

Title of Report:	Absenteeism Report – Quarter 1 2020/2021
Committee Report Submitted To:	Audit Committee
Date of Meeting:	9th September 2020
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 1 (April-June 2020/2021) 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, continuing in 2020/2021

3.1 Progress to date – Quarter 1 (April – June 2020) Objective 4, Performance Improvement Plan

Outputs

- The new Sickness Absence 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. The Policy was agreed by Council on 4th February 2020.
- The implementation date of the Policy was delayed to 1st July 2020 as a result of COVID 19.
- A programme of training for employees and line managers was developed following approval of the Policy. This training was carried out virtually and commenced in June 2020 to coincide with the implementation date.
- 258 staff and managers have been trained to date, with further training planned for front line staff.
- 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
- In light of COVID-19 Occupational Health appointments are continuing mainly by telephone call. However, Occupational Health are providing some face to face appointments and OD/HR are working with Occupational Health to ensure appropriate measures are in place.

- Councils' highest reason for absence is stress. Employees who report sick with stress are referred immediately to Occupational Health so that interventions can be put in place at an early stage. Employees are also reminded of the counselling services provided by INSPIRE and over this period a number of employees availed of these services.
- The Health & Well Being Group activities for employees were cancelled as a result of COVID 19 for this period.
- OD/HR continue to issue emails to all staff covering a variety of topics in relation to general health and wellbeing including Mental Health.
- SLT have agreed to adopt the Regional Mental Health and Well Being Strategy developed via the Local Government Staff Commission.

3.2 Outcomes

- A 2.5% reduction in the number of days lost to Council through long term sickness (2,237.37 in 2019/20)
- A 2.5% reduction in the average number of days lost per employee through sickness absenteeism (4.03 days per employee in 2019/20)
- We will maintain the average time for an Occupational Health Review from 4 weeks to 2 weeks.
- There were no Council physical wellbeing activities and events due to COVID-19 restrictions.

	3 months ending 30/06/19	Target for year	3 months ending 30/06/20	On Target/ Not On Target
Average number of days lost per employee through sickness absenteeism	4.03	3.93 (2.5% reduction)	3.91 (2.97% reduction)	On Target
Number of Days lost to Council through long term sickness	2237.37	2,181.44 (2.5% reduction)	2,171.83 (2.93% reduction)	On Target
Average time for an Occupational Health Review - We will maintain the average time for an Occupational health Review from 4 weeks to 2	4 weeks	2 weeks (from 4 weeks to 2 weeks)	2 weeks	On Target
Staff members will take part in the Council's new			Cancelled due to COVID	

physical wellbeing activities and events				
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4.0 Quarter 1 Details

Quarter 1 details are included in Appendix 1 and can be summarised as follows

- 84 employees were absent during this quarter with 528 present (124 and 510 for the same period 2019)
- 91.35% of the absence was classed as “Long Term Absence” ie absence greater than 20 days, with 8.65% short term, (88.87% and 11.13% in 2019)
- Average days lost per employee (combined short and long term) at the end of Quarter 1 was 3.91 (4.03 for the same period 2019)

Appendix 2 provides details in terms of the causes of absence. The top 5 are as follows:-

- Stress, depression, mental health and fatigue – 57.32% (46.36% in Quarter 1 2019)
- Infections – 9.49% (2.51% 2019)
- Stomach, Liver, Kidney and Digestion – 8.55% (2.68% in 2019)
- Back and neck problems – 8.17% (7.96% in 2019)
- Other (eg Cancer, RTC, Surgery, Post op recovery etc) – 6.85% (19.11 in 2019)
- Musculo-skeletal problems – 6.05% (9.4% in 2019)

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.

Appendix 1
DETAILS OF ABSENCE

YEAR ENDED 30/06/20 (Quarter 1)

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	607.84
2	Total possible working days in the period (excluding annual/statutory leave) GN2	36156.71
3	Total days lost due to absence GN3	2377.54
4	Number of employees with one or more absence during the year	84.00
5	Number of periods of absence	87.00
	LONG TERM ABSENCE (Absences >=20 days duration)GN4	
6	Total days lost due to LONG TERM absence	2171.83
7	Number of Employees with one or more LONG TERM absence during the year	54.00
8	Number of LONG TERM periods of absence	54.00
	SHORT TERM ABSENCE (Absences of up to 19 days duration)GN5	
9	Total days lost due to SHORT TERM absence	205.71
10	Number of Employees with one or more SHORT TERM absence during the year	31.00
11	Number of SHORT TERM periods of absence	33.00
	ADDITIONAL ABSENTEEISM DATA	
12	Number of Full Time Equivalent Employees without an absence during the year	528.68
13	Number of Employees on long term sickness absence for 12 months or more	24.00
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?	No
16	Have absenteeism statistics been reviewed by the Council?	Yes
17	At what level did this review take place?	Audit Committee
18	When did the review take place?	Sept 20.
19	Please provide evidence of senior management, committee and Council discussions on absenteeism during the year	Conf call case review.

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]	3.57
B	Average LONG TERM days lost per employee with LONG TERM absence [6/7]	40.22
C	Average number of LONG TERM absences per employee with LONG TERM absence [8/7]	1.00
D	Average length of LONG TERM absence [6/8]	40.22
E	LONG TERM Lost time rate % [6/2]	6.01
	SHORT TERM CALCULATIONS	Total
F	Average SHORT TERM days lost per employee [9/1]	0.34
G	Average SHORT TERM days lost per employee with SHORT TERM absence [9/10]	6.64
H	Average number of SHORT TERM absences per employee with SHORT TERM absence [11/10]	1.06
I	Average length of SHORT TERM absence [9/11]	6.23
J	SHORT TERM Lost time rate % [9/2]	0.57
	TOTAL CALCULATIONS	Total
K	Average days lost per employee [3/1]	3.91
L	Average days lost per employee with absence [3/4]	28.30

M	Average number of absences per employee with absence [5/4]	1.04
N	Average length of absence [3/5]	27.33
O	Lost time rate % [3/2]	6.58

Based on a standard working day of 7.40 hours

Appendix 2

Causeway Coast and Glens Borough Council Absenteeism Analysis Summary

Analysis summary 1 April - 30 June 2019

Analysis	No_emps	No_incidents	No_of_days	Percentage
Pregnancy (excluding Maternity Leave)	2	2	11	0.44
Eye, ear, nose and mouth/dental	5	5	38.92	1.55
Chest and respiratory	8	8	46.83	1.86
Neurological	10	10	50.12	1.99
Infections	13	13	63.3	2.51
Stomach, liver, kidney and digestion	16	16	67.4	2.68
Heart, blood pressure and circulation	7	7	154.85	6.15
Back and neck problems	12	12	200.3	7.96
Musculo-skeletal problems (excluding back and neck)	7	7	236.63	9.4
Other	19	20	481.15	19.11
Stress, depression, mental health and fatigue synd	35	35	1167.22	46.36
Grand Total	134	135	2517.72	100.01

Analysis summary 1 April - 30 June 2020

Analysis	No_Emps	No_incidents	No_of_days	Percentage
Neurological	1	1	1	0.04
Chest and respiratory	1	1	7.97	0.34
Eye, ear, nose and mouth/dental	3	3	76.01	3.2
Musculo-skeletal problems (excluding back and neck)	8	8	143.74	6.05
Other	8	8	162.97	6.85
Back and neck problems	7	7	194.19	8.17
Stomach, liver, kidney and digestion	5	6	203.21	8.55
Infections	18	18	225.63	9.49
Stress, depression, mental health and fatigue synd	35	35	1362.82	57.32
Grand total	86	87	2377.54	100.01