

**Bolsover District Council**

**Report of HR & OD Manager**

**Sickness Absence Quarter 2 – July – September 2019**

1. Purpose of the Report
  - 1.1 To report the sickness absence figures throughout the Council for Quarter 2, July to September 2019.
2. Issues for Consideration
  - 2.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months July - September 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 2 was 1.84 days
  - 2.4 The 2019/20 predicted outturn figure for the average number of days lost per employee is 7.38 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

	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>Current Year 19/20</b>	<b>Current Year Costs</b>
<b>Quarter One</b>	1.92	2.00	2.23	1.85	£79136.56
<b>Quarter Two</b>	2.74	2.12	1.86	1.84	£69134.38
<b>Quarter Three</b>	3.05	2.38	2.52		
<b>Quarter Four</b>	3.14	2.80	2.09		
<b>Overall Outturn</b>	<b>**10.75</b>	<b>9.3</b>	<b>8.7</b>		

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

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

	<b>2016/17</b>		<b>2017/18</b>		<b>2018/19</b>		<b>2019/20</b>	
	Short term	Long Term	Short term	Long Term	Short term	Long Term	Short term	Long Term
<b>Quarter One</b>	28.9%	71.1%	31.4%	69.6%	34.0%	66.0%	43%	57%
<b>Quarter Two</b>	47.4%	52.6%	35.5%	64.5%	35.0%	65.0%	54%	46%
<b>Quarter Three</b>	29.7%	70.3%	50.3%	49.7%	32.4%	67.6%		
<b>Quarter Four</b>	34.0%	66.0%	49.4%	50.6%	43.6%	56.4%		
<b>Overall Outturn</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>2016/17</b>		<b>2017/18</b>		<b>2018/19</b>		<b>2019/20</b>	
	Short term	Long Term	Short term	Long Term	Short Term	Long Term	Short Term	Long Term
<b>Quarter One</b>	78	18	69	16	104	18	94	15
<b>Quarter Two</b>	69	24	96	18	85	14	87	11
<b>Quarter Three</b>	112	25	112	18	98	21		
<b>Quarter Four</b>	110	25	144	18	103	14		
<b>Overall Outturn</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>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>Current Year 18/19</b>
<b>Quarter One</b>	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
<b>Quarter Two</b>	1. Democratic 2. Streetscene 3. Property & Estates	1. Planning 2. Customer Services 3. Democratic	1. Customer Services 2. Elections 3 .Revs & Bens	1.Customer Services 2.Revs & Bens 3.Housing
<b>Quarter Three</b>	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. 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. Property &amp; Estates</b> <b>3. Streetscene</b>	<b>1. Cust Services</b> <b>2. Housing</b> <b>3. Revenues</b>	<b>1. Cust Services</b> <b>2 .CEO/Dir/HoS</b> <b>3. HR &amp;Payroll</b>	

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

	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>Current Year 19/20</b>
<b>Quarter One</b>	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
<b>Quarter Two</b>	1. CEPT 2. Improvement 3. Planning	1. Finance 2. Perf/Comms 3. CEPT	1. Perf/Comms 2. CEPT 3. Econ Growth	1.Legal 2.Governance 3.HR&Health& Safety
<b>Quarter Three</b>	1. Comm Safety 2. Improvement 3. Planning	1. Finance 2. Planning 3. Econ Growth	1. Procurement 2 .CEPT 3. Finance	1. 2. 3.

<b>Quarter Four</b>	1. CEPT 2. Legal 3. Improvement	1. Finance 2. CEPT 3. Legal	1. Finance 2. Partnerships 3. Procurement	1. 2. 3.
<b>Overall Outturn</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. Procurement</b> <b>2. Finance</b> <b>3. CEPT</b>	1. 2. 3.

Table Five: Top Three Reasons for Absence

	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>Current Year 19/20</b>
<b>Quarter One</b>	1 Other Musc Skeletal 2 Stress/Dep 3 Other	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
<b>Quarter Two</b>	1 Other Musc Skeletal 2 Stress/Dep 3 Other	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
<b>Quarter Three</b>	1 Other Musc Skeletal 2 Other 3 Heart Circulation	1 Stress/Dep 2 Operations/Hosp 3 Other Musc Skeletal	1 Other Musc Skeletal 2 Operations/Hosp 3 Stress/Dep	1. 2. 3.
<b>Quarter Four</b>	1 Other Musc Skeletal 2 Infections 3 Stomach/Digestion	1 Other Musc Skeletal 2 Operations/Hosp 3 Stress/Dep	1 Ops/Hospital 2 Stress/Depression 3 Viral	1. 2. 3.
<b>Overall Outturn</b>	<b>1 Other Musc Skeletal</b> <b>2 Stress/Dep</b> <b>3 Other</b>	<b>1 Stress/Dep</b> <b>2 Other Musc Skeletal</b> <b>3 Operations/Hosp</b>	<b>1 Other Musc Skeletal</b> <b>2 Stress/Depression</b> <b>3 Back Problems</b>	1. 2. 3.

Key Trends

- The average number of days per fte Employee lost during Quarter 2 (1.84) is lower than the previous 3 corresponding Quarters.
- 6 Departments in total had nil sickness during Quarter 2, in comparison to only one Department with nil sickness in Quarter 1, the three Departments listed within the report were selected due to the highest number of FTEs.
- Other Muscular Skeletal and Stress/Depression continue to remain within the top three reasons for absence.

- There seems to be a direct correlation between employees aged over 50 undertaking physically demanding work and high levels of sickness

## 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

<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	0	0	0	5	0
Democratic	3	2	0	0	3	5.51	0.54
Elections	0	0	0	0	0	4.2	0
Human Resources/Payroll/H&S	0	0	0	0	0	5.03	0

Legal	0	0	0	0	0	8.69	0
Comms - Performance	0	0	0	0	0	4	0
Performance	0	0	0	0	0	2.81	0
Finance	11	1	0	0	11	14.04	0.78
Revenues & Benefits	56	9	25	1	81	30.88	2.62
Customer Services	8	6	158	3	166	22.57	7.35
Leisure	20	6	0	0	20	44.32	0.45
Partnerships Strategy	14	1	0	0	14	7.7	1.82
Streetscene	102	24	66	2	168	82.01	2.05
Econ Dev	3	1	0	0	3	4.6	0.65
Housing/ CS	111	23	152.5	5	263.5	124.42	2.12
Planning	8	4	0	0	8	20.75	0.38
Prop/Commercial/Estates	6	3	0	0	6	17.59	0.34

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<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>
Environmental Health	30	6	160	3	190	41.55	4.57
ICT	16	6	0	0	16	31.1	0.51

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	5	0	0	0	0
People	236.76	214	54	249	6
Place	167.36	128	33	152.5	5

Figure Three: Top Three Reasons for Absence per Directorate

<b>Directorate</b>	<b>No. of FTE Employees</b>	<b>Top 3 Reasons for Absences</b>
Directors/Heads of Service	5	Nil sickness
People	236.76	1. Headaches/Chest Respiratory 2. Other Musc/Skeletal 3. Stress/Depression
Place	167.36	1. Stress/Depression 2. Other Musc/Skeletal 3. Back Problems