

Title of Report:	Absenteeism Report – Quarter 2 2019/2020
Committee Report Submitted To:	Audit Committee
Date of Meeting:	11 December 2019
For Decision or For Information	For Information

Linkage to Council Strategy (2019-23)	
Strategic Theme	Innovation and Transformation
Outcome	Improve Service Delivery
Lead Officer	Director of Corporate Services/Head of ODHR

Budgetary Considerations	
Cost of Proposal	
Included in Current Year Estimates	YES/NO
Capital/Revenue	
Code	
Staffing Costs	

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals. N/A		
Section 75 Screening	Screening Completed:	Yes/No	Date:
	EQIA Required and Completed:	Yes/No	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date:
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes/No	Date:

1.0 Purpose of Report

The purpose of this report is to provide Members with Quarter 2 (April-September 2019/2020) information regarding Absenteeism throughout the Council.

2.0 Background

Absenteeism within the Council is closely monitored and reviewed in accordance with Policies and Procedures, and in line with NJC Terms and Conditions.

ODHR Business Partners work closely with each of the Directorates, Managers and Supervisors to assist and support through a range of preventative proactive measures alongside the reactive including referrals to Occupational Health, absence review meetings, referrals for Ill Health Retirement.

3.0 Performance Improvement Plan 2019/2020

The Performance Improvement Plan was agreed by Council in June 2019. Objective 4 of the Plan 2019/2020 “We will lower staff absenteeism rates” The following is an extract from the Plan.

2019/20 Performance Improvement Objective 4

We will lower staff absenteeism rates

Senior Responsible Officer

Director Corporate Services

Why has this objective been chosen?

Successful delivery of Council services is reliant on our staff who are our most important asset. A full staffing compliment with improved attendance rates will increase the Council’s ability to deliver services and implement its arrangement for improving performance

During 2018/19 the quarterly reporting of the Council’s Performance Dashboard has demonstrated that long term sickness and the average days lost per employee across the Council is a major issue of concern.

During engagement and consultation with senior Council officers they clearly demonstrated that absenteeism was a significant issue that was affecting their ability to deliver services and implement arrangements for improvement.

Outputs (The things that we will do in 2019/20)

- Develop and agree a new Council Absence Management Policy and Procedure, by August 2019 and roll out a programme of training for employees and line managers September – December 2019
- Work with stakeholders to identify and agree further measures to support employees such as access to private Health Care, access to specific treatments, health insurance etc by December 2019
- Review the effectiveness of the Occupational Health process within Council and introduce an Occupational Health Nurse/adviser provision.
- We will oversee an improved focus on the health and wellbeing of our staff by offering more education and opportunities for physical activity. This will include a new programme of activities and education including for example yoga/Pilates/kettlebells classes across all our main offices, golf and walking events, weight loss challenges, focus on mental health etc.

Outcomes (The measurable differences made)

- A 5% reduction in the number of days lost to Council through long term sickness (9,404.98 days in 2018/19)
- A 5% reduction in the average number of days lost per employee through sickness absenteeism (17.06 days per employee in 2018/19)
- We will reduce the average time for an Occupational Health Review from 4 weeks to 2 weeks by September 2019
- 150 staff members will take part in the Council's new physical wellbeing activities and events

What improvements are citizens likely to see moving forward?

Council will be more resilient and capable of successfully delivering its Services thanks to having more staff available more of the time

Which of the 7 aspects of improvement does this objective relate to?

Strategic Effectiveness
Service quality

Community Planning outcome

A Healthy Safe Community

Associated Corporate Plan 2015-2019 Objective

Innovation and Transformation

4.0 Quarter 1 Details

Quarter 2 details of absence are include in Appendix 1.

211 employees were absent during this time with 413 present (123 and 515 as at Quarter 1) 89.5% of the absence was classed as “Long Term Absence” ie absence greater than 20 days, with 10.5% short term, compared to 88% and 12% in Quarter 1. The average days lost per employee (combined short and long term) at the end of Quarter 2 was 7.97 (4.01 at end of Quarter 1)

In terms of the causes of absence, the top 5 are as follows:-

Stress, depression, mental health and fatigue – 43.19 % (46% Quarter 1, (31% in 18/19)

Other – 20% (19% in Quarter 1, 19% in 18/19)

Musculo-skeletal problems – 10.4% (9% in Quarter 1, 14% in 18/19)

Heart, blood pressure and circulation – 7% (5% in Quarter 1, 2% in 18/19)

