



<b>Title of Report:</b>	<b>Absenteeism Report – Quarter 2 2020/2021</b>
<b>Committee Report Submitted To:</b>	<b>Audit Committee</b>
<b>Date of Meeting:</b>	<b>9<sup>th</sup> December 2020</b>
<b>For Decision or For Information</b>	<b>For Information</b>

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

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

<b>Screening Requirements</b>	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals. <b>N/A</b>		
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 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 2 (April –September 2020) Objective 4, Performance Improvement Plan**

#### **Outputs**

- OD/HR continues to co-ordinate a programme of training for employees and line managers on the Council's newly revised Sickness Absence Policy which came into effect on 1<sup>st</sup> July 2020.
- To date 116 line managers and 182 employees have been trained on the new policy (total 298 employees).
- The next phase of Sickness Absence Policy training will focus on Operations and Sport & Wellbeing and will commence in December 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.
- 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.
- Continuing on from the previous quarter, Councils' highest reason for sickness absence is ill mental health (stress/depression/fatigue etc.). Employees who are absent due to 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 continue to be 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.

- OD/HR have sourced and planned training for line managers who are currently managing people/teams who are working remotely. This will cover elements of wellbeing and resilience.

### 3.2 Outcomes

- A 2.5% reduction in the number of days lost to Council through long term sickness (4,447.25 in 2019/20)
- A 2.5% reduction in the average number of days lost per employee through sickness absenteeism (7.97 days per employee in 2019/20)
- We will maintain the average time for an Occupational Health Review from 4 weeks to 2 weeks

### 3.3 Quarter 2 Performance Against Targets

	6 months ending 30/09/19	2.5% reduction target against same period last year	6 months ending 30/09/20	On Target/ Not On Target
Average number of days lost per employee through sickness absenteeism	7.97	7.77	7.05 (11.60% reduction)	On Target
Number of Days lost to Council through long term sickness	4,447.25	4,336.07	3869.79 (12.98% 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 engaging in Council's wellbeing activities			17 employees availed of gym membership	

#### 4.0 **Analysis of Quarter 2 Data**

Quarter 2 details are summarised as follows:-

<b>April – September</b>	<b>2020/21</b>	<b>2019/20</b>
No. of employees absent	125	190
Long Term as % of total absence <i>(absence greater than 20 days)</i>	90.55%	89.45%
Short Term as % of total absence <i>(absence less than 20 days)</i>	9.44%	10.54%
Average days lost per employee <i>(combined short and long term)</i>	7.05	7.97

Appendix 1 provides details in terms of the reasons for absence. The top 5 are as follows:-

<b>April – September</b>	<b>2020/21</b>	<b>2019/20</b>
Stress, depression, mental health and fatigue	60.61%	43.19%
Infections	8.23%	1.94%
Other (eg Cancer, RTC, Surgery, Post op recovery)	7.21%	19.81%
Back and neck problems	7.14%	5.73%
Musculo-skeletal problems	5.89%	10.36%

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

### Causeway Coast and Glens Borough Council

#### Absenteeism Analysis Summary

##### Analysis summary 1 April - 30 September 2019

<b>Analysis</b>	<b>No. Emps</b>	<b>No. Incidents</b>	<b>No. Days</b>	<b>%</b>
Back and neck problems	18	19	284.64	5.73
Chest and respiratory	11	11	56.01	1.13
Eye, ear, nose and mouth/dental	7	7	108.16	2.18
Genito-Urinary/Gynaecological	1	1	10.2	0.21
Heart, blood pressure and circulation	9	9	365.03	7.34
Infections	22	23	96.26	1.94
Musculo-skeletal problems (excl.back & neck)	15	16	515.16	10.36
Neurological	12	12	85.2	1.71
Other	26	27	984.97	19.81
Pregnancy (excluding Maternity Leave)	3	3	52	1.05
Stomach, liver, kidney and digestion	36	36	266.56	5.36
Stress, depression, mental health and fatigue	51	51	2147.04	43.19
<b>Grand Total</b>	<b>211</b>	<b>215</b>	<b>4971.23</b>	<b>100.01</b>

##### Analysis summary 1 April - 30 September 2020

<b>Analysis</b>	<b>No. Emps</b>	<b>No. Incidents</b>	<b>No. Days</b>	<b>%</b>
Back and neck problems	11	11	305.00	7.14
Chest and respiratory	4	4	35.94	0.84
Eye, ear, nose and mouth/dental	2	2	19.00	0.44
Infections	28	28	351.80	8.23
Musculo-skeletal problems (excl.back/neck)	14	14	251.82	5.89
Neurological	3	4	8.97	0.21
Other	13	13	308.22	7.21
Pregnancy (excluding Maternity Leave)	1	1	12.30	0.29
Stomach, liver, kidney and digestion	9	11	390.15	9.13
Stress, depression, mental health and fatigue	50	50	2590.18	60.61
<b>Grand Total</b>	<b>135</b>	<b>138</b>	<b>4273.38</b>	<b>99.99</b>