



EMPLOYMENT COMMITTEE – 28 FEBRUARY 2019

ATTENDANCE MANAGEMENT

REPORT OF THE DIRECTOR OF CORPORATE RESOURCES

Purpose of the Report

1. The purpose of this report is to update the Employment Committee on the County Council's overall position on sickness absence as at the end of December 2018.

Background

2. On 6 December 2018, the Employment Committee considered the Council's absence position as at the end of September 2018.

Absence Data – December 2018

3. By the end of December 2018, absence reductions have been consistently achieved in Adults and Communities and the Environment and Transport departments.
4. None of the departments have met the corporate target of 7.5 days per full time equivalent (FTE). Further action is, therefore, required to address the current levels of sickness absence across all Departments.

Department	2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	Jan 18 – Dec 18
Days per FTE 12 months cumulative	Year end	Year end	Year end	End of Q1 (June 18)	End of Q2 (Sept 18)	End of Q3 (Dec 18)	Individual occurrences
Chief Executive's	6.99	6.03	6.38	7.24	8.47	9.12	323
Environment and Transport	8.80	9.68	10.09	9.95	9.98	9.90	999
Children and Family Services	10.06	10.05	10.25	11.15	11.00	11.07	1,285
Corporate Resources	6.95	7.94	8.12	7.69	7.51	7.64	1,663
Adults and Communities	11.31	12.57	11.26	10.57	10.40	10.30	1,935
Public Health	7.84	7.43	6.49	6.83	7.55	8.65	105
Total	9.32	10.01	9.73	9.64	9.59	9.65	6,310
ESPO	10.88	9.75	11.70	10.96	10.08	9.78	436
EMSS	6.69	9.27	7.42	7.60	7.62	8.22	233

Reasons for Absence

5. Displayed in order of percentage of time lost (greatest first), the table below details the top 10 reasons for absence.

Percentage of FTE days lost 12 months cumulative	2017/18 Dec 2017 Q3	2017/18 March 2018 Q4	2018/19 June 2018 Q1	2018/19 Sept 2018 Q2	2018/19 Dec 2018 Q3	Jan 18– Dec 18 FTE Days lost	Jan 18 – Dec 18 Individual occurrences
Stress/depression, mental health	25.8%	26.3%	26.8%	27.2%	28.5%	12,083	582
Other musculo-skeletal	17.3%	16.6%	17.0%	17.6%	17.1%	7,259	522
Gastro- stomach, digestion	8.4%	8.1%	7.8%	8.4%	8.3%	3,513	1,309
Cough/cold/flu	2.2%	7.5%	7.9%	8.0%	7.8%	3,328	1,253
Viral infection not cough/cold/flu	9.1%	6.1%	5.8%	5.7%	5.4%	2,290	688
Chest, respiratory	4.5%	4.6%	4.8%	4.9%	4.8%	2,041	321
Back and neck	4.7%	4.9%	4.9%	4.4%	4.6%	1,949	321
Neurological	4.6%	4.3%	4.2%	3.8%	4.4%	1,848	459
Eye, ear, nose, mouth/dental	3.8%	3.8%	3.9%	4.1%	3.8%	1,608	384
Cancer	2.5%	2.8%	3.0%	3.0%	3.4%	1,460	57

Short and Long Term Absence Split

6. The table below details the number of FTE days lost due to absence and the percentage split of FTE days lost at the end of quarter 2 2018/19 and quarter 3 2018/19.

2018/19 as at end of Quarter 2/September 2018						
12 months cumulative						
Department	Long term			Short term		
	FTE days lost	% FTE days lost	Individual occurrences	FTE days lost	% FTE days lost	Individual occurrences
Chief Executive's	917.9	49.1%	18	948.1	50.9%	298
Environment and Transport	4,522.9	61.8%	109	2,801.7	38.2%	817
Children and Family Services	7,029.5	65.9%	159	3,636.7	34.1%	1092
Corporate Resources	5,034.3	54.4%	155	4,214.0	45.6%	1428
Adults and Communities	7,878.8	59.9%	234	5,276.3	40.1%	1727
Public Health	412.6	62.8%	9	244.8	37.2%	89

2018/19 as at end of Quarter 3/December 2018						
12 months cumulative						
Department	Long term			Short term		
	FTE days lost	% FTE days lost	Individual occurrences	FTE days lost	% FTE days lost	Individual occurrences
Chief Executive's	1,027.6	50.5%	20	1,009.2	49.5%	288
Environment and Transport	4,279.9	58.1%	113	3,088.5	41.9%	857
Children and Family Services	7,226.1	66.6%	168	3,625.4	33.4%	1090
Corporate Resources	5,172.8	53.9%	146	4,420.8	46.1%	1458
Adults and Communities	7,626.2	58.8%	241	5,347.2	41.2%	1705
Public Health	513.5	66.1%	11	263.2	33.9%	92

Note: Long term is categorised as over 4 weeks of continuous absence.

