

**Agenda Item No:** 8 **Report No:** 18/14  
**Report Title:** Sickness Report  
**Report To:** Employment Committee **Date:** 13 January 2014  
**Report By:** HR Manager

**Contact Officer(s)-**

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**Purpose of Report:**

To update the Employment Committee regarding the Council's sickness figures.

**Officers Recommendation(s):**

- 1 To note the report.

**Reasons for Recommendations**

- 1 The Committee have asked for a regular item to be presented regarding the absence statistics within the Council.

**Information**

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- 2.1 At the Employment Committee of 14 October 2013 figures were presented from 1 April to 30 September. Further figures (for the period ending 31 December 2013) will not be available for inclusion prior to the submission of this report.
- 2.2 At the scheduled Employment Committee in April 2014 the figures from 1 October to 31 December 2013 will be presented.
- 2.3 The new computerised HR and Payroll System which will be used from 1 April 2014 will provide more detailed information regarding long term and short term absences and allow for greater analysis of the reasons for sickness and any trends.
- 2.4 The Council's Corporate Management Team have recently discussed sickness absence in detail and have agreed to speak to all of their managers within the organisation to ensure that all sickness absences are being dealt with in line with the Council's existing sickness procedure. HR will also be making some minor amendments to the

sickness policy with a view to simplifying it for managers and offering them support, training and assistance, as they do now, when necessary.

- 2.5** At the last meeting the Committee requested feedback regarding an accident that occurred when a member of staff slipped in a shower on work premises. Christopher Wyer, Administration and Quality Manager within Waste and Recycling Services, has reported that this incident occurred on 09/07/2012 at 1.15 pm at Robinson Road, Newhaven. This accident was reported to RIDDOR and occurred when a member of staff slipped when the shower got too hot and he reacted which caused him to slip and fall. He banged his head on the shower floor and had a very slight concussion and a small open wound on his head. The onsite member of staff who is a qualified First Aider administered appropriate treatment and decided to call an ambulance which arrived within 15 minutes. He was given a butterfly stitch (taped over) and was not required to go to hospital for further treatment. He was taken home by a work colleague, who observed him briefly before leaving his house. The member of staff returned to work and has since made a full recovery.

### **Financial Appraisal**

- 3** The financial implications of this report are the number of working days lost to sickness.

### **Legal Implications**

- 4** The Legal Services Department have not been asked for comments.

### **Sustainability Implications**

- 5** I have not completed the Sustainability Implications Questionnaire as this Report is exempt from the requirement because it is a progress report/budget monitoring report/development control report

### **Equality Screening**

- 6** Equality analysis is not required as this is an information only report with no key decisions attached.

### **Background Papers**

- 7** None