

**EXECUTIVE
COMMITTEE**

6th December 2011

**SICKNESS ABSENCE PERFORMANCE and HEALTH FOR PERIOD
ENDING 30TH SEPTEMBER 2011**

Relevant Portfolio Holder	Councillor Michael Braley, Portfolio Holder for Corporate Management.
Portfolio Holder Consulted	Not indicated
Relevant Head of Service	Teresa Kristunas, Head of Finance and Resources
Wards Affected	All Wards
Ward Councillor Consulted	Not Applicable
Non-Key Decision	

1. SUMMARY OF PROPOSALS

To report to CMT on Redditch Borough Council's performance for the period 1st April until 30th September 2011 in relation to sickness absence.

2. RECOMMENDATIONS

The Committee is asked to RESOLVE that

subject to Members' comments, the contents of the report be noted.

3. KEY ISSUES

Analysis of the monthly statistics - 1st April – 30th September 2011

- 3.1 Sickness Absence has remained **GREEN** for the period 1st April – 30th September 2011 **with the projected out-turn figure for the year being 6.16 days per full-time equivalent.**
- 3.2 The comparable data for the period April - September 2010/2011, projected this figure to be 9.65 days per FTE. Therefore a **decrease of 2.46 days per FTE** on last years figures.
- 3.3 Short-term sickness absence peaked in September, but remained lower in the two previous months. Short term sickness stands at 56% of the overall sickness figure.
- 3.4 Long-term sickness absence peaked in June, but has decreased significantly in September, and represents 44% of the overall sickness figure.

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- 3.5 A new method of recording and monitoring Sickness Absence data in the second quarter has enabled us to identify; the number of long-term sickness cases increased from 4 in June to 9 in July, and further increased to 11 in September. HR is actively managing these cases, in conjunction with line management, and occupational health.

Sickness by area

- 3.6 Those services whose projected sick days per FTE are above the 8.75 target set for Redditch Borough Council for the period include:

- a) Housing Services
- b) Environmental Services

- 3.7 Housing Services typically see higher rates of sickness; it is assumed that this is potentially due to the manual nature of the work carried out by individuals. Housing services current projection per FTE for the period is 12.67 days. This is an **increase in sickness** from the comparable data for the same period of 2010/11, which stood at 9.59 per FTE.

- 3.8 Environmental Services, typically see higher rates of sickness, this could be due to the nature of the work carried out by individuals. Environmental Services current projection per FTE for the first quarter of 2011/12 is 9.25 days. This is a **decrease in sickness** from the comparable data of the second quarter in 2010, which stood at 11.99 per FTE. Active sickness management has been taking place within both service areas in conjunction with HR, and the Head of Service.

- 3.9 The remaining services within Redditch Borough Council are all projected to fall below the target of 8.75 days per FTE.

Actions to reduce sickness

- 3.10 Sickness working groups have been set up across both Redditch and Bromsgrove to ensure the level of sickness absence across both authorities does not rise further, and that current sickness levels are monitored and addressed to ensure reduction in days lost to both authorities. It was recognised the high levels of sickness within Housing and Environmental services and steps are being taken to define how this will be tackled, including training where appropriate.
- 3.11 All long-term sickness cases continue to be managed with input from line managers/head of services, Union representatives, HR and Occupational Health.

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- 3.12 Continued and further actions to support the reduction of sickness absence include:
- a) Review of the Sickness Absence Policy as part of the harmonisation project with RBC/BDC HR input.
 - b) Heads of Service will receive a monthly sickness report for their service area.
 - c) Setting up the hierarchy on Chris 21 database ready for the launch of the self service Kiosk.
 - d) Recruitment to the full time post shared by BDC of Occupational Health Advisor for the HR & OD Service (= half time RBC / half time BDC).
 - e) Reports on Sickness levels will be provided to the Health and Safety committee.

Work Related

- 3.13 There were **no reportable** work-related injuries at Redditch Borough Council in the first two quarters of 2011.

Health and Wellbeing

- 3.14 There is nothing further to report at this time.

Financial Implications

- 3.15 There were no financial implications identified.

Legal Implications

- 3.16 There were no legal implications identified.

Service/Operational Implications

- 3.17 The level of sickness absence can impact on service delivery if action is not taken to manage absences.

Customer / Equalities and Diversity Implications

- 3.18 There are no customer, equalities and diversity implications.

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4. RISK MANAGEMENT

There is a risk that without active sickness management the number of days lost due to sickness would be significant and impact on service delivery.

5. APPENDICES

Appendix 1 - Sickness Figures year to date 30th September 2011.

6. BACKGROUND PAPERS

Corporate sickness records (many of which are exempt, as they indicate individual employees).

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