Service Level Data

7. The table below provides details of the days lost per FTE at the end of 2016/17, 2017/18 and at the end of quarter 1, 2 and 3 2018/19, for service areas by department.

Department	2016/17	2017/18	2018/19	2018/19	2018/19	Jan 18 – Dec 18
Days per FTE	Year end	Year end	End of Q1	End of Q2	End of Q3	Individual occurrences
12 months cumulative	(Mar 17)	(Mar 18)	(June 18)	(Sept 18)	(Dec 18)	
Chief Executive's	6.03	6.38	7.24	8.47	9.12	323
Planning and Historic and Natural Environment	3.81	4.04	8.02	11.68	16.75	32
Regulatory Services	6.95	4.87	6.01	7.04	5.95	42
Trading Standards	8.76	9.65	8.72	11.03	9.49	53
Strategy and Business Intelligence	6.28	8.04	8.82	8.86	8.97	110
Democratic Services	10.69	8.91	9.06	13.22	15.42	40
Legal Services	3.01	4.02	4.70	4.95	6.47	46
Environment and Transport	9.68	10.09	9.95	9.98	9.90	999
Highways and Transportation	10.38	10.62	10.27	9.86	9.91	828
Environment and Waste Management	4.85	7.98	8.63	10.57	9.94	171
Children and Family Services	10.05	10.25	11.15	11.00	11.07	1,285
Education and Early Help	9.13	9.28	9.20	9.24	9.03	849
Children's Social Care	11.90	11.62	13.97	13.71	14.37	436
Corporate Resources	7.94	8.12	7.69	7.51	7.64	1,663
Strategic Finance and Assurance	4.89	4.25	4.11	5.19	5.92	139

Department	2016/17	2017/18	2018/19	2018/19	2018/19	Jan 18 – Dec 18
Days per FTE	Year end	Year end	End of Q1	End of Q2	End of Q3	Individual occurrences
12 months cumulative	(Mar 17)	(Mar 18)	(June 18)	(Sept 18)	(Dec 18)	
Corporate Services	4.68	5.88	6.08	5.80	5.16	303
Commercial and Customer Services	10.55	10.04	9.22	8.79	9.10	1,221
Adults and Communities	12.57	11.26	10.57	10.40	10.30	1,935
East care pathway	n/a	11.06	9.69	9.97	9.68	300
West care pathway	n/a	13.16	12.38	11.94	11.85	214
Commissioning and Quality	n/a	8.01	8.08	7.38	7.71	180
Departmental Support Services	n/a	9.46	7.90	5.73	3.97	5
Promoting Independence	12.26	15.11	14.81	14.46	14.59	366
Personal Care and Support	15.62	11.99	11.47	13.01	13.36	470
Communities and Wellbeing	7.67	7.98	7.77	7.27	7.15	400
Public Health	7.43	6.49	6.83	7.55	8.65	105

Employee Assistance Programme

8. To further support and complement the existing in-house wellbeing and counselling service, an Employee Assistance Programme (EAP) will be introduced as a trial for a 12 month period from April 2019. This will be provided as part of the Council's current Occupational Health contract with Health Management (an external company). The EAP will be provided via a 24hour/7day confidential telephone service. Services available will include:
- a. Legal and debt advice
 - b. Structured counselling (by telephone)
 - c. Telephone career coaching
 - d. Day 1 stress absence support

9. The EAP will provide employees with an immediate and easy to access alternative to the Council's in-house Wellbeing Counselling service and should enable the Council's counsellors to focus on working with individuals who are most in need of face to face support.

Recommendation

10. The Committee is asked to note the contents of this report and provide any comments or feedback.

Background Papers

Report to the Employment Committee on 6 December 2018 – Attendance Management

<http://politics.leics.gov.uk/documents/s142443/Attendance%20Management.pdf>

Circulation under the Local Issues Alert Procedure

11. None.

Equality and Human Rights Implications

12. There are no equalities and human rights issues arising directly from this report.

Officer to Contact

Andrea Denham
HR Service Manager
(0116) 3055261

andrea.denham@leics.gov.uk

This page is intentionally left blank