

Agenda Item No: 7 **Report No:** 72/16
Report Title: Sickness Report
Report To: Employment Committee **Date:** May 2016
Cabinet Member:
Ward(s) Affected: All
Report By: Helen Knight & Becky Cooke
Contact Officer(s)- Helen Knight & Becky Cooke
Name(s): Helen Knight/Becky Cooke
Post Title(s): HR Manager, Shared Service/Head of Organisational Development
E-mail(s): Helen.knight@lewes.gov.uk
Tel No(s): 01273 661365

Purpose of Report:

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

Officers Recommendation(s):

- 1 To note the report.
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Reasons for Recommendations

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

Information

- 2 The figures for Quarter 4 of 2015/16 (1 January to 31 March 2016) are presented as background papers to this report. The average number of days' absence per employee for Q4 was 3.46. Points to note are:
 - 2.1 The data for Q4 is only the second to be presented with the new service area headings therefore direct comparison with Service Area levels of absence from Q4 last year is not easily possible. We will continue to present data on an ongoing basis in these service areas from hereon in so each quarter we will have more information to reflect back on and identify trends.
 - 2.2 Sickness absence for Q4 at LDC has reduced from Q3 where the average number of days absence per employee was 3.57.

- 2.3 Reasons for absence in Q4 were varied and included common cold, flu, musculoskeletal problems (not back) and stomach or bowel disorders. Aside from the high numbers of day lost due to cold and flu (which is common at the time of year in question) there is no apparent common theme or trend either within Service Areas or within the organisation.
- 2.4 At the end of Quarter 4 (31 March 2016) there were 21 members of staff on long term absence. Since the beginning of Quarter 1 (from 1 April) 16 of these have returned to work and 3 are no longer employed by the Council. This demonstrates the close management of absence by managers supported by HR and the large majority of these cases have been welcomed back into the workplace following phased in returns.
- 2.5 Although there was a reduction in Q4 we have exceeded our overall target of 9 days for 2015/16. The management of sickness absence continues to be a priority within the organisation with close scrutiny and management by line managers and HR.
- 2.6 As HR advised at the last Employment Committee, the sickness policy is currently being reviewed in collaboration with Unison. The new policy will be introduced at both Lewes District and Eastbourne Borough Council with members of the HR Shared Service providing training to all managers on this.
- 2.7 In conjunction with the launch of the new attendance management policy we will also be introducing a new Wellbeing offering across both Lewes and Eastbourne. This will enable us to coordinate and publicise the variety of different wellbeing options available for staff and to take a more holistic approach which should include being:
- proactive rather than reactive to the health and wellbeing of staff
 - focused on prevention of injuries and illness
 - effective in the management of staff returning to work following a period of absence
 - committed to creating a health and well-being culture that staff are fully engaged with