Back and neck problems – 5.7% (7.95% in Quarter 1, 11% in 18/19)

Pregnancy (excluding maternity leave) – 1% (11% Quarter 1, 0.49% in 18/19)

4.1 Progress to date - Objective 4, Performance Improvement Plan

Outputs

- A new Council Absence Management Policy and Procedure, has been developed, consulted on and agreed with Trade Unions at JCNC. The Policy was presented to Members via CPR in November 2019, and scheduled to be tabled again with a recommendation for approval at CPR in January 2020.
- A programme of training for employees and line managers is currently being developed following approval of the Policy January – March 2020
- Work is ongoing with stakeholders to identify and agree further measures to support employees such as access to private Health Care, access to specific treatments, health insurance etc by March 2020
- A review has been carried out regarding the effectiveness of the Occupational Health process within Council and an Occupational Health Nurse/adviser provision has been introduced with effect from April 2019
- We will continue to oversee an improved focus on the health and wellbeing of our staff by offering more education and opportunities for physical activity. This will include a new programme of activities and education including for example yoga/Pilates/kettlebells classes across all our main offices, golf and walking events, weight loss challenges, focus on mental health etc.

Outcomes

- A 5% reduction in the number of days lost to Council through long term sickness (9,404.98 days in 2018/19)
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	6 months ending 30/9/18	Target for year	6 months ending 30/9/19	On Target/ Not On Target
Average number of days lost per employee through sickness absenteeism	8.00	7.60 (5% reduction)	7.97 (0.38% reduction)	Reduction at Quarter 2, moving to target
Number of Days lost to Council through long term sickness	4573.43	4344.76 (5% reduction)	4447.25 (2.8% reduction)	Reduction at Quarter 2, moving to target
Average time for an Occupational Health Review - We will reduce the average time for an Occupational health Review from 4 weeks to 2 weeks by September 2019	4 weeks	2 weeks (from 4 weeks to 2 weeks)	2 weeks	On Target
Staff members will take part in the Council's new physical wellbeing activities and events		150 staff	At least 201	On Target

Further details including Analysis per service area and causes of absenteeism are include in Appendix 2 & 3

This quarterly report will continue to be provided to Audit committee, and the information will also be feed through Council's Performance Improvement Plan.

5.0 Recommendation:

It is recommended that Council notes the report presented.

DETAILS OF ABSENCE

YEAR ENDED 30/09/19

CAUSEWAY COAST AND GLENS BOROUGH COUNCIL

Please refer to guidance notes (Eg GN1) for completion of this form.

		Total
1	Number of Full Time Equivalent Employees (including Part Time converted to Full Time Equivalent) GN1	623.80
2	Total possible working days in the period (excluding annual/statutory leave) GN2	67585.75
3	Total days lost due to absence GN3	4971.23
4	Number of employees with one or more absence during the year	190.00
5	Number of periods of absence	215.00
LONG TERM ABSENCE (Absences >=20 days duration)GN4		
6	Total days lost due to LONG TERM absence	4447.25
7	Number of Employees with one or more LONG TERM absence during the year	91.00
8	Number of LONG TERM periods of absence	92.00
SHORT TERM ABSENCE (Absences of up to 19 days duration)GN5		
9	Total days lost due to SHORT TERM absence	523.98
10	Number of Employees with one or more SHORT TERM absence during the year	112.00
11	Number of SHORT TERM periods of absence	123.00
ADDITIONAL ABSENTEEISM DATA		
12	Number of Full Time Equivalent Employees without an absence during the year	452.52
13	Number of Employees on long term sickness absence for 12 months or more	11.00
14	Proportion of Male:Female full-time equivalent Employees	60% : 40%
15	Has the Council submitted absenteeism data to any other study on this topic in respect of the report year, eg CBI or CIPD?	

16	Have absenteeism statistics been reviewed by the Council?	Yes
17	At what level did this review take place?	Audit Committee/CP&R/SLT
18	When did the review take place?	September, November, December
19	Please provide evidence of senior management, committee and Council discussions on absenteeism during the year	Minutes available

