

**REPORT TO:** Corporate Policy & Performance Board

**DATE:** 3 January 2012

**REPORTING OFFICER:** Strategic Director Policy and Resources

**PORTFOLIO:** Resources

**SUBJECT:** Sickness Absence – 2nd Quarter 2011/2012

**WARDS:** Borough-wide

**1.0 PURPOSE OF THE REPORT**

- 1.1 To provide information to Members on the number of working days lost in the 2nd quarter 2011/12, outlining trends and patterns of sickness.
- 1.2 To report on comparative data from 2nd qtr quarter 2010/11.

**2.0 RECOMMENDED:**

- (1) **That the content of the report be noted.**

**3.0 SICKNESS DATA**

- 3.1 The breakdown for the 2nd quarter of 2011/12 for each directorate is set out below;

Directorates	Total number of staff	FTE	Total no. days lost 2nd quarter (July–September)
Policy & Resources	794	702.56	1693.50
Communities	1427	920.53	2819.50
Children & Enterprise non schools	734	438.62	1309
Primary Schools	1383	902.24	1454
Secondary Schools	922	769.85	913.50

- 3.2 The cumulative number of working days lost due to sickness absence, per employee, at the end of the 2nd qtr year 2011/12 is 4.10 as compared to 4.59 days per employee for the same period 2010/11.

### 3.3 Number of periods of absence by range of days

	1 day	2-7 days	8 -14 days	15+ days	Total no. of periods of absence	Total days lost
Policy & Resources	127	145	32	41	344	1693.50
Communities	122	193	52	75	442	2819.50
Children & Enterprise	59	73	20	39	191	1309
Primary schools	88	97	29	41	255	1454
Secondary schools	67	79	10	26	182	913.50

3.4 Long term sickness absence is included in the overall calculation of working days lost for each directorate. Managers across all directorates are continuing to actively monitor employee absence with the support of the Employee Welfare Advisers.

#### 4.0 OBSERVATIONS ON THE DATA

4.1 There has been a substantial decrease in the days lost due to work related stress, personal stress and depression across the Authority in this quarter with 1954 days lost compared with 2572 days lost in 1st quarter 2011/12. This is due to a number of long term sick cases being resolved either by staff leaving the Authority or by staff returning to work following support from Occupational Health, Welfare and Management.

4.2 Overall time lost due to sickness absence has decreased by 1497 days in the 2nd quarter 2011/12 as compared with the previous quarter 2011/12. Again this is as a result of a number of long term cases being resolved together with active management of absence cases.

#### 5.0 COMPARISONS OF DATA –2<sup>nd</sup> quarter 2010/2011 and 2011/12

5.1 Due to the restructure in April 2011 it is not possible to make comparisons across directorates for the 2<sup>nd</sup> quarter 2011/12 and the same quarter 2010/11 as Directorates have changed. However comparisons can still be made across the Authority as a whole.

5.2 The number of occasions of absences have decreased this quarter compared with the same quarter 2010/11.

#### Periods of absence by range of days

2nd quarter	1 day	2-7 days	8-14 days	15+ days	Total no occasions
2011/12	463	587	143	222	1414
2010/11	607	778	244	256	1885

- 5.3 With regard to analysing the data for 2nd quarter 2011/12 and 2010/11 regarding the reasons for absence, the table below gives a few examples of categories where there have been significant reduction in the number of days lost.

Absence reason	2nd qtr 2011/12 days lost	2nd qtr 2010/11 days lost
Infections	666	1021.50
Depression/anxiety	645	1180.50
Work related stress	204.50	582
Personal stress	1104.50	1413.50

- 5.4 Employee Welfare Advisers will continue to support managers in managing staff attendance and regular H.R. Surgeries have been set up across the directorates to give the opportunity for divisional managers and their managers to discuss sickness absence cases. These surgeries will also be expanded to cover other topics relevant to managers.
- 5.5 Training sessions on the revised attendance management policy are also being delivered to all managers together with an update on the recently changes to the Occupational Health Provision.

## 6.0 POLICY IMPLICATIONS

- 6.1 None.

## 7.0 OTHER IMPLICATIONS

- 7.1 Staff welfare and sickness absence are clearly important to the delivery of effective services. Active management is important to both.

## 8.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

### 8.1 Children and Young People in Halton

None.

### 8.2 Employment, Learning and Skills in Halton

None.

### 8.3 A Healthy Halton

None.

**8.4 A Safer Halton**

None.

**8.5 Halton's Urban Renewal**

None.

**9.0 RISK ANALYSIS**

9.1 There are no risks associated with this report.

**10.0 EQUALITY AND DIVERSITY ISSUES**

10.1 There are no equality and diversity issues associated with this report.

**11.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

11.1 There are no background papers under the meaning of the Act.