2 Street Services 3 Finance	1 Democratic 2 Property & Estates 3 Housing	1 Streetscene 2 Customer Services 3 Revenues	1 2 3
<b>Overall Outturn</b>	<b>1 Democratic</b> <b>2 Ec. Growth/Hsg Str.</b> <b>3 Revenues</b>	<b>1 Democratic</b> <b>2 Property &amp; Estates</b> <b>3 Streetscene</b>	<b>1 Cust Services</b> <b>2 Housing</b> <b>3 Revenues</b>	1 2 3

Table Five: Top Three Services Proportionately Experiencing Lowest Level of Absence

	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>Current Year 18/19</b>
<b>Quarter One</b>	1 CEPT 2 Community Safety 3 HR & Payroll	1 CEPT 2 Economic Growth 3 HR & Payroll	1 Perf/Comms 2 ICT 3 Legal	1 HR & Payroll 2 Legal 3 Perf/Comms
<b>Quarter Two</b>	1 Finance 2 CEPT 3 Planning	1 CEPT 2 Improvement 3 Planning	1 Finance 2 Perf/Comms 3 CEPT	1 Perf/Comms 2 CEPT 3 Econ Growth
<b>Quarter Three</b>	1 Ec. Growth/Hsg Strat. 2 CEPT 3 Finance	1 Comm Safety 2 Improvement 3 Planning	1 Finance 2 Planning 3 Econ Growth	1 Procurement 2 CEPT 3 Finance
<b>Quarter Four</b>	1 Comm Safety 2 Improvement 3 Legal	1 CEPT 2 Legal 3 Improvement	1 Finance 2 CEPT 3 Legal	1 2 3
<b>Overall Outturn</b>	<b>1 CEPT</b> <b>2 Comm Safety</b> <b>3 Improvement</b>	<b>1 CS&amp;I</b> <b>2 CEPT</b> <b>3 Comm Safety</b>	<b>1 Finance</b> <b>2 Legal</b> <b>3 CEPT</b>	1 2 3

Table Five: Top Three Reasons for Absence

	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>Current Year 18/19</b>
<b>Quarter One</b>	1 Musc Skeletal	1 Musc Skeletal	1 Operations/Hosp	1 Other

	2 Other 3 Stomach/digestion	2 Stress/Dep 3 Other	2 Stress/Dep 3 Musc Skeletal	2 Stress/Dep 3 Musc Skeletal
<b>Quarter Two</b>	1 Stress/Dep 2 Musc Skeletal 3 Other	1 Musc Skeletal 2 Stress/Dep 3 Other	1 Stress/Dep 2 Operations/Hosp 3 Musc/Skeletal	1 Stress/Depression 2 Musc Skeletal 3 Stomach/Kdny/Lvr
<b>Quarter Three</b>	1 Musc Skeletal 2 Stress/Dep 3 Back/Neck	1 Musc Skeletal 2 Other 3 Heart Circulation	1 Stress/Dep 2 Operations/Hosp 3 Musc Skeletal	1 Musc Skeletal 2 Operations/Hosp 3 Stress/Dep
<b>Quarter Four</b>	1 Stress/Dep 2 Musc Skeletal 3 Infections	1 Musc Skeletal 2 Infections 3 Stomach/Digestion	1 Musc Skeletal 2 Operations/Hosp 3 Stress/Dep	1 2 3
<b>Overall Outturn</b>	1 <b>Musc Skeletal</b> 2 <b>Stress/Dep</b> 3 <b>Other</b>	1 <b>Musc Skeletal</b> 2 <b>Stress/Dep</b> 3 <b>Other</b>	1 <b>Stress/Dep</b> 2 <b>Musc Skeletal</b> 3 <b>Operations/Hosp</b>	1 2 3

### Key Trends

- Proportionately, the number of long terms days absence experienced is significantly higher than short term days experienced.
- Muscular/Skeletal is a prominent reason for absence throughout each quarter
- A corporate workforce planning exercise recently undertaken highlighted the correlation between employees aged over 50 and higher levels of sickness absence. This corresponds with the trend within the Council of an ageing workforce.

### 5. Actions

- 5.1 Managers have support from dedicated service area HR Link Officers and are issued monthly sickness absence information. Managers are also able to access sickness information for their teams' on a daily basis via HR21 Self Service.
- 5.2 Support for managers and employees is provided by Occupational Health where appropriate and employees have access to the 24 hour, 7 days a week Employee Assistance Programme where confidential advice is provided on a range of issues
- 5.3 There are no major issues with sickness at present and operational concerns about the management of sickness absence cases that exist are being raised with the respective managers and dealt with as per normal practice.

## Recommendations

6.1 To note the contents of this report

### **Appendix One: Summary Figures for the Quarter by Directorate/Service**

Figure One – Service Breakdown Short/Long Term Split

<b>Service</b>	<b>Short term days</b>	<b>No. of Employees absent</b>	<b>Long term days</b>	<b>No. of Employees absent</b>	<b>Total Days lost</b>	<b>FTE No. in Section</b>	<b>Average days lost per FTE</b>
CEO, Directors and Heads of Service	6.5	1	33	0.5	39.5	5.5	7.18
Democratic	10	2	0	0	10	5.51	1.81
Elections	0	0	53	1	53	3	17.66
Human Resources/Payroll/H&S	5	2	35	1	40	7.83	7.36
Legal	5	2	0	0	5	8.69	0.57
Perf/Comms - Performance	05	3	0	0	5	7.31	0.68
Finance	4	2	0	0	4	7.43	0.54
Revenues & Benefits	21	8	105	3	126	33.9	3.71
Customer Services	21	5	82	3	103	23.21	4.43
ICT (Service Desk)	0	0	0	0	0	0	0

Leisure	46	15	0	0	46	41.61	1.10
Partnerships Strategy	1	1	0	0	1	8.81	0.11
Streetscene	56	19	154	4	210	81.15	2.58
Econ Dev	6	2	0	0	6	3.6	1.66
Housing/ CS	87	22	197.5	8	284.5	124.72	2.28
Procurement	0	0	0	0	0	2	0
Planning	17.5	5	0	0	17.5	18.72	0.93
Prop/Commercial/Estates	35.5	7	23	1	58.5	17.96	3.25

Figure Two: Directorate Breakdown Short/Long Term Split

<b>Directorate</b>	<b>No. of FTE Employees</b>	<b>Short term days</b>	<b>No of employees absent</b>	<b>Long term Days</b>	<b>No of employees absent</b>
Directors/Heads of Service	5.5	6.5	1	33	0.5
People	230.45	174	59	429	12
Place	165	146	36	220.5	9

Figure Three: Top Three Reasons for Absence per Directorate

Directorate	No. of Employees	Top 3 Reasons for Absences
Directors/Heads of Service	(5.5 fte Employees)	Stress/Depression Operation Viral Infection
People	(230.45 fte Employees)	Musc. Skeletal Operations/Hosp. Stress/Depression
Place	(165 fte employees)	Musc Skeletal Operations/Hosp. Viral Infection