

## Bolsover District Council

### Report of HR & OD Manager

#### Sickness Absence - Quarter 1 (April – June 2022)

##### 1. Purpose of the Report

1.1 To report the sickness absence figures throughout the Council for Quarter 1, (April - June 2022).

##### 2. Issues for Consideration

2.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months April - June 2022.

2.2 Absence for the Senior Managers Group is shown as 50% of the total absence for Joint 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 1 was 2.29 days.**

2.3.1. **The Quarter 1 figure for the average number of days lost per employee if COVID related symptoms were discounted was 1.63 days.**

2.4 **The 2022/23 forecast figure for the average number of days lost per employee is 9.16 days.**

2.5 The annual target for the Local Performance Indicator to the end of March 2023 is 8.5 days.

2.7 For the purposes of sickness reporting, Senior Management is accounted for as follows:-

- 1 Joint Assistant Director Post (0.5 fte).

### 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  
(Average sickness days per fte employee)

	<b>2019/20</b>	<b>2019/20 Costs</b>	<b>2020/21</b>	<b>2020/21 Costs</b>	<b>2021/22</b>	<b>2021/22 Costs</b>	<b>2022/23</b>	<b>2022/22 Costs</b>
<b>Quarter One</b>	1.85	£79,136.56	1.50	£51,292.61	1.91	£81,917.94	2.29	£84,309.63
<b>Quarter Two</b>	1.84	£69,134.38	1.35	£52,351.59	2.31	£91,025.58		
<b>Quarter Three</b>	2.43	£84,863.87	1.14	£46,411.80	2.29	£85,306.37		
<b>Quarter Four</b>	1.68	£56,257.50	1.58	£66,731.07	2.19	£84,857.65		
<b>Overall Outturn</b>	<b>7.8</b>	<b>£289,392.31</b>	<b>5.57</b>	<b>£216,787.07</b>	<b>8.7</b>	<b>£343,107.54</b>		

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

	<b>2019/20</b>		<b>2020/21</b>		<b>2021/22</b>		<b>2022/23</b>	
	Short term	Long Term	Short Term	Long Term	Short Term	Long Term	Short Term	Long Term
<b>Quarter One</b>	43%	57%	33%	67%	40%	60%	48%	52%
<b>Quarter Two</b>	54%	46%	37%	63%	67%	33%		
<b>Quarter Three</b>	45%	55%	47%	53%	48%	52%		
<b>Quarter Four</b>	60%	40%	43%	57%	69%	31%		
<b>Overall Outturn</b>	<b>48%</b>	<b>52%</b>	<b>41%</b>	<b>59%</b>	<b>57%</b>	<b>43%</b>		

**Table Three: Number of Long Term/Short Term Cases**  
*(long and short term occurrences of sickness in the quarter)*

	<b>2019/20</b>		<b>2020/21</b>		<b>2021/22</b>		<b>2022/23</b>	
	Short Term	Long Term	Short Term	Long Term	Short Term	Long Term	Short Term	Long Term
<b>Quarter One</b>	94	15	48	15	90	15	116	14
<b>Quarter Two</b>	87	11	50	11	115	12		
<b>Quarter Three</b>	102	14	48	6	105	13		
<b>Quarter Four</b>	90	9	57	10	126	13		
<b>Overall Outturn</b>	<b>373</b>	<b>49</b>	<b>203</b>	<b>42</b>	<b>436</b>	<b>53</b>		

**Table Four: Top Three Services Proportionately Experiencing Highest Levels of Absence**  
*(The three service areas who have the highest average fte employee sickness absence days in the quarter)*

	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>Current Year 2022/23</b>
<b>Quarter One</b>	1.Elections 2.Customer Services 3.CEO/Dir/HoS	1. Leaders/Exec. Team 2. Legal 3. Planning	1. Elections 2.Democratic Services 3.Streetscene	1. LEPT 2. Property & Estates 3. Finance
<b>Quarter Two</b>	1.Customer Services 2.Revs & Bens 3.Housing	1. Dev/Bus. Growth 2. Elections 3. Housing Repairs	1.Elections 2.DemocraticServices 3.Customer Services	1. 2. 3.
<b>Quarter Three</b>	1. Customer Services 2.HR/Health & Safety 3. Revs & Bens	1. Elections 2. Streetscene 3. Democratic Services	1.DemocraticServices 2.Health & Safety 3. Housing Mgt.	1. 2. 3.
<b>Quarter Four</b>	1.Legal 2.Revs & Bens 3.Partnership	1. Elections 2. Governance 3. Customer Services	1.Leisure 2. Customer Services 3. Streetscene	1. 2. 3.

