

## **Bolsover District Council**

### **Report of HR & OD Manager**

#### **Sickness Absence Quarter 1 (April – June 2020)**

##### 1. Purpose of the Report

- 1.1 To report the sickness absence figures throughout the Council for Quarter 1 (April to June 2020).

##### 2. Issues for Consideration

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

- 2.2 The **average number of days lost per employee** for the Quarter One was **1.50 days**

- 2.3 The projected **2020/21** outturn figure for the **average number of days lost per employee is 6 days**

- 2.4 The annual target for the Local Performance Indicator to the end of March 2020 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), 3 x Joint Heads of Service and 1 x Head of Service and 1 x Assistant Director (BDC only). Sickness equates to 3.5 days with costs of £1086.87, split between the both Councils (this will be subject to review due to further proposed changes)

##### 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>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>Current Year 20/21</b>	<b>Current Year Costs</b>
<b>Quarter One</b>	2.00	2.23	1.85	1.50	**£51,292.61
<b>Quarter Two</b>	2.12	1.86	1.84		
<b>Quarter Three</b>	2.38	2.52	2.43		
<b>Quarter Four</b>	2.80	2.09	1.68		
<b>Overall Outturn</b>	<b>9.3</b>	<b>8.7</b>	<b>7.8</b>		

\*\* Please refer to Key trends section towards the end of the report.

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

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

Table Three: Number of Long Term/Short Term Cases

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

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

	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>Current Year 2020/21</b>
<b>Quarter One</b>	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.
<b>Quarter Two</b>	1. Planning 2. Customer Services 3. Democratic	1. Customer Services 2. Elections 3 .Revs & Bens	1.Customer Services 2.Revs & Bens 3.Housing	1. 2. 3.
<b>Quarter Three</b>	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. 2. 3.
<b>Quarter Four</b>	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.
<b>Overall Outturn</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>	<b>1.Customer Services</b> <b>2.Comms</b> <b>3.Housing/CS</b>	<b>1.</b> <b>2.</b> <b>3.</b>

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

	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>Current Year 20/21</b>
<b>Quarter One</b>	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
	1. Finance 2. Perf/Comms 3. CEPT	1. Perf/Comms 2. CEPT 3. Econ Growth	1. Legal 2. Governance 3. HR&Health& Safety	1. 2. 3.
<b>Quarter Three</b>	1. Finance 2. Planning 3. Econ. Dev	1. Procurement 2. Partnerships 3. Finance	1. Elections 2. Performance 3. Econ Dev	1. 2. 3.
<b>Quarter Four</b>	1. Finance 2. CEPT 3. Legal	1. Finance 2. Partnerships 3. Procurement	1. Elections 2. Econ Dev 3. Legal	1. 2. 3.
<b>Overall Outturn</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>	<b>1. Performance</b> <b>2. Econ Dev</b> <b>3. Planning</b>	<b>1.</b> <b>2.</b> <b>3.</b>

Table Five: Top Three Reasons for Absence

	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>Current Year 20/21</b>
<b>Quarter One</b>	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
<b>Quarter Two</b>	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. 2. 3.
<b>Quarter Three</b>	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. 2. 3.

<b>Quarter Four</b>	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.
<b>Overall Outturn</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>	<b>1.Stress/Depression</b> <b>2.Other Musc/Skel</b> <b>3.Operations/Hosp</b>	<b>1.</b> <b>2.</b> <b>3.</b>

### Key Trends

- The average number of days per full time equivalent employee lost during Quarter 1 (1.50)
- Other Stress/Depression continues to remain within the top two reasons for absence and stress/depression remains consistently in the top 3, a significant proportion of these are as a result of non-work related issues.
- Six Departments experienced zero sickness in Quarter One.
- This is the lowest quarter reported over the last 4 financial years – which is interesting given the following factors
  - Streetscene & Housing have continued to operate throughout the lockdown period
  - Leisure staff have been subject to normal sickness arrangements even while on furlough
  - Many employees have been working at home
  - Further analysis will be undertaken as part of the corporate Home Working group established by SAMT

### 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>
Directors and Heads of Service	3.5	1	0	0	3.5	7	0.5
Democratic	1.5	1	0	0	1.5	6.51	0.23
Elections	0	0	0	0	0	4	0
Health & Safety	0	0	0	0	0	4	0
Human Resources	0	0	0	0	0	2.43	0
Legal	0	0	63	1	63	8.69	7.25
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	26	3	19	1	45	29.23	1.54
Customer Services	5	5	0	0	5	19.81	0.25
Leisure	3	1	35	2	38	42.09	0.90
Leaders/Executive Team	0	0	56	1	56	6.82	8.21

Streetscene	49	15	46	2	95	81.28	1.69
Development/Business Growth	1	1	22	1	23	7.22	3.18
Housing Management (including CS)	46	6	110	2	156	65.18	2.39
Housing Repairs (BDC)	38	7	22	1	60	63	0.95
Planning	18	1	35	2	53	21.05	2.51
Prop/Commercial/Estates	7	2	0	0	7	15.75	0.44

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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	1	1	18	2	19	38.9	0.49
ICT	16	4	0	0	16	31.45	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	7	3.5	1		0	0
Corporate Services	143.81	35.5	10		173	5
Development BDC	85.97	46	13		44	2
Env/Enforcement	167.51	113	22		191	8



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	7	1.Stomach/Kidney/Liver
Corporate Services	143.81	1. Other 2.Headaches/Migraines 3.Operations/Hospital
Development	85.97	1. Stress/Depression 2.Other 3.Stomach/Kidney/Liver
Env/Enforcement	167.51	1.Other Musc/Skeletal 2. Stress/Depression 3. COVID related symptoms