

**Bolsover District Council**

**UECC**

**November 2018**

**Report of HR & OD Manager**

**Sickness Absence Quarter 2 - July to September 2018**

1. **Purpose of the Report**

- 1.1 To report the sickness absence figures throughout the Council for Quarter 2.

2. **Issues for Consideration**

- 2.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months of July to September 2018 inclusive.
- 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 2 was **1.86 days**.
- 2.4 The 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	
<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**

	<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%		
<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**

	<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	16
<b>Quarter Two</b>	101	7	69	24	96	18	85	14
<b>Quarter Three</b>	108	11	112	25	112	18		
<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**

	<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 Leisure
<b>Quarter Two</b>	1 Democratic 2 Ec. Growth/Hsg Strat 3 Revenues	1 Democratic 2 Streetscene 3 Property & Estates	1 Planning 2 Cust 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 2 3
<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>	<b>1</b> <b>2</b> <b>3</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 Legal 3 Performance/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 Performance/Comms 2 CEPT 3 Econ Dev
<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 Dev.	1 2 3

<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>	<b>1</b> <b>2</b> <b>3</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/Hospital 2 Stress/Dep 3 Musc Skeletal	1 Other 2 Stress/Depression 3 Musc Skeletal
<b>Quarter Two</b>	1 Stress/Dep 2 Musc Skeletal 3 Other	1 Musc Skeletal 2 Stress/Depression 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/Depression 2 Operations/Hosp 3 Musc/Skeletal	1 2 3
<b>Quarter Four</b>	1 Stress/Dep 2 Musc Skeletal 3 Infections	1 Musc Skeletal 2 Infections 3 Stomach/Digestion	1 Musc/Skeletal 2 Ops/Hospital 3 Stress/Dep	1 2 3
<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 Ops/Hosp</b>	<b>1</b> <b>2</b> <b>3</b>

### **Key Trends**

- Sickness has been reducing for the last 3 quarters
- The number of long and short term cases have also reduced over the same period
- Long term absences have a considerable influence over the overall outturn
- Stress related cases remain in the top three reasons for sickness absence - the majority of cases are personal related
- Musc Skeletal has been in the top three reasons for sickness absence

## 5. **Actions**

- 5.1 Managers have support from dedicated service area HR Link Officers and are issued monthly sickness absence information, Patterns and trends are discussed in more detail with managers to determine the most appropriate course of action based on The circumstances of each case. 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**

Service	Short term days	No. of Employees off	Long term days	No. of Employees off	Total Days lost	FTE No. in Section	Average days lost per FTE
CEO, Directors and Heads of Service	14.75	1	0	0	14.75	5	2.95
Democratic	2	2	0	0	2	5.51	0.36
Elections	0	0	26	1	26	4	6.50
Human Resources/Payroll/H&S	0	0	27	1	27	7.83	3.45
Legal	1	1	0	0	1	8.69	0.12
Perf/Comms - Performance	0	0	0	0	0	6.31	0
Finance	1	1	0	0	1	7.49	0.13
Revenues & Benefits	51	11	80	3	131	33.89	3.87
Customer Services	15	4	202	5	217	23.71	9.15
ICT (Service Desk)	0	0	0	0	0	0	0
Leisure	26	12	0	0	26	41.94	0.62

Partnerships Strategy	0	0	0	0	0	8.81	0
Streetscene	73.5	25	55	2	128.5	81.04	1.59
Econ Dev	0	0	0	0	0	3.6	0
Housing/ CS	101	18	59	2	160	122.99	1.30
Procurement	0	0	0	0	0	2	0
Planning	9	1	0	0	9	18.92	0.48
Prop/Commercial/Estates	5	3	9	1	14	17.82	0.79

**Figure Two: Directorate Breakdown Short/Long Term Split**

<b>Directorate</b>	<b>Short term days</b>	<b>No of employees off</b>		<b>Long term Days</b>	<b>No of employees off</b>
Directors/Heads of Service	14.75	1		0	0
People	169.5	55		390	11
Place	115	23		68	3

**Figure Three: Top Three Reasons for Absence Per Directorate**

<b>Directorate</b>	<b>Top 3 Reasons for Absences</b>
Directors/Heads of Service	Stomach, Kidney, Liver Headache/Migraine Stress Depression
People	Stress Musc/Skeletal Stomach, Kidney, Liver
Place	Muscl/Skeletal Stress/Depression Other