

**Bolsover District Council**

**Safety Committee**

**5<sup>th</sup> September 2019**

**Sickness Absence Quarter 4 (January 2019 – March 2019)**

**Report of the HR & OD Manager**

This report is public

1. **Purpose of the Report**

- 1.1 To report the sickness absence figures throughout the Council for Quarter 4, January to March 2019.

2. **Issues for Consideration**

- 2.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months January to March 2019.
- 2.2 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.
- 2.3 The **average number of days lost per employee** for the Quarter 4 was **2.09 days**.
- 2.4 The **2018/19** actual outturn figure for the **average number of days lost per employee** is **8.7 days**
- 2.5 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	2.09
<b>Overall Outturn</b>	<b>**6.28</b>	<b>**10.75</b>	<b>9.3</b>	<b>8.7</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

	<b>2015/16</b>		<b>2016/17</b>		<b>2017/18</b>		<b>2018/19</b>	
	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%	43.6%	56.4%
<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>	<b>36.25%</b>	<b>63.75%</b>

Table Three: Number of Long Term/Short Term Cases

	<b>2015/16</b>		<b>2016/17</b>		<b>2017/18</b>		<b>2018/19</b>	
	Short term	Long Term	Short term	Long Term	Short Term	Long Term	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	103	14
<b>Overall Outturn</b>	<b>390</b>	<b>42</b>	<b>369</b>	<b>92</b>	<b>421</b>	<b>70</b>	<b>390</b>	<b>67</b>

Table Four: Top Three Services Proportionately Experiencing Highest Levels 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 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 Housing/CS
<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 CEO/Dir/HoS 2 Democratic 3 Customer Services
<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>	<b>1Cust Services</b> <b>2CEO/Dir/HoS</b> <b>3HR&amp;Payroll</b>

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 Elections 3 Procurement
<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 Finance 2 Partnerships 3 Procurement
<b>Overall Outturn</b>	1 <b>CEPT</b> 2 <b>Comm Safety</b> 3 <b>Improvement</b>	1 <b>CS&amp;I</b> 2 <b>CEPT</b> 3 <b>Comm Safety</b>	1 <b>Finance</b> 2 <b>Legal</b> 3 <b>CEPT</b>	1 <b>Procurement</b> 2 <b>Finance</b> 3 <b>CEPT</b>

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 2 Other 3 Stomach/digestion	1 Musc Skeletal 2 Stress/Dep 3 Other	1 Operations/Hosp 2 Stress/Dep 3 Musc Skeletal	1 Stress/Dep 2 Musc Skeletal 3 Other
<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 Other MuscSkeletal 3 Other
<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 Other Musc Skeletal 2 Operations/Hosp 3 Stress/Dep 4

<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 Ops/Hospital 2 Stress/Depression 3 Viral
<b>Overall Outturn</b>	<b>1 Musc Skeletal</b> <b>2 Stress/Dep</b> <b>3 Other</b>	<b>1 Musc Skeletal</b> <b>2 Stress/Dep</b> <b>3 Other</b>	<b>1 Stress/Dep</b> <b>2 Musc Skeletal</b> <b>3 Operations/Hosp</b>	<b>1 Other Musc Skel</b> <b>2 Stress/Depression</b> <b>3 Back Problems</b>

### Key Trends

- The average number of days per fte Employee lost during Quarter 4 (2.09) is lower than Quarter 4 (2.80) from the previous year (2017/18)
- The Council's sickness levels have reduced for the second consecutive year.
- The long term sickness accounted for a high proportion of days lost (63.75%) over the year.
- Stress/Depression features as a top three reason in all four quarters and muscular skeletal is featured in three out of the four quarters.

### 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 Operational concerns about the management of sickness absence cases that exist are being raised with the respective managers and dealt with as per standard practice and policy.

### Recommendations

- 6.1 That Safety Committee note the contents of the 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	0	0	32	1	32	6	5.33
Democratic	1	1	27	1	28	5.51	5.08
Elections	5	1	0	0	5	3.2	1.56
Human Resources/Payroll/H&S	14	1	0	0	14	7.83	1.79
Legal	10	2	0	0	10	8.69	1.15
Perf/Comms - Performance	4	3	0	0	4	6.81	0.59
Finance	0	0	0	0	0	7.43	0
Revenues & Benefits	56.5	13	22	1	78.5	32.8	2.39
Customer Services	8	4	78	2	86	22.62	3.80
ICT (Service Desk)	0	0	0	0	0	0	0
Leisure	67	25	0	0	67	41.72	1.61

Partnerships Strategy	0	0	0	0	0	8.5	0
Streetscene	65	24	96	3	161	69.75	2.31
Econ Dev	1	1	0	0	1	3.6	0.28
Housing/ CS	87.5	19	192	6	279.5	123.72	2.26
Procurement	0	0	0	0	0	2	0
Planning	10	1	0	0	10	18.72	0.53
Prop/Commercial/Estates	10	8	24	1	34	17.96	1.89

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	6	0	0		32	1`
People	216.86	230.5	74		223	7
Place	164	108.5	29		216	7

Figure Three: Top Three Reasons for Absence per Directorate

<b>Directorate</b>	<b>No. of Employees</b>	<b>Top 3 Reasons for Absences</b>
Directors/Heads of Service	(6 fte Employees)	1.Stress/Depression
People	(216.86 fte Employees)	1. Ops/Hospital 2. Viral 3. Chest/Respiratory
Place	(164 fte employees)	1. Other Musc. Skeletal 2. Stress 3. Ops. Hospital



## 7 Decision Information

<p><b>Is the decision a Key Decision?</b>  A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:  <i>BDC:      Revenue - £75,000    <input type="checkbox"/></i>                    <i>Capital - £150,000    <input type="checkbox"/></i>  <i>NEDDC: Revenue - £100,000 <input type="checkbox"/></i>                    <i>Capital - £250,000    <input type="checkbox"/></i>  <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	No
<p><b>Is the decision subject to Call-In?</b>  (Only Key Decisions are subject to Call-In)</p>	No
<p><b>Has the relevant Portfolio Holder been informed?</b></p>	Yes
<p><b>District Wards Affected</b></p>	N/A
<p><b>Links to Corporate Plan priorities or Policy Framework</b></p>	

## 8 Document Information

Appendix No	Title
	N/A
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Report Author	Contact Number
Sara Gordon, HR and OD Manager	217677

Report Reference –