3 Financial Appraisal

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

4 Legal Implications

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

5 Sustainability Implications

- 5.1 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

6 Equality Screening

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

7 Background Papers

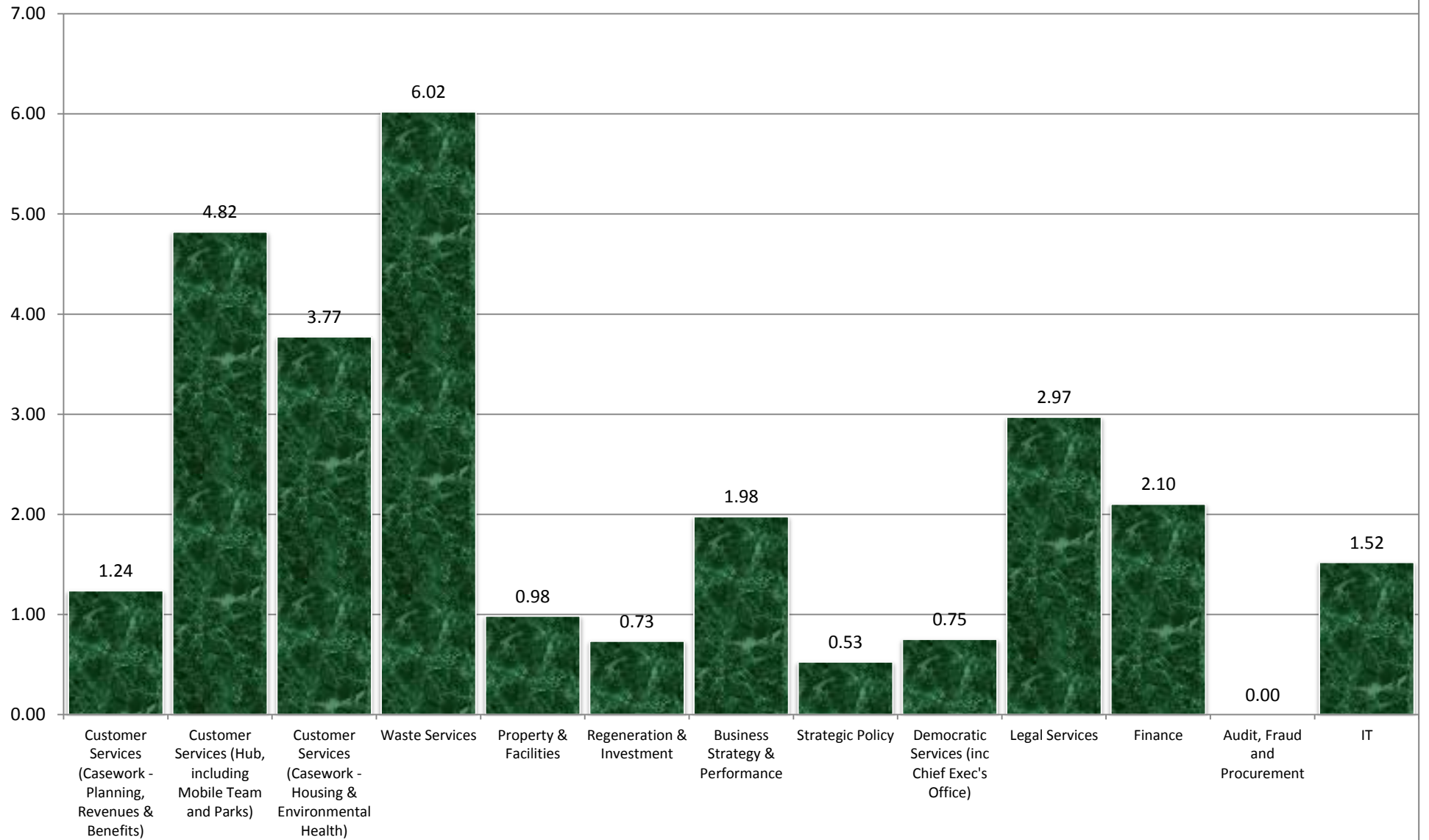
- 7.1 Excel spreadsheet showing the Council's sickness figures for Quarter 4 (1 January to 31 March 2016)
- 7.2 Excel Spreadsheet showing reasons for absence (by service area) during Quarter 4.

Dept	15/16 Q3 FTE	15/16 Q4 FTE
Customer Services (Casework - Planning, Revenues & Benefits)	47.58	51.59
Customer Services (Hub, including Mobile Team and Parks)	39.77	43.02
Customer Services (Casework - Housing & Environmental Health)	66.41	66.56
Waste Services	85.76	90.76
Property & Facilities	10.14	8.81
Regeneration & Investment	7.68	8.22
Business Strategy & Performance	8.16	8.67
Strategic Policy	7.50	9.5
Democratic Services (inc Chief Exec's Office)	15.81	13.81
Legal Services	8.97	9.05
Finance	16.58	15.37
Audit, Fraud and Procurement	5.45	5.05
IT	16.44	16.44
Total	336.25	346.85

