

Bolsover District Council

Report of HR & OD Manager

Sickness Absence Quarter 3 – October 2019 to December 2019

This report is public

1. **Purpose of the Report**

- To report the sickness absence figures throughout the Council for Quarter 3, October to December 2019.

2. **Issues for Consideration**

2.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months October - December 2019.

2.2.1 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.

2.2.2 The average number of days lost per employee for the Quarter 3 was 2.43 days.

2.2.3 The 2019/20 predicted outturn figure for the average number of days lost per employee is 8.16 days.

2.2.4 The annual target for the Local Performance Indicator to the end of March 2020 is 8.5 days.

3. **Summary of Key Corporate Trends**

3.1 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	Current Year Costs
Quarter One	1.92	2.00	2.23	1.85	£79,136.56
Quarter Two	2.74	2.12	1.86	1.84	£69,134.38
Quarter Three	3.05	2.38	2.52	2.43	£84,863.87
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%	57%
Quarter Two	47.4%	52.6%	35.5%	64.5%	35.0%	65.0%	54%	46%
Quarter Three	29.7%	70.3%	50.3%	49.7%	32.4%	67.6%	44.8%	55.2%
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	87	11
Quarter Three	112	25	112	18	98	21	102	14
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	1.Customer Services 2.Revs & Bens 3.Housing
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	1. Customer Services 2.HR/Health & Safety 3. Revs & Bens
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	1. 2. 3.
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 &Payroll	1. 2. 3.

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	1.Legal 2.Governance 3.HR&Health& Safety
Quarter Four	1. CEPT 2. Legal 3. Improvement	1. Finance 2. CEPT 3. Legal	1. Finance 2. Partnerships 3. Procurement	1.Elections 2.Econ Dev 3.Legal

Overall Outturn	1. CS&I 2. CEPT 3. Comm Safety	1. Finance 2. Legal 3. CEPT	1. Procurement 2. Finance 3. CEPT	1. 2. 3.
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Table Five: Top Three Reasons for Absence

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

Key Trends

- The average number of days per fte Employee lost during Quarter 3 (2.43) is lower than the previous 1 corresponding Quarter.
- Other Muscular Skeletal and Stress/Depression/Chest Respiratory 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

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	3	2	0	0	3	6	0.5
Democratic	16	4	0	0	16	5.51	2.9
Elections	0	0	0	0	0	4	0
Human Resources/H&S	27	3	0	0	27	6.03	4.47
Legal	4	2	0	0	4	8.69	0.46
Communications	19	1	26	1	45	5	9

Performance	1	1	0	0	1	2.81	0.35
Finance	40	4	0	0	40	13.04	3.06
Revenues & Benefits	39.5	11	57	1	96.5	29.97	3.22
Customer Services	28	13	106	2	134	22.24	6.02
Leisure	50.5	12	58	2	108.5	45.80	2.37
Partnerships Strategy	22	3	0	0	22	7.71	2.85
Streetscene	30	9	54	2	84	81.22	1.03
Econ Dev	2	1	0	0	2	4.60	0.43
Housing/ CS	128	30	247	6	375	127.37	2.94
Planning	12	3	0	0	12	21.76	0.55
Prop/Commercial/Estates	23	3	0	0	23	16.59	1.38

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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	27	8	107	3	134	39.05	3.43
ICT	17	13	50	2	67	32.1	2.09

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	6	3	2		0	0
People	232.02	277	63		301	8
Place	170.32	165	37		247	6

Figure Three: Top Three Reasons for Absence per Directorate

Directorate	No. of FTE Employees	Top 3 Reasons for Absences
Directors/Heads of Service	6	1. Viral Infection
People	232.02	1. Operations/Hospital 2. Other Musc/Skeletal 3. Chest/Respiratory
Place	170.32	1. Stress/Depression 2. Chest/Respiratory 3. Back Pains