



Bolsover District Council

Report of HR & OD Manager

Sickness Absence Quarter 3 (October – December 2020)

1. Purpose of the Report

1.1 To report the sickness absence figures throughout the Council for Quarter 3, (October – December 2020).

2. Issues for Consideration

2.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months October to December 2020.

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. For other employees the absences included are for the employing authority only.

2.3 The **average number of days lost per employee** for Quarter Three was **1.14 days**

2.4 The projected **2020/21** outturn figure for the **average number of days lost per employee** is **5.32 days**

2.5 The annual target for the Local Performance Indicator to the end of March 2021 is **8.5 days**.

2.5 For the purposes of sickness reporting, following recent restructures Senior Management is split as follows

- 1 x Joint Director (2 x 0.5 fte), 1 x Director (BDC), 4 x Joint Heads of Service and 2 x Heads of Service and 1 x Assistant Director (BDC only). No sickness was experienced during Quarter 3.

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

	2017/18	2018/19	2019/20	Current Year 20/21	Current Year Costs
Quarter One	2.00	2.23	1.85	1.50	£51,292.61
Quarter Two	2.12	1.86	1.84	1.35	£52,351.59
Quarter Three	2.38	2.52	2.43	1.14	£46,411.80
Quarter Four	2.80	2.09	1.68		
Overall Outturn	9.3	8.7	7.8		

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

	2017/18		2018/19		2019/20		2020/21	
	Short term	Long Term	Short term	Long Term	Short term	Long Term	Short Term	Long Term
Quarter One	31.4%	69.6%	34.0%	66.0%	43%	57%	33%	67%
Quarter Two	35.5%	64.5%	35.0%	65.0%	54%	46%	37%	63%
Quarter Three	50.3%	49.7%	32.4%	67.6%	44.8%	55.2%	47.1%	52.9%
Quarter Four	49.4%	50.6%	43.6%	56.4%	60.1%	39.9%		
Overall Outturn	37.4%	62.6%	36.25%	63.75%	48.1%	51.9%		

Table Three: Number of Long Term/Short Term Cases

	2017/18		2018/19		2019/20		2020/21	
	Short term	Long Term	Short Term	Long Term	Short Term	Long Term	Short Term	Long Term
Quarter One	69	16	104	18	94	15	48	15
Quarter Two	96	18	85	14	87	11	50	11
Quarter Three	112	18	98	21	102	14	48	6
Quarter Four	144	18	103	14	90	9		
Overall Outturn	421	70	390	67	373	49		

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

	2017/18	2018/19	2019/20	Current Year 2020/21
Quarter One	1. Customer Services 2. Housing 3.Planning	1.Customer Services 2.Property/Estates 3.Housing/CS	1.Elections 2.Customer Services 3.CEO/Dir/HoS	1. Leaders/Exec.Team 2. Legal 3. Revs. & Bens.
Quarter Two	1. Planning 2. Customer Services 3. Democratic	1. Customer Services 2. Elections 3 .Revs & Bens	1.Customer Services 2.Revs & Bens 3.Housing	1.Dev/Business Growth 2.Elections 3.Housing Repairs
Quarter Three	1. Customer Services 2. ICT 3. Democratic	1. Elections 2..HR/Payroll/H&S 3 CEO/Dir/HoS	1. Customer Services 2.HR/Health & Safety 3. Revs & Bens	1. Elections 2. Streetscene 3. Democratic Services
Quarter Four	1. Streetscene 2. Customer Services 3. Revenues	1. CEO/Dir/HoS 2. Democratic 3. Customer Services	1.Legal 2.Revs & Bens 3.Partnership	1. 2. 3.
Overall Outturn	1. Cust Services 2. Housing 3. Revenues	1. Cust Services 2 .CEO/Dir/HoS 3. HR &Payroll	1.Customer Services 2.Comms 3.Housing/CS	1. 2. 3.

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

	2017/18	2018/19	2019/20	Current Year 20/21
Quarter One	1. Perf/Comms 2. ICT 3. Legal	1. HR & Payroll 2. Elections 3. Procurement	1. Performance 2. HR& HS 3. Econ Dev	1. Elections Health&Safety, HR Comms Performance & Finance 2. Democratic 3. Customer Services
Quarter Two	1. Finance 2. Perf/Comms 3. CEPT	1. Perf/Comms 2. CEPT 3. Econ Growth	1. Legal 2. Governance 3. HR&Health& Safety	1. Finance 2. Revs & Bens 3. Directors/HofS
Quarter Three	1. Finance 2. Planning 3. Econ. Dev	1. Procurement 2. Partnerships 3. Finance	1. Elections 2. Performance 3. Econ Dev	1. Finance 2. Customer Services 3. Property & Estates
Quarter Four	1. Finance 2. CEPT 3. Legal	1. Finance 2. Partnerships 3. Procurement	1. Elections 2. Econ Dev 3. Legal	1. 2. 3.
Overall Outturn	1. Finance 2. Legal 3. CEPT	1. Procurement 2. Finance 3. CEPT	1. Performance 2. Econ Dev 3. Planning	1. 2. 3.