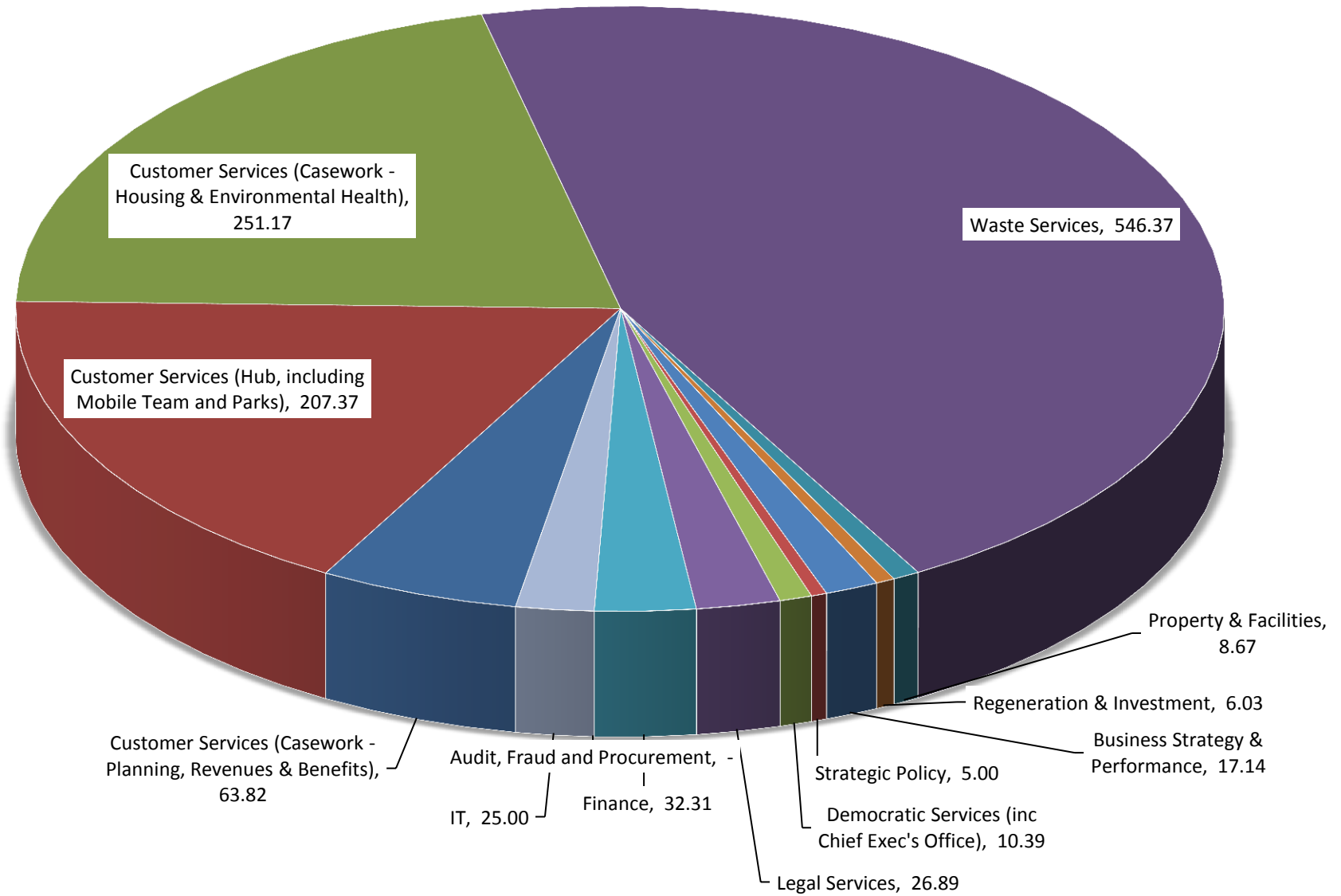
Dept	15/16 Q3 Absences	15/16 Q4 Absences	15/16 Q3 Days per FTE	15/16 Q4 Days Per FTE
Customer Services (Casework - Planning, Revenues & Benefits)	78.00	63.82	1.64	1.24
Customer Services (Hub, including Mobile Team and Parks)	252.00	207.37	6.34	4.82
Customer Services (Casework - Housing & Environmental Health)	252.00	251.17	3.79	3.77

Waste Services	527.00	546.37	6.15	6.02
Property & Facilities	35.00	8.67	3.45	0.98
Regeneration & Investment	0.00	6.03	0.00	0.73
Business Strategy & Performance	8.00	17.14	0.98	1.98
Strategic Policy	10.00	5.00	1.33	0.53
Democratic Services (inc Chief Exec's Office	7.00	10.39	0.44	0.75
Legal Services	5.00	26.89	0.56	2.97
Finance	5.00	32.31	0.30	2.10
Audit, Fraud and Procurement	0.00	-	0.00	0.00
IT	23.00	25.00	1.40	1.52
Total	1202	1200.16	3.57	3.46

15/16 Q4 Days Per FTE



15/16 Q4 FTE Absences



Short Term Absence Reason Q3	
Reason	Number
Back or Spinal Problem	14
Bronchitis	2
Chest Infection	7
Chest Pain	1
Common Cold	30
Cough	3
Depression	1
Dizziness	1
Exhaustion, tiredness or chronic fatigue	2
Ear Disorder	2
Eye Disorder	1
Flu	26
Headache or Migraine	7
Heart Problem	1
Hospital Appointment	2
Kidney bladder or urinary disorder	1
Musculoskeletal problem (not back)	6
Nose mouth or throat disorder	1
Operation & Recovery	1
Other disorder	5
Stomach or bowel disorder	28
Stress	3
Throat infection or tonsillitis	9
Unspecified	14
Viral Infection	10
Total	178

Musculoskeletal Breakdown	
Reason	Number
Arm Problem	1
Hip problem	1
Knee problem	1
Pulled Muscle	3
Total	6

