



<b>Title of Report:</b>	<b>Absenteeism Report – Quarter 1 2019/2020</b>
<b>Committee Report Submitted To:</b>	<b>Audit Committee</b>
<b>Date of Meeting:</b>	<b>18 September 2019</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 1 (April-June 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 1 details of absence are include in Appendix 1.

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

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

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

Other – 19% (17% in 18/19)

Pregnancy (excluding maternity leave) – 11% (10% in 18/19)

Musculo-skeletal problems – 9% (16% in 18/19)

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

## 4.1 **Progress to date - Objective 4, Performance Improvement Plan**

### **Outputs**

- A new Council Absence Management Policy and Procedure, is currently in final draft form
- A programme of training for employees and line managers is currently being developed October - December 2019
- 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 December 2019
- 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)
- A 5% reduction in the average number of days lost per employee through sickness absenteeism (17.06 days per employee in 2018/19)

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	3 months ending 30/6/18	Target for year	3 months ending 30/6/19	On Target/ Not On Target
Average number of days lost per employee through sickness absenteeism	4.04	3.84 (5% reduction)	4.01	Reduction in 1 <sup>st</sup> three months, moving to target
Number of Days lost to Council through long term sickness	2204.49	2094.27 (5% reduction)	2238.44	Increase in 1 <sup>st</sup> three months, not on 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 136	On Target

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 30/06/19

### 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	628.23
2	Total possible working days in the period (excluding annual/statutory leave) GN2	34920.08
3	Total days lost due to absence GN3	2519.88
4	Number of employees with one or more absence during the year	123.00
5	Number of periods of absence	134.00
<b>LONG TERM ABSENCE (Absences &gt;=20 days duration)GN4</b>		
6	Total days lost due to LONG TERM absence	2238.44
7	Number of Employees with one or more LONG TERM absence during the year	69.00
8	Number of LONG TERM periods of absence	70.00
<b>SHORT TERM ABSENCE (Absences of up to 19 days duration)GN5</b>		
9	Total days lost due to SHORT TERM absence	281.44
10	Number of Employees with one or more SHORT TERM absence during the year	61.00
11	Number of SHORT TERM periods of absence	64.00
<b>ADDITIONAL ABSENTEEISM DATA</b>		
12	Number of Full Time Equivalent Employees without an absence during the year	515.05
13	Number of Employees on long term sickness absence for 12 months or more	21.00
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?	
17	At what level did this review take place?	
18	When did the review take place?	
19	Please provide evidence of senior management, committee and Council discussions on absenteeism during the year	

Formulae are enclosed in square brackets with e.g. 3 representing row 3 on the form (Total days lost due to absence)		
	<b>LONG TERM CALCULATIONS</b>	<b>Total</b>
A	Average LONG TERM days lost per employee [6/1]	3.56
B	Average LONG TERM days lost per employee with LONG TERM absence [6/7]	32.44
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]	31.98
E	LONG TERM Lost time rate % [6/2]	6.41
	<b>SHORT TERM CALCULATIONS</b>	<b>Total</b>
F	Average SHORT TERM days lost per employee [9/1]	0.45
G	Average SHORT TERM days lost per employee with SHORT TERM absence [9/10]	4.61
H	Average number of SHORT TERM absences per employee with SHORT TERM absence [11/10]	1.05
I	Average length of SHORT TERM absence [9/11]	4.40
J	SHORT TERM Lost time rate % [9/2]	0.81
	<b>TOTAL CALCULATIONS</b>	<b>Total</b>
K	Average days lost per employee [3/1]	4.01
L	Average days lost per employee with absence [3/4]	20.49
M	Average number of absences per employee with absence [5/4]	1.09
N	Average length of absence [3/5]	18.81



O	Lost time rate % [3/2]	7.22
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Based on a standard working day of 7.40 hours