<b>Overall Outturn</b>	<b>1.Customer Services 2.Comms 3.Housing/CS</b>	<b>1. Elections 2.DemocraticServices 3. LEPT</b>	<b>1. Elections 2. Governance 3. Streetscene</b>	<b>1. 2. 3.</b>
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**Table Five: Top Three Services Proportionately Experiencing Lowest Level of Absence**

*(The three service areas who have the lowest average fte employee sickness absence days in the quarter)*

	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>Current Year 2022/23</b>
<b>Quarter One</b>	1. Performance 2. HR& HS 3. Econ Dev	1. Finance 2. Democratic Services 3. Customer Services	1. Human Resources 2. Revs. & Bens 3. Customer Services	1.Dirs/Heads of Service 2. Governance 3. Planning
<b>Quarter Two</b>	1. Legal 2. Governance 3. HR&Health& Safety	1. Finance 2. Revs & Bens 3. Directors/HofS	1. Legal 2. Communications 3. Revs & Bens	1. 2. 3.
<b>Quarter Three</b>	1. Elections 2. Performance 3. Econ Dev	1. Finance 2. Customer Services 3. Property & Estates	1. Dirs/HofS 2. Legal 3. Communications	1. 2. 3.
<b>Quarter Four</b>	1.Elections 2.Econ Dev 3.Legal	1. Finance 2. Planning 3. LEPT	1. Dirs/HofS 2. Legal 3. Communications	1. 2. 3.
<b>Overall Outturn</b>	<b>1.Performance 2.Econ Dev 3.Planning</b>	<b>1. Finance 2. Directors/HofS 3. Property &amp; Estates</b>	<b>1. Performance 2.Communications 3.Human Resources</b>	<b>1. 2. 3.</b>

**Table Six: Top Three Reasons for Absence**

*(Top 3 reasons based on sickness days lost)*

	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>Current Year 2022/23</b>
<b>Quarter One</b>	1. Viral Infection 2. Other Musc. Skeletal 3. Other	1. Stress/Depression 2. Other 3. Headaches/Migraines	1.Stress/Depression 2. Other Musc Skeletal 3.Operations/Hospital	1. COVID Symptoms 2. Other Musc.Skeletal 3.Stress/Depression
<b>Quarter Two</b>	1. Stress/Depression 2. Other Musc. Skeletal 3. Chest/Respiratory	1. Operations/Hospital 2. Other Musc Skeletal 3. Stress/Depression	1. COVID 19 Symptoms 2.Other Musc.Skeletal 3.Stress/Depression	1. 2. 3.

<b>Quarter Three</b>	1. Stress/Depression 2. Chest/Respiratory 3. Other Musc. Skel	1. Other Musc. Skel 2. Stress/Depression 3. COVID 19 Symptoms	1. Stress/Depression 2. COVID19 Symptoms 3. Other Musc. Skeletal	1. 2. 3.
<b>Quarter Four</b>	1. Stress/Depression 2. COVID19 Symptoms 3. Other Musc. Skel	1. Stress/Depression 2. Other Musc. Skeletal 3. Operations/Hospital	1. COVID19 Symptoms 2. Other Musc. Skeletal 3. Stress/Depression	1. 2. 3.
<b>Overall Outturn</b>	<b>1. Stress/Depression</b> <b>2. Other Musc. Skel</b> <b>3. Operations/Hospital</b>	<b>1. Other Musc. Skeletal</b> <b>2. Stress/Depression</b> <b>3. Operations/Hospital</b>	<b>1. COVID19 Symptoms</b> <b>2. Stress/Depression</b> <b>3. Other Musc. Skeletal</b>	<b>1.</b> <b>2.</b> <b>3.</b>

### Key Trends

- 283 days were lost in Q1 due to Covid19 symptoms (employees unfit for work) compared with 425 days lost in the last quarter.
- The short term sickness has decreased in comparison to Q4. Covid19 has remained a significant reason for sickness absence, this may be as a result of the Government relaxing restrictions and mutations of the Virus. This is also a reflection of an increase nationally and locally with the number of Covid cases.
- There is a direct correlation between employees undertaking physically demanding work and high levels of sickness. This is reinforced by Muscular/Skeletal absences being in the top three reasons for sickness absence.
- Seven Services experienced zero sickness in Q4 and a further four Services have experienced less than 1 day per FTE employee.
- Stress /Depression has remained in the top three reasons for absence since Q2 of 2019/20.
- There were 6 cases of absence due to Stress/Depression during Q1 two of which were work related, appropriate assistance has been provided.
- There are 14 long term cases in this quarter, 11 are physical health ailments and 3 are stress/depression, one of these cases was work related.
- Covid19 sickness remains in the top 3 reasons for sickness, continuing from Q2.

