

**EXECUTIVE
COMMITTEE**

1st February 2011

CORPORATE SICKNESS STATISTICS

Relevant Portfolio Holder	Cllr Michael Braley, Portfolio Holder, Corporate Management.
Relevant Head of Service	Teresa Kristunas, Head of Finance & Resources
Non-Key Decision	

1. SUMMARY OF PROPOSALS

To bring to Members' attention the current sickness statistics for the Council for the period April 2010 – Sept 2010 and to outline the work programme by Officers to assist in the reduction of these statistics.

2. RECOMMENDATIONS

The Committee is asked to RESOLVE that

- 1) the statistics be noted; and**
- 2) the programme outlined in paragraphs 4.13 to 4.16 of the report to reduce sickness absence be approved.**

3. BACKGROUND

At the meeting of this Committee on 11th June 2008 Members requested a brief report be brought to alternate future meetings, outlining the current sickness absence statistics within the authority.

4. KEY ISSUES

- 4.1 Overview of sickness absence statistics are shown as Appendix 1. Details of current sickness absence statistics per department are shown at Appendix 2. A breakdown of reasons per department is shown as Appendix 3.
- 4.2 The sickness absence target for 2010/11 is set at 9.02 days per FTE. The 1st quarter outturn was 2.17 days per FTE and the 2nd quarter sickness absence outturn was 2.25 days per FTE, however the targets are not yet profiled to account for those quarters during the year when higher sickness absence levels are anticipated.
- 4.3 The current sickness outturn is higher than the same period in 2009/10 where the sickness outturn was 1.83 days per FTE for the 1st quarter and 2.02 days per FTE for the 2nd quarter.

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4.4 The comparable data is shown below.

The DLA Piper benchmarking survey 2010

4.5 The survey directly compares Redditch absence levels to that of the average for Districts and All local authorities.

4.6 The survey identifies that we are comparable to other Districts and lower than that of the average for all Local Authorities.

Redditch **9.02 days**

Districts Average 8.2 days

All Local Authorities Average 10.1 days

Chartered Institute of Personnel and Development (CIPD) Absence Survey for 2010 reports

4.7 Public Sector 9.6 days per employee per year a slight decrease from the previous years figures of 9.7.

4.8 Private Sector 6.6 days per employee an increase from previous year at 6.4 days.

4.9 CIPD report that a possible reason for the decrease in sickness levels was identified by employers are possibly due to increased employee concern over job security. 56% of organisations that participated in the survey have made redundancies in the last 12 months and 4 in 10 employers use absence data as part of the criterion when selecting for redundancy. Restricted sick pay is also identified as a contributing factor to the reduction in absence levels.

4.10 A sickness absence toolkit has been developed to assist managers managing staff through the sickness absence policy. The toolkit is available on the ORB.

4.11 Stress risk assessments have been introduced for all employees returning following a stress related absence. Managers are required to undertake the risk assessment with advice from Human Resources.

4.12 A close working relationship had been developed with the PCT and we are working in partnership to promote health awareness and signpost employees to where specific support is available.

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Future Development

- 4.13 The Sickness Absence policy is currently being reviewed in conjunction with Bromsgrove District Council as part of the harmonizing of employment policies. This will include looking at changes to the trigger points for Sickness Absence.
- 4.14 The Occupational Health provision will be reviewed as part of the Human Resources and Organisational Development shared services with BDC. The cost of in house provision for the two Councils will be investigated, with a view to being proactive in the area of health and wellbeing for Council employees. This will ensure consistency across the two Councils.
- 4.15 Human Resources is looking to become more proactive in the provision of health and well being to all employees and to provide support services to those staff going through shared service reviews; in order to reduce any associated sickness absence.
- 4.16 Sickness reporting will be reviewed when the HR21 (Kiosk system) is implemented, which is planned for next year. The HR21 facility will enable the development of electronic forms and self service for employees and managers.

5. FINANCIAL IMPLICATIONS

- 5.1 There is a health and safety budget available. In addition funding can be obtained to target specific health promotions. There is a Service Level Agreement in place with WCC for the provision of Occupational Health services.
- 5.2 Additional costs could be incurred through agency staff to cover sickness absence.

6. LEGAL IMPLICATIONS

The Council has a current Sickness Absence Policy. There are legal implications for the Council under Health and Safety at Work Act, "duty of care" for employees.

7. POLICY IMPLICATIONS

The sickness absence policy is currently under review as part of the Harmonisation of Policies we are undertaking with Bromsgrove District Council.

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8. COUNCIL OBJECTIVES

Well-managed organisation.

**9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY
CONSIDERATIONS**

- 9.1 There is a risk to service delivery and performance if there are high sickness levels in the organisation.
- 9.2 There are a number of changes taking place within the authority that could impact on future absence levels. For example, Job Evaluation and Shared Services.

10. CUSTOMER IMPLICATIONS

None.

11. EQUALITIES AND DIVERSITY IMPLICATIONS

None identified.

**12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET
MANAGEMENT**

None.

13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY

None.

14. HUMAN RESOURCES IMPLICATIONS

Resources to support managers in the process, and arrangement of referrals.

15. GOVERNANCE / PERFORMANCE MANAGEMENT IMPLICATION

None identified.

**16. COMMUNITY SAFETY IMPLICATIONS, INCLUDING SECTION 17 OF
CRIME AND DISORDER ACT 1998**

None.

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17. HEALTH INEQUALITIES IMPLICATIONS

None identified.

18. LESSONS LEARNT

None.

19. COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Trades Unions were consulted in the preparation of this report.

20. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	
Chief Executive	
Executive Director (S151 Officer)	Yes
Deputy Chief Executive/Executive Director – Leisure, Environment and Community Services	
Executive Director – Planning & Regeneration, Regulatory and Housing Services	
Director of Policy, Performance and Partnerships	
Head of Service	Yes
Head of Resources	
Head of Legal, Equalities & Democratic Services	
Corporate Procurement Team	

21. WARDS AFFECTED

None directly.

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22. APPENDICES

- Appendix 1 - Overview of sickness absence statistics.
- Appendix 2 - Details of current sickness absence statistics per department.
- Appendix 3 - A breakdown of reasons per department.

23. BACKGROUND PAPERS

Records within Human Resources (some of which may be exempt).

AUTHOR OF REPORT

The author of this report is Becky Barr, (Human Resources & Development Manager) who can be contacted on extension 3385 (e-mail: becky.barr@redditchbc.gov.uk) for more information.