

# **RESOURCES OVERVIEW AND SCRUTINY PANEL**

## ***Panel Report***

**Public**

**Date of Meeting:** 16 February 2012

**Title:** SICKNESS ABSENCE 2011/12

**Report of:** Chief Executive

**Report reference:** CE 06/12

### **Summary:**

This report provides the Panel with information about the City Council's sickness absence in 2011/12. A summary of the level of sickness absence in each directorate is provided along with actions being taken to address and reduce the level of sickness.

### **Recommendations:**

The Panel is requested to:

1. Consider and comment on the information on sickness absence provided in the report.

**Contact Officer:** Gary Oliver

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## 1. 2011/12 SICKNESS ABSENCE YEAR TO DATE (UP TO END OF QUARTER 3)

The table below shows the number of working days lost due to sickness absence per full-time equivalent (FTE) employee from April to December 2011 and an estimated projection for all of 2011/12. The table provides a figure for each directorate and for the City Council as a whole.

| Indicator  | 2010/11 | Apr - Dec 2011 | 2011/12 Estimate |
|--|---------|----------------|------------------|
| Working Days Lost Due to Sickness Absence per FTE – City Council | 9.3     | 8.5            | 11.3             |
| WD Lost Due to Sickness per FTE - Community Engagement           | 9.2     | 11.3           | 15.1             |
| WD Lost Due to Sickness per FTE - Economic Development           | 5.7     | 4.1            | 5.5              |
| WD Lost Due to Sickness per FTE - Governance                     | 5.8     | 4.9            | 6.5              |
| WD Lost Due to Sickness per FTE - Local Environment              | 10.2    | 8.6            | 11.5             |
| WD Lost Due to Sickness per FTE - Resources                      | 10.2    | 5.7            | 7.6              |
| WD Lost Due to Sickness per FTE - Chief Executive's Team         | 10.7    | 5.2            | 6.9              |

To put the figures into some sort of context the national local government average last year was 12.3 days per FTE. We are currently experiencing a year-on-year increase in sickness absence but if our sickness levels continue at their current rate until the end of the financial year we will be nearly 10% under the national average.

## 2. SICKNESS ABSENCE ON THE CORPORATE RISK REGISTER

Sickness absence levels have been increasing since 2009/10 and this year is showing an approximate increase of 22% compared to 2010/11. Sickness absence was therefore escalated to the Corporate Risk Register which was presented to the Panel on 5<sup>th</sup> January 2012. An excerpt from the latest risk register is included in Appendix A.

## 3. IMPROVEMENT ACTIONS

A small team of officers with the required knowledge and skills commenced a Lean Systems Review of sickness in January 2012.

The key elements of the review are to:

- Review the Sickness Absence Policy including consultation of staff and managers
- Conduct an analysis of the processes involved in sickness absence with the aim of streamlining and the reduction of 'waste.' Other organisations' processes will be considered.

- Improve the reporting and input of sickness absence to ensure timely and accurate information is always available
- Provide a consistent and fit for purpose approach to reporting sickness absence levels to Overview and Scrutiny, Senior Management Team and managers.

The team is aiming to complete the Lean Sickness Systems Review, including piloting new systems, processes and procedures and implementing revised policies by Autumn 2012.

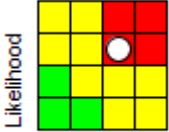
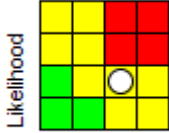
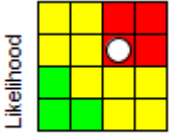
#### **4. RECOMMENDATIONS**

The Panel is requested to:

1. Consider the information on sickness absence provided in the report with a view to reducing the level of absenteeism.

Appendix A: Excerpt from Corporate Risk Register February 2<sup>nd</sup> 2012

**Sickness Absence** There is a risk that excessive sickness absence impacts on the Council's capacity to deliver services and its reputation for delivering value for money.

| Present and Previous Matrices   | Review Dates | Present and Previous Risk Scores | Current Action Status/Control Strategy   | Target Risk Matrix  |
|---|--------------|----------------------------------|--|---|
|  <p>Likelihood</p> <p>Impact</p> | 02-Feb-2012  | 9                                | <ul style="list-style-type: none"> <li>- Lean Systems Review on sickness monitoring procedures.</li> <li>- More robust reporting on sickness statistics.</li> <li>- Review of absence monitoring policy.</li> <li>- Establish measures which relate to purpose.</li> <li>- Increase staff and line manager's engagement in the process of aiding the reduction of sickness.</li> </ul> |  <p>Likelihood</p> <p>Impact</p> |
|  <p>Likelihood</p> <p>Impact</p> | 15-Dec-2011  | 9                                |  |   |

|                                       |                     |
|---------------------------------------|---------------------|
| <b>Current Impact Description</b>     | High                |
| <b>Current Likelihood Description</b> | Reasonably probable |
| <b>Risk Score</b>                     | 9                   |

|                          |             |
|--------------------------|-------------|
| <b>Target Risk Date</b>  | 31-Mar-2013 |
| <b>Target Risk Score</b> | 6           |

|                         |                     |
|-------------------------|---------------------|
| <b>Managed By</b>       | Peter Mason         |
| <b>Portfolio Holder</b> | Cllr John Mallinson |