Other Disorder Breakdown	
Reason	Number
Aneurism	2
De Quervains Disease	1
Pancreatitis	1
Respiratory Infection	1
Total	5

Short Term Absence Reasons by Department Q3		
Department	Reason	Number
Business Strategy & Performance	Common cold	1
	Cough	1
	Musculoskeletal (hip)	1
	Stomach or bowel disorder	2
	Total	5
Customer Services Hub	Back or spinal problem	3
	Chest infection	2
	Common cold	7
	Depression	1
	Dizziness	1
	Flu	2
	Headache or migraine	1
	Operation & Recovery	1
	Stomach or bowel disorder	3
	Throat infection or tonsillitis	3
Viral Infection	1	
Unspecified	2	
Total	27	
Democratic Services (inc Chief Executive's Office)	Common cold	1
	Chest infection	1
	Flu	2
	Headache or migraine	1
	Unspecified	1
Viral Infection	2	
Total	8	
Finance	Common cold	4
	Ear Disorder	1
	Eye Disorder	1
	Flu	3
	Stomach or bowel disorder	1
	Viral Infection	1
	Total	11
Housing & Environmental Health	Back or spinal problem	3
	Chest infection	2
	Common cold	4
	Cough	1
	Ear Disorder	1
	Exhaustion tiredness or chronic fatigue	1
	Flu	5
	Headache or migraine	2
	Stomach or bowel disorder	4
	Stress	2
	Unspecified	1
	Viral Infection	1
	Total	27
Information Technology	Chest infection	1
	Common cold	1
	Exhaustion tiredness or chronic fatigue	1
	Flu	1
	Heart problem	1
	Other Disorder (respiratory infection)	1
	Stomach or bowel disorder	1
	Throat infection or tonsillitis	2
Total	9	
Legal	Common cold	1
	Flu	3
	Headache or migraine	1
	Stomach or bowel disorder	1
	Throat infection or tonsillitis	1
Total	7	
Planning, Revenue & Benefits	Back or spinal problem	1
	Common cold	4
	Flu	1
	Headache or migraine	1
	Other Disorder (pancreatitis)	1
	Stomach or bowel disorder	2
Throat infection or tonsillitis	2	

	Unspecified	1
	Total	13
Property & Facilities	Headache or migraine	1
	Stomach or bowel disorder	3
	Unspecified	1
	Total	5
Regeneration & Investment	Common cold	2
	Kidney bladder or urinary disorder	1
	Stomach or bowel disorder	2
	Total	5
Service Delivery	Flu	1
	Total	1
Strategic Policy	Common cold	1
	Flu	1
	Hospital Appointment	1
	Total	3
Waste Services	Back or spinal problem	7
	Bronchitis	2
	Chest infection	1
	Chest Pain	1
	Common cold	3
	Cough	1
	Flu	7
	Hospital Appointment	1
	Musculoskeletal problem (knee)	1
	Musculoskeletal problem (pulled muscle)	3
	Musculoskeletal problem (arm)	2
	Nose Mouth or throat disorder	1
	Other Disorder (De Quervains Disease)	1
	Other Disorder (Anerism)	2
	Stomach or bowel disorder	9
	Stress	1
	Throat Infection or tonislitie	1
	Unspecified	8
	Viral Infection	5
	Total	57

Long Term Absence Reasons	
Reason	Number
Back or spinal problem	1
Depression	4
Eye Disorder	1
Influenza	1
Musculoskeletal problem (not back)	5
Nose mouth or throat disorder	1
Operation & Recovery	2
Other Disorder	2
Stress	3
Total	20

Musculoskeletal Breakdown	
Reason	Number
Arthritis	1
Carple Tunnel Syndrome	1
Finger Injury	1
Hip problem	1
Knee pain	1
Total	5

Long Term Absence Reasons by Department		
Department	Reason	Number
Customer Services Hub	Depression	1
	Influenza	1
	Musculoskeletal problem (Carpel Tunnel)	1
	Other disorder (Mental Health)	1
	Total	4
Housing & Environmental Health	Depression	1
	Musculoskeletal problem (hip)	1
	Total	2
Parks & Cemeteries	Depression	1
	Total	1
Planning Revenue & Benefits	Nose mouth or throat disorder	1
	Stress	1
	Total	2
Waste Services	Back or spinal problem	1
	Depression	2
	Musculoskeletal problem (arthritis)	1
	Musculoskeletal problem (hip)	1
	Musculoskeletal problem (knee)	1
	Musculoskeletal problem (shoulder)	1
	Operation & recovery	2
	Stress	2
	Total	11