Table Six: Top Three Reasons for Absence

	2017/18	2018/19	2019/20	Current Year 20/21
Quarter One	1 Operations/Hosp 2 Stress/Dep 3 Other Musc. Skeletal	1 Stress/Dep 2 Other Musc. Skeletal 3 Other	1.Viral Infection 2.Other Musc. Skeletal 3.Other	1.Stress/Depression 2.Other 3.Headaches/Migraines
Quarter Two	1 Stress/Dep 2 Operations/Hosp. 3 Other Musc Skeletal	1 Stress/Depression 2 Other Musc Skeletal 3 Other	1.Stress/Depression 2.Other Musc. Skeletal 3.Chest/Respiratory	1.Operations/Hospital 2.Other-Musculo-skeletal 3.Stress/Depression
Quarter Three	1 Stress/Dep 2 Operations/Hosp 3 Other Musc Skeletal	1 Other Musc. Skeletal 2 Operations/Hosp 3 Stress/Dep	1. Stress/Depression 2. Chest/Respiratory 3.Other Musc. Skel	1.Other Musc. Skel 2.Stress/Depression 3.COVID 19 Symptoms
Quarter Four	1 Other Musc Skeletal 2 Operations/Hosp 3 Stress/Dep	1 Ops/Hospital 2 Stress/Depression 3 Viral	1.Stress/Depression 2.Coronavirus Symptoms 3.Other Musc. Skel	1. 2. 3.
Overall Outturn	1 Stress/Dep 2 Other Musc Skeletal 3 Operations/Hosp	1 Other Musc Skeletal 2 Stress/Depression 3 Back Problems	1.Stress/Depression 2.Other Musc. Skel 3.Operations/Hosp	1. 2. 3.

Key Trends

- Other muscular/skeletal has been in the top reason for employees being absent from work for the last 5 quarters and stress/depression remains consistently in the top 3, a significant proportion of these are as a result of non-work related issues.
- Mental health awareness sessions have been rolled out across staff and delivered via Zoom in January
- An additional 95 days were lost in Quarter 3 due to COVID19 symptoms (employees reporting unfit for work).
- Long Term Sickness absence cases for Quarter 3 (2020/21) are lower than Quarter 3 (2018/19 and 2019/20).
- 9 Departments experienced zero sickness in Quarter 3 and 6 Services have experienced less than 1 days per FTE employee.
- Sickness levels have decreased further following Quarter 2 and are the lowest recorded on the report to date.

- Analysis work has also been undertaken on whether the lockdown period has increased specific sickness issues, such as stress and depression, headaches and migraines and back problems. It would appear that the proportions of the days lost for these types of sickness has remained relatively static.
- This is the lowest quarter reported over the last 4 financial years – possible factors which may be impacting on attendance include:
 - Customer Services, Streetscene & Housing frontline services have continued to operate throughout the lockdown period
 - Due to limited personal interaction, increased remote working, school closures and social distancing practices has resulted in less infections being transmitted
 - Leisure Services have not been operating as normal therefore less sickness has been experienced

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 a 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 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 absent	Long term days	No. of Employees absent	Total Days lost	FTE No. in Section	Average days lost per FTE
Directors and Heads of Service	0	0	0	0	0	9	0
Democratic	12.5	2	0	0	12.5	7.52	1.66
Elections	0	0	66	1	66	4	16.5
Health & Safety	0	0	0	0	0	4	0
Human Resources	0	0	0	0	0	2.43	0
Legal	0	0	0	0	0	7.7	0
Communications	0	0	0	0	0	5	0
Performance	0	0	0	0	0	2.81	0
Finance	0	0	0	0	0	12.42	0
Revenues & Benefits	21	6	0	0	21	28.42	0.74
Customer Services	5	3	0	0	5	21.91	0.23
Leisure	5	1	27	1	32	41.59	0.77
Leaders/Executive Team	0	0	0	0	0	5.81	0
Streetscene	51	15	106	2	157	77.85	2.01
Development/Business Growth	2	1	0	0	2	7.22	0.28
Housing Management (including CS)	41	6	21	1	62	65.19	0.95
Housing Repairs (BDC)	74	12	22	1	96	63	1.52
Planning	0	0	0	0	0	20.04	0
Prop/Commercial/Estates	4	2	0	0	4	16.09	0.25

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Service	Short term days	No. of Employees absent	Long term days	No. of Employees absent	Total Days lost	FTE No. in Section	Average days lost per FTE
Environmental Health	11	2	153	4	164	39.18	4.19
ICT	20	5	0	0	20	31.45	0.64

Figure Two: Directorate Breakdown Short/Long Term Split

Directorate	No. of FTE Employees	Short term days	No of employees absent	Long term Days	No of employees absent
Directors/Heads of Service	9	0	0	0	0
Corporate Services	143.61	43.5	12	93	2
Development BDC	106.35	70	14	22	1
Env/Enforcement	143.04	102	22	127	3

Figure Three: Top Three Reasons for Absence per Directorate

Directorate	No. of FTE Employees	Top 3 Reasons for Absences
Directors/Heads of Service	9	Zero Sickness
Corporate Services	143.61	1. Stress/Depression 2. Viral Infections/COVID19 Symptoms 3. Chest/Respiratory
Development	106.35	1. COVID19 Symptoms 2. Other Musc. Skeletal 3. Back Problems
Env/Enforcement	143.04	1. Other, Musc. Skeletal 2. COVID19 Symptoms 3. Viral Infection

Four: Stress Cases During Quarter Three

Work Related	Outside of Work Related	Total
1	3	4

Figure Five: COVID-19 During Quarter Three

	The Arc	Depot Based	Grouped Dwellings	Remote Contact Centres	Total
No Self-Isolating	12	26	5	1	44
No Shielding	0	1	0	2	3
No of confirmed cases	2	10	2	0	14
No of Covid symptoms related absence days	9	73	0	13	95