## 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 Steps the Council has taken to support employees include:
- Mental Health awareness sessions are being delivered across the Council as part of the Council's quarterly corporate training programme the number of attendees will be reported at year end.
  - Awareness training explains that colleagues and managers are not specialists in mental health and their role is to listen to employees and signpost them to appropriate support.
  - Resilience Training was rolled out and made available to managers and employees to support workforce mental and physical health.
  - Cycle to Work Scheme is also available to encourage health and wellbeing and to address carbon emissions, the number of employees subscribing to this will reported at year end.
  - The number of Employees subscribing to the Gym during 2022/23 will be reported at year end.
  - Health and Wellbeing Bulletins are produced every three months.
  - Managers and Employees have accessed Occupational Health, Counselling, Physiotherapy, the Council's Employee Assistance Programme and other support.
  - Employees are signposted to incentives which are available via Leisure i.e.:-
    - To encourage health and wellbeing staff can take up membership for Go! Active which includes gym, swim and classes for only £15 per month.
    - There is a Health Referral Programme (Physical Activity & Lifestyle Support) which is available to Employees residing within the BDC Area – This is a programme aimed at changing behaviours and finding solutions to assist people facing daily challenges resulting in a concentrated approach regarding service users health and wellbeing.
- 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**

<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>
Directors and Assistant Directors	0	0	0	0	0	9	0
Governance	0	0	0	0	0	6.5	0
Elections	0	0	0	0	0	2	0
Health & Safety	2	1	0	0	2	5	0
Human Resources	0	0	0	0	0	1.43	0
Legal	5	2	0	0	5	6.23	0.80
Communications	0	0	0	0	0	5	0
Procurement	0	0	0	0	0	2.62	0
Performance	3	1	0	0	3	2.82	1.06
Finance	3	2	46	1	49	11	4.45
Revenues & Benefits	26	7	0	0	26	27.59	0.94
Customer Services	30	8	52	1	82	21	3.90
Leisure	64	12	11	1	75	44.92	1.67
Leaders/Executive Team	0	0	65	1	65	8.49	7.66
Streetscene	119.5	33	55	2	174.5	97.83	1.78
Development/Business Growth	7	2	0	0	7	8.05	0.87
Housing Management (including CS)	93	19	95	2	188	67.46	2.79
Housing Repairs (BDC)	68	19	114	3	182	61	2.98
Planning	7	4	0	0	7	21.74	0.32
Prop/Commercial/Estates	42	6	73.5	3	115.5	18.45	6.26

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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	12	5	65	2	77	44.88	1.72
ICT	27	8	0	0	27	30.95	0.87

**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
Executive Directors/Assistant Directors	9	0	0	0	0
Strategy & Development	149.33	134	35	252.5	7
Resources	269.80	335.5	81	259	7

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

*(Top 3 reasons based on sickness days lost – Also include the number of employees in brackets in each directorate)*

Directorate	No. of FTE Employees	Top 3 Reasons for Absences
Executive Directors/Assistant Directors.	9	Zero Absence
Strategy and Development	149.33	1. COVID Symptoms (23) 2. Other Musc/Skeletal (3) 3. Stress/Depression (1)
Resources	269.80	1. COVID Symptoms (30) 2. Heart/Blood Pressure (1) 3. Stress/Depression (5)



**Figure Four: Stress Cases During Quarter One**

Work Related	Outside of Work Related	Total
2	4	6

**Figure Five: COVID-19 Cases During Quarter One**

<b>Quarter 1</b>	The Arc	Depot Based	Grouped Dwellings	Remote Contact Centres	Total
No Self-Isolating	0	0	0	0	0
No Shielding	0	0	0	0	0
No of confirmed cases	16	8	0	0	24
No of Covid symptoms related absence days	209	74	0	0	283

<b>Accumulative Total for the year</b>	The Arc	Depot Based	Grouped Dwellings	Remote Contact Centres	Total
No Self-Isolating	0	0	0	0	0
No Shielding	0	0	0	0	0
No of confirmed cases	16	8	0	0	24
No of Covid symptoms related absence days	209	74	0	0	283