

EMPLOYMENT COMMITTEE – 30 JUNE 2011**MANAGING ATTENDANCE OUTTURN PERFORMANCE 2010/11****REPORT OF THE DIRECTOR OF CORPORATE RESOURCES****Purpose**

1. The purpose of this report is to provide Employment Committee with an update of the overall County Council and departmental performance in relation to sickness absence for the financial year 2010/11 (1 April 2010 to 31 March 2011).

Key Issues

2. The outturn absence figure (number of days of absence per FTE) for the County Council in 2010/11 is 7.85 days. (In 2009/10 it was 7.00 days per fte). The absence target for 2010/11 was 6.50 days per fte.
3. The increase in absence data is mainly attributable to the increase in absence in schools. Schools' absence levels have significantly increased from 5.95 days per fte in 2009/10 to 7.56 days per fte at 31 March 2011. The Adults and Communities (A&C), Chief Executives and Environment and Transportation (E&T) departments have all reduced their sickness absence during 2010/11 compared to 2009/10. The Children and Young People's Services (CYPS) and Corporate Resources (CR) has increased.
4. In February 2010, the Council's Corporate Management Team 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. The project developed and supported managers in applying the Managing Attendance policy robustly, consistently and fairly across the department. This project finished on 31 December 2010. CYPS absence level increased slightly by 0.02 days in 2010/11.
5. This project has now moved into the CR and E&T departments with effect from 1 April 2011 for a period of 9 months until 31 December 2011.
6. Corporate HR continues to cross check absent employees against the HR casework database. Cases that are not being addressed as per the Managing Attendance policy are identified. HR then contact the line manager to discuss the case, agree on an appropriate action plan and then progress.

Absence data

7. The table below shows the out turn performance for 2009/10 and 2010/11. It also shows the Q1 (April – June 2010), Q2 (July - September 2010) and Q3 (Oct – Dec 2010) positions for 2010/11.

Department	2009/ 2010	April – Jun 2010 (Q1)	Jul – Sep 2010 (Q2)	Oct – Dec 2010 (Q3)	Out turn 2010/11 Q4
Chief Executive's	8.44	6.35	4.90	5.91	5.75
E&T	7.26	5.72	7.72	7.44	7.16
CYPS – Non School Based	7.55	7.79	6.56	7.06	7.57
CYPS – School Based	5.95	6.00	4.86	5.19	7.56
Corporate Resources	6.15	5.83	5.30	7.39	7.52
Adults and Communities	12.19	9.89	9.74	10.77	10.25
Total	7.00	6.72	5.91	6.45	7.85

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Reasons for Absence

7. 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' remains high although it has reduced over the previous 12 months.

Reason for Absence	2009/2010	April – Jun 2010 Q1	Jul – Sept 2010 Q2	Oct – Dec 2010 Q3	Out turn 2010/11 Q4
Back and Neck Problems	3.03%	3.22%	3.86%	3.63	3.67
Other Musculo-Skeletal Problems	5.51%	4.29%	6.10%	6.15	6.16
Stress/depression, Mental Health and Fatigue	5.82%	4.13%	6.05%	5.50	5.76
Viral Infection	11.69%	13.17%	13.97%	19.09	22.41
Neurological	3.31%	3.98%	4.46%	4.04	3.94
GenitoUrinary/ Gynaecological	2.17%	2.2%	2.98%	3.04	3.03
Pregnancy Related	1.33%	1.30%	1.63%	1.28	1.20
Stomach, Liver, Kidney, Digestion	6.43%	11.79%	12.74%	12.62	12.60
Heart, Blood Pressure, Circulation	1.30%	0.77%	0.90%	0.81	0.78
Chest, Respiratory	2.33%	2.73%	2.66%	2.74	2.80
Eye, Ear, Nose & Mouth/Dental	2.70%	3.93%	4.48%	3.70	3.56
Other	6.30%	8.19%	8.34%	9.37	10.23
Not Known	48.06%	40.31%	31.82%	28.05	26.22

9. The ESC 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.

10. The table below details the departmental percentage of employee's sickness absence for which the reason for absence is not known.

Department	2009/2010	April - Jun 2010 (Q1)	Jul - Sept 2010 (Q2)	Oct - Dec 2010 Q3	Out turn 2011 Q4
Chief Executive's	9.64%	11.90%	10.43%	9.09%	8.48%
E & T	28.6%	21.74%	17.59%	15.36%	14.70%
CYPS – Non School Based	32.28%	22.51%	16.93%	17.54%	15.81%
CYPS – School Based	73.20%	55.50%	51.45%	43.41%	39.58%
Resources	19.74%	25.61%	16.63%	15.02%	13.67%
Adult and Communities	26.55%	9.40%	9.22%	9.43%	9.42%

Conclusion

11. 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 has been quality assured by Audit Services and there is further work to be undertaken to ensure the accuracy of the inputting.
12. Absence levels have increased during Q3 and Q4. The most significant increase in reasons for absence relates to viral infections. There have been various strains of cold/flu reported nationally and their impact on the workforce in general.
13. Increased school absences make a significant contribution to the overall out turn position.

Recommendations

That the Employment Committee notes the performance of sickness absence levels across the Council for 2010/11 of 7.85 days per FTE.

Background Papers

Report to Employment Committee on Sickness Absence – Third Quarter Performance – 31 March 2011.

Circulation under the Local Issues Alert Procedure

None.

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Equal Opportunities Implications

There are no equal opportunities implications arising from this report.