

EMPLOYMENT COMMITTEE – 2 DECEMBER 2010**MANAGING ATTENDANCE - UPDATE****REPORT FROM THE DIRECTOR OF CORPORATE RESOURCES****Purpose**

1. The purpose of this report is to provide Employment Committee with an update on the overall County Council and departmental performance in relation to sickness absence for the period 1 April to 30 June 2010 (Q1) and 1 July to 30 September 2010 (Q2).

Key Issues

2. The overall absence figure (number of days of absence per FTE) for the County Council in 2009/10 was 7.00 days. The proposed absence target for 2010/11 is 6.50 days.
3. In February 2010 the Corporate Management Team (CMT) agreed to fund an additional resource to work with managers within Children and Young People's Service during 2010/11 to improve attendance and achieve a reduction in sickness absence levels. This has had a positive impact upon attendance. This project was previously undertaken in Adults and Communities department and significantly contributed towards reducing sickness absence.

Absence data

4. The table below shows the out turn performance for 2008/09 and 2009/10. It also shows the Q1 (April – June 2010) and Q2 (July - September 2010) projected out turn performance for 2010/11:

Department	2008/2009	2009/2010	April – Jun 2010 (Q1)	Jul – Sep 2010 (Q2)
Chief Executive's	7.78	8.44	6.35	4.90
E&T	10.60	7.26	5.72	7.72
CYPS – Non School Based	9.95	7.55	7.79	6.56
CYPS – School Based	5.17	5.95	6.00	4.86
Resources	9.33	6.15	5.83	5.30
Adults and Communities	16.03	12.19	9.89	9.74
Total	7.74	7.00*	6.72	5.91

**this figure includes 6.40 days lost per fte for the Community Services staff. The Community Services department ceased to exist at 31st January 2010.*

5. The Q2 performance of a projected absence of 5.91 days per FTE (table 5) shows a continued reduction in levels of sickness absence from the 2009/10 out turn position and Q1 (April – June 2010).
6. The public sector average according to the Chartered Institute of Personnel Development (CIPD) is 10 days lost per employee. The private sector average is between 6 and 7 days lost per employee.

Reasons for Absence

8. The table below shows the reasons recorded for absence. The percentage split in terms of the reasons for absence remains broadly the same, however the percentage of absences for which the reason is 'not known' is improving, but remains significantly high:

Reason for Absence	2008/2009	2009/2010	April – Jun 2010 Q1	Jul Sept 2010 Q2
Back and Neck Problems	4.04%	3.03%	3.22%	3.86%
Other Musculo-Skeletal Problems	5.45%	5.51%	4.29%	6.10%
Stress/depression, Mental Health and Fatigue	5.45%	5.82%	4.13%	6.05%
Viral Infection	19.19%	11.69%	13.17%	13.97%
Neurological	4.36%	3.31%	3.98%	4.46%
GenitoUrinary/Gynaecologi cal	2.03%	2.17%	2.2%	2.98%
Pregnancy Related	0.82%	1.33%	1.30%	1.63%

Stomach, Liver, Kidney, Digestion	11.88%	6.43%	11.79%	12.74%
Heart, Blood Pressure, Circulation	1.54%	1.30%	0.77%	0.90%
Chest, Respiratory	2.75%	2.33%	2.73%	2.66%
Eye, Ear, Nose & Mouth/Dental	2.87%	2.70%	3.93%	4.48%
Other	7.51%	6.30%	8.19%	8.34%
Not Known	32.09%	48.06%	40.31%	31.82%

10. The Employee Service Centre has identified which schools and departments/sections are not completing absence returns correctly and are working to ensure that teams do complete the returns accurately.

11. The table below details the departmental percentage of employee's sickness absence in Q1 (April – June 2010) and Q2 (July – September 2010) for which the reason for absence is not known.

Department	2007/2008	2009/2010	April - Jun 2010 (Q1)	Jul - Sept 2010 (Q2)
Chief Executive's	9.28%	9.64%	11.90%	10.43%
E & T	33.02%	28.6%	21.74%	17.59%
CYPS – Non School Based	33.74%	32.28%	22.51%	16.93%
CYPS – School Based	72.25%	73.20%	55.50%	51.45%
Resources	7.74%	19.74%	25.61%	16.63%
Adult and Communities	28.04%	26.55%	9.40%	9.22%

Conclusion

13. Whilst the data is extracted from both Oracle and Trent there remains some risk to the accuracy of the data; however the data input and reporting process have recently been quality assured.

14. Managers across departments have a better understanding of the issues in respect of attendance management, are committed to reducing levels of absence and are more robust in their approach to tackling absence.

15. Additional support and training has been made available to managers in CYPS as part of the project as mentioned in paragraph 3 to enable managers to consistently and proactively tackle sickness absence.

Recommendations

16. The Employment Committee is requested to note the progress made in relation to reducing sickness levels across the Council.

Background Papers

Report to Employment Committee on 9th September, 2010 on sickness absence for 2009/10.

Circulation under the Local Issues Alert Procedure

None.

Officer to Contact

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Equal Opportunities Implications

Consultation on the Managing Attendance policy and procedure has taken place with staff, managers and Trade Unions. The policy is applied fairly.