

Bolsover District Council

Report of HR & OD Manager

Sickness Absence Quarter 1 – April – June 2019

1. Purpose of the Report

1.1 To report the sickness absence figures throughout the Council for Quarter 1, April to June 2019.

2. Issues for Consideration

2.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months April - June 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 1 was **1.85 days**.

2.4 The **2019/20** predicted outturn figure for the **average number of days lost per employee is 7.4 days**.

2.5 The annual target for the Local Performance Indicator to the end of March 2020 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

	2016/17	2017/18	2018/19	Current Year 19/20
Quarter One	1.92	2.00	2.23	1.85
Quarter Two	2.74	2.12	1.86	
Quarter Three	3.05	2.38	2.52	
Quarter Four	3.14	2.80	2.09	
Overall Outturn	**10.75	9.3	8.7	

**** NB for 2016/17 out-turn figures include retrospective TMS revisions**

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

	2016/17		2017/18		2018/19		2019/20	
	Short term	Long Term	Short term	Long Term	Short term	Long Term	Short term	Long Term
Quarter One	28.9%	71.1%	31.4%	69.6%	34.0%	66.0%	43.0%	57%
Quarter Two	47.4%	52.6%	35.5%	64.5%	35.0%	65.0%		
Quarter Three	29.7%	70.3%	50.3%	49.7%	32.4%	67.6%		
Quarter Four	34.0%	66.0%	49.4%	50.6%	43.6%	56.4%		
Overall Outturn	27.0%	73.0%	37.4%	62.6%	36.25%	63.75%		

Table Three: Number of Long Term/Short Term Cases

	2016/17		2017/18		2018/19		2019/20	
	Short term	Long Term	Short term	Long Term	Short Term	Long Term	Short Term	Long Term
Quarter One	78	18	69	16	104	18	94	15
Quarter Two	69	24	96	18	85	14		
Quarter Three	112	25	112	18	98	21		
Quarter Four	110	25	144	18	103	14		
Overall Outturn	369	92	421	70	390	67		

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

	2016/17	2017/18	2018/19	Current Year 18/19
Quarter One	1. Legal 2. Finance 3. Democratic	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
Quarter Two	1. Democratic 2. Streetscene 3. Property & Estates	1. Planning 2. Customer Services 3. Democratic	1. Customer Services 2. Elections 3 .Revs & Bens	
Quarter Three	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	
Quarter Four	1. Democratic 2. Property & Estates 3. Housing	1. Streetscene 2. Customer Services 3. Revenues	1. CEO/Dir/HoS 2. Democratic 3. Customer Services	
Overall Outturn	1. Democratic 2. Property & Estates 3. Streetscene	1. Cust Services 2. Housing 3. Revenues	1. Cust Services 2 .CEO/Dir/HoS 3. HR&Payrol	

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

	2016/17	2017/18	2018/19	Current Year 19/20
Quarter One	1. CEPT 2. Economic Growth 3. HR & Payroll	1. Perf/Comms 2. ICT 3. Legal	1. HR & Payroll 2. Elections 3.Procurement	1. Performance 2. HR& HS 3. Econ Dev
Quarter Two	1. CEPT 2. Improvement 3. Planning	1. Finance 2. Perf/Comms 3. CEPT	1. Perf/Comms 2. CEPT 3. Econ Growth	
Quarter Three	1. Comm Safety 2. Improvement 3. Planning	1. Finance 2. Planning 3. Econ Growth	1. Procurement 2 .CEPT 3. Finance	

Quarter Four	1. CEPT 2. Legal 3. Improvement	1. Finance 2. CEPT 3. Legal	1. Finance 2. Partnerships 3. Procurement	
Overall Outturn	1. CS&I 2. CEPT 3. Comm Safety	1. Finance 2. Legal 3. CEPT	1. Procurement 2. Finance 3. CEPT	

Table Five: Top Three Reasons for Absence

	2016/17	2017/18	2018/19	Current Year 19/20
Quarter One	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	1.Viral Infection 2.Musc Skeletal 3.Other
Quarter Two	1 Musc Skeletal 2 Stress/Dep 3 Other	1 Stress/Dep 2 Operations/Hosp 3 Musc/Skeletal	1 Stress/Depression 2 Other Musc Skeletal 3 Other	
Quarter Three	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	
Quarter Four	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	
Overall Outturn	1 Musc Skeletal 2 Stress/Dep 3 Other	1 Stress/Dep 2 Musc Skeletal 3 Operations/Hosp	1 Other Musc Skel 2 Stress/Depression 3 Back Problems	

Key Trends

- The average number of days per fte Employee lost during Quarter 1 (1.85) is lower than the previous 3 corresponding Quarters.
- The number of long and short term cases have reduced in comparison to Quarter 1 in the previous year (2018/19).
- Muscular Skeletal continues to remain within the top three reasons for absence.

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 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
CEO, Directors and Heads of Service	0	0	15	1	15	5	3
Democratic	3	2	0	0	3	5.51	0.54
Elections	0	0	28	1	28	3.2	8.75
Human Resources/Payroll/H&S	1	1	0	0	1	5.03	0.2
Legal	3	1	0	0	3	8.69	0.34

Comms - Performance	2	1	0	0	2	4	0.5
Performance	0	0	0	0	0	2.81	0
Finance	4	1	0	0	4	13.04	0.3
Revenues & Benefits	30	14	49	2	79	31.89	2.48
Customer Services	9	6	134	4	143	22.07	6.48
Leisure	57	12	0	0	57	45.18	1.26
Partnerships Strategy	3	1	0	0	3	8.5	0.35
Streetscene	91	24	151.6	4	242.60	83.16	2.92
Econ Dev	1	1	0	0	1	3.6	0.28
Housing/ CS	71	18	42	3	113	125.67	0.9
Planning	18	4	0	0	18	19.76	0.91
Prop/Commercial/Estates	36	8	0	0	36	18.09	1.99

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	5	0	0		15	1
People	233.08	203	61		362.6	11
Place	167.12	126	31		42	3

Figure Three: Top Three Reasons for Absence per Directorate

Directorate	No. of Employees	Top 3 Reasons for Absences
Directors/Heads of Service	1	1.Operations/Hospital
People	72	1.Viral Infection 2.Other 3.Other Musc Skeletal & Operations/Hospital
Place	34	1.Stress/Depression 2. Back Problems 3.Other/Musc Skeletal