Formulae are enclosed in square brackets with e.g. 3 representing row 3 on the form (Total days lost due to absence)		
	LONG TERM CALCULATIONS	Total
A	Average LONG TERM days lost per employee [6/1]	7.13
B	Average LONG TERM days lost per employee with LONG TERM absence [6/7]	48.87
C	Average number of LONG TERM absences per employee with LONG TERM absence [8/7]	1.01
D	Average length of LONG TERM absence [6/8]	48.34
E	LONG TERM Lost time rate % [6/2]	6.58
	SHORT TERM CALCULATIONS	Total
F	Average SHORT TERM days lost per employee [9/1]	0.84
G	Average SHORT TERM days lost per employee with SHORT TERM absence [9/10]	4.68
H	Average number of SHORT TERM absences per employee with SHORT TERM absence [11/10]	1.10
I	Average length of SHORT TERM absence [9/11]	4.26
J	SHORT TERM Lost time rate % [9/2]	0.78
	TOTAL CALCULATIONS	Total
K	Average days lost per employee [3/1]	7.97
L	Average days lost per employee with absence [3/4]	26.16
M	Average number of absences per employee with absence [5/4]	1.13

N	Average length of absence [3/5]	23.12
O	Lost time rate % [3/2]	7.36

Based on a standard working day of 7.40 hours

Causeway Coast and Glens Borough Council
Sickness Absence 1 April - 30 September 2019

Directorate	Department	FTE	Working Days Available	ST Days Lost	LT Days Lost	Sum of Days Lost	Days lost per employee 2019
Chief Executive's		1.00	111.00	0.00	0.00	0.00	0.00
	Legal Services	1.84	213.00	8.00	0.00	8.00	4.35
Chief Executive's Total		2.84	324.00	8.00	0.00	8.00	2.82
Corporate Services	Corporate	1.34	137.50	0.00	0.00	0.00	0.00
	Democratic and Central Services	15.45	1,692.59	6.00	205.00	211.00	13.66
	ICT	11.45	1,298.50	7.00	30.50	37.50	3.28
	OD/HR	12.14	1,286.78	6.00	58.00	64.00	5.27
	Policy and Community Planning	5.81	638.99	0.00	97.24	97.24	16.74
Corporate Services Total		46.19	5,054.36	19.00	390.74	409.74	8.87
Environmental Services	Business Support	19.38	2,092.75	20.55	140.73	161.28	8.32
	Environmental Services	1.00	108.50	0.00	0.00	0.00	0.00
	Estates	66.05	7,183.88	75.18	321.55	396.73	6.01
	Health & Built Environment	55.46	6,116.11	41.78	569.52	611.30	11.02
	Infrastructure	9.84	1,087.39	2.00	0.00	2.00	0.20
	Operations	144.56	15,257.00	178.02	1677.77	1855.79	12.84
Environmental Services Total		296.29	31,845.63	317.53	2,709.57	3,027.10	10.22
Finance	Finance	22.69	2,451.80	20.50	0.00	20.50	0.90
Finance Total		22.69	2,451.80	20.50	0.00	20.50	0.90
Leisure and Development	Business Support	8.84	934.38	0.00	80.08	80.08	9.06
	Community and Culture	30.80	3,385.26	17.00	107.03	124.03	4.03
	Funding Unit	3.00	331.00	0.00	0.00	0.00	0.00
	Leisure and Development	1.00	103.50	0.00	0.00	0.00	0.00
	Prosperity and Place	17.40	1,875.38	6.00	14.50	20.50	1.18
	Sport & Wellbeing	98.01	10,676.37	68.89	621.57	690.46	7.04
	Tourism and Recreation	30.45	3,415.10	10.83	235.50	246.33	8.09
Leisure and Development Total		189.50	20,720.99	102.72	1,058.68	1,161.40	6.13
Performance	Civic Facilities	16.92	1,842.31	4.05	150.61	154.66	9.14
	Health & Safety & Insurance	3.00	339.00	0.00	0.00	0.00	0.00
	Performance	2.00	214.00	0.00	0.00	0.00	0.00
Performance Total		21.92	2,395.31	4.05	150.61	154.66	7.06
Planning	Planning	44.37	4,793.66	52.18	137.65	189.83	4.28
Planning Total		44.37	4,793.66	52.18	137.65	189.83	4.28
Grand Total		623.80	67,585.75	523.98	4,447.25	4,971.23	7.97

Directorate	Department	FTE	Working Days Available	ST Days Lost	LT Days Lost	Sum of Days Lost	Days lost per employee 2019
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LONG TERM TARGETS

