

# EXECUTIVE COMMITTEE

13th March 2012

## SICKNESS ABSENCE PERFORMANCE and HEALTH FOR PERIOD ENDING 31st DECEMBER 2011

Relevant Portfolio Holder	Councillor Michael Braley, Portfolio Holder for Corporate Management.
Portfolio Holder Consulted	At Portfolio Holder briefing
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 Executive Committee on Redditch Borough Council's performance for the period 1st October – 31st December 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 October – 31st December 2011

- 3.1 Sickness Absence has remained **GREEN** for the period 1st October – 31st December 2011 **with the projected out-turn figure for the year being 7.24 days per full-time equivalent** against a year-end target of 8.75.
- 3.2 The comparable data for the period October – December 2010/2011, was a projected figure of 9.65 days per FTE. Therefore a **decrease** in the projected out-turn figure for the year **of 2.41 days** per FTE compared to last year.
- 3.3 Short-term sickness absence increased significantly in November, but decreased in December. As at 31st December, short term sickness represents 52% of the overall sickness figure for the year to date.
- 3.4 Long-term sickness absence during December was the highest month to date during this report year, however remained lower in the two previous months, and as at 31st December 2011, represents 48% of the overall sickness figure for the year to date.

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- 3.5 The number of long-term sickness cases increased from 11 at the end of the last quarter to 23 by the 31st December 2011.  
HR is actively managing these cases, in conjunction with line management, and occupational health.

Sickness by area

- 3.6 Housing Services is the only service whose projected out-turn figure for the year-end per FTE is currently above the 8.75 days per FTE corporate target set for Redditch Borough Council
- 3.7 Housing Services current year-end projection per FTE is 12.16 days, this is an increase since the last quarter, where the year-end projection per FTE was 10.5 days per FTE.
- 3.8 The remaining services within Redditch Borough Council are all projected to fall below the target of 8.75 days per FTE.
- 3.9 Comparative Data

**Local**

	<b>Redditch Borough Council</b>	<b>Bromsgrove District Council</b>	<b>Worcestershire County Council (excluding schools)</b>
Q3 Actual per FTE (3 months)	2.35	2.12	2.86
Year to date per FTE (cumulative 9 month total)	5.42	6.27	6.98
2011/12 Year-end prediction (based on cumulative performance to date)	7.24 (against a target of 8.75 days)	8.36 (against a target of 8.75 days per FTE)	9.31 (against a target of 7 days per FTE)

**National**

<b>Average number of days per employee</b>	<b>Redditch Borough Council</b>	<b>Public Sector</b>	<b>Non- Profit Sector</b>	<b>Private Services</b>	<b>Private Sector (manufacturing)</b>
2010	9.02 (2009/10)	9.6	8.3	6.6	6.9
2011	10.16 (2010/11)	9.1	8.8	7.1	5.7
2011/12 year-end prediction	7.24	Not known	Not known	Not known	Not known

The above national comparative data was taken from the CIPD's Absence Management Annual Survey 2011.

Actions to reduce sickness

- 3.10 A Sickness working group, consisting of Heads of Service and representatives from HR, has been set up across both Redditch and Bromsgrove Councils with the aim of reviewing the level of sickness absence across both authorities to monitor levels of absence, determine 'hotspots' and to ensure that current sickness policies are being actively adhered to, as well as ensuring appropriate support is given to managers and employees to effectively manage sickness absence, which includes reviewing management 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.
- 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 wider harmonisation project with input from Heads of Service, line managers and Union representatives. (The current RBC policy is attached to this report as Appendix 2).
  - b) Heads of Service will continue to receive a monthly sickness report for their service area.
  - c) The Self-service Kiosk is currently being set up within the HR database system: Chris 21 database, which will enable managers to access 'live time' information on the sickness absence levels, frequency and trends of their team members.
  - d) Review of Occupational Health provision across both Councils. Currently out to advert to recruit to a full time post shared with BDC for an Occupational Health Advisor for the HR & OD Service.
  - e) Reports on Sickness levels will be provided to the Health & Safety Committee.
  - f) A revised sickness absence report will be developed for the 2011/12 Year-end report, which amongst other things will include more comparative data, frequent absences by reason as well as highlighting the further mechanisms which will address these.

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## Work Related

- 3.13 There were **no reportable** work-related injuries at Redditch Borough Council in the third quarter of 2011/12.

## 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.

## **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.  
Appendix 2 - Sickness Absence Policy RBC.

## **6. BACKGROUND PAPERS**

CIPD – Absence Management – Annual Survey 2011.

## **AUTHOR OF REPORT**

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