2018 Figures 4573.43

2019/2020 Target - 5% Reduction on 2018 actuals 4344.7585

Target Reduction in Days 228.6715

Actual Reduction in Days 126.18

Target Reduction (5%) 5.00%

Actual Reduction 2.76%

AVERAGE NUMBER OF DAYS LOST PER EMPLOYEE

2018 Figures 8.00

2019/2020 Target - 5% Reduction on 2018 actuals 7.60

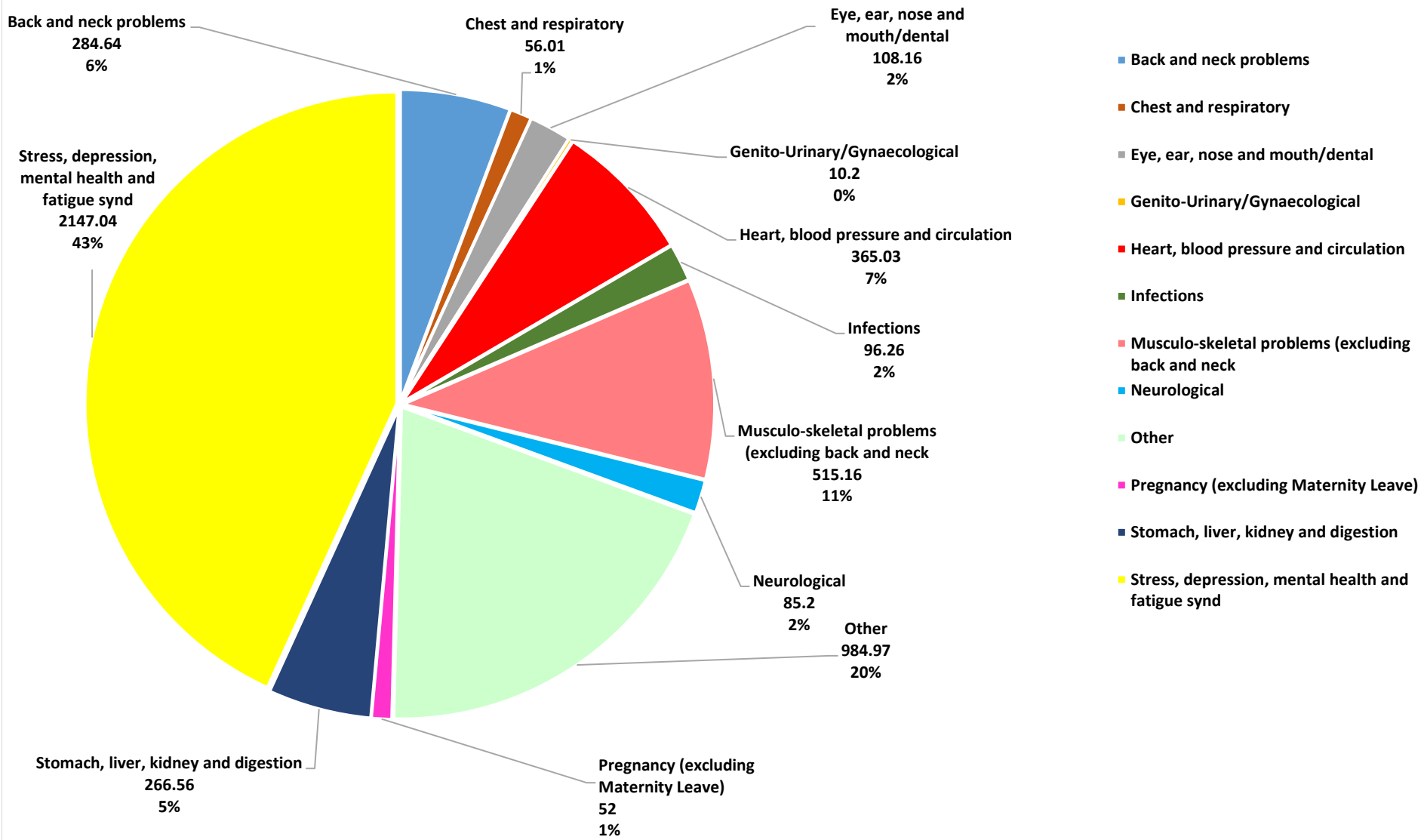
Actual Days Lost 7.97

Actual Reduction in Days 0.03

Target Reduction (5%) 5.00%

Actual Reduction 0.38%

Sickness April 2019 - September 2019



- Back and neck problems
- Chest and respiratory
- Eye, ear, nose and mouth/dental
- Genito-Urinary/Gynaecological
- Heart, blood pressure and circulation
- Infections
- Musculo-skeletal problems (excluding back and neck)
- Neurological
- Other
- Pregnancy (excluding Maternity Leave)
- Stomach, liver, kidney and digestion
- Stress, depression, mental health and fatigue synd