

# Employment Committee

18 June 2018



## Time and venue

10.00 am in the Telscombe Room - Southover House, Lewes

## Membership:

Councillors Elayne Merry (Chair); Councillors Mike Chartier, Paul Franklin, Stephen Gauntlett and Robbie Robertson

Quorum: 3

*Published: Friday, 8 June 2018*

# Agenda

## 1 Minutes (Pages 1 - 6)

To confirm and sign the minutes of the previous meeting held on 5 March 2018 (attached herewith).

## 2 Apologies for absence/declaration of substitute members

## 3 Declarations of interest

Disclosure by councillors of personal interests in matters on the agenda, the nature of any interest and whether the councillor regards the interest as prejudicial under the terms of the Code of Conduct.

## 4 Urgent items

Items not on the agenda which the Chair of the meeting is of the opinion should be considered as a matter of urgency by reason of special circumstances as defined in Section 100B(4)(b) of the Local Government Act 1972.

## 5 Written questions from councillors

To deal with written questions from councillors pursuant to Council Procedure Rule 12.3 (page D8 of the Constitution).

## 6 Update on the Joint Transformation Programme

Verbal update by Assistant Director of Human Resources and Transformation.

## 7 Gender Pay Gap (Pages 7 - 14)

Report of Head of Human Resources.

**8      Sickness Report** (Pages 15 - 28)

Report of Head of Human Resources.

**9      Exclusion of the public and press**

To consider, under Section 100(A) of the Local Government Act 1972 (as amended), excluding the public and press from the meeting during the discussion of Items 10 and 11 on this agenda as there are likely to be disclosures of exempt information as defined in paragraphs 1, 2 and 4 of Part 1 of Schedule 12A of the Act.

**10     Consideration of matters raised by the employees' side**

Verbal update by employees' side representatives in respect of the items on this agenda.

**11     Consideration of health and safety matters raised by the employees' side**

Verbal update by employees' side representatives in respect of health and safety.

**12     Date of next meeting**

To note that the next meeting of the Employment Committee is scheduled to be held on Monday, 10 September 2018 in the Telscombe Room, Southover House, Southover Road, Lewes, BN7 1AB, commencing at 10:00am.

## **Information for the public**

**Accessibility:** Please note that the venue for this meeting is wheelchair accessible and has an induction loop to help people who are hearing impaired. This agenda and accompanying reports are published on the Council's website in PDF format which means you can use the "read out loud" facility of Adobe Acrobat Reader.

**Filming/Recording:** This meeting may be filmed, recorded or broadcast by any person or organisation. Anyone wishing to film or record must notify the Chair prior to the start of the meeting. Members of the public attending the meeting are deemed to have consented to be filmed or recorded, as liability for this is not within the Council's control.

**Public participation:** Please contact Democratic Services (see end of agenda) for the relevant deadlines for registering to speak on a matter which is listed on the agenda if applicable.

## **Information for councillors**

**Disclosure of interests:** Members should declare their interest in a matter at the beginning of the meeting.

In the case of a disclosable pecuniary interest (DPI), if the interest is not registered (nor the subject of a pending notification) details of the nature of the interest must be

reported to the meeting by the member and subsequently notified in writing to the Monitoring Officer within 28 days.

If a member has a DPI or other prejudicial interest he/she must leave the room when the matter is being considered (unless he/she has obtained a dispensation).

**Councillor right of address:** A member of the Council may ask the Leader, a Cabinet Member or the Chair of a committee or sub-committee any question without notice upon an item of the report of the Cabinet or a committee or subcommittee when that item is being received or under consideration by the Council.

A member of the Council may ask the Chair of a committee or sub-committee a question on any matter in relation to which the Council has powers or duties or which affect the District and which falls within the terms of reference of that committee or subcommittee.

A member must give notice of the question to the Head of Democratic Services in writing or by electronic mail no later than close of business on the fourth working day before the meeting at which the question is to be asked.

## Democratic Services

For any further queries regarding this agenda or notification of apologies please contact Democratic Services.

**Email:** [committees@lewes-eastbourne.gov.uk](mailto:committees@lewes-eastbourne.gov.uk)

**Telephone:** 01323 410000

**Website:** <http://www.lewes-eastbourne.gov.uk/>



**modern.gov app available**

View upcoming public committee documents on your [iPad](#) or [Android Device](#) with the free modern.gov app.

This page is intentionally left blank



## Employment Committee

**Minutes** of a meeting of the **Employment Committee** held in the **Telscombe Room, Southover House, Southover Road, Lewes** on **Monday, 5 March 2018** at 10.00am

### **Present:**

### **Employer's Side:**

Councillors E Merry (Chair), S Catlin, M Chartier, P Franklin and S Gauntlett

### **Employees' Side:**

R Haigh

### **Also Present:**

B Cooke, Assistant Director for Human Resources and Transformation  
H Knight, Head of Human Resources  
S McGreal, Regional Organiser, Unison  
J Norman, Committee Officer  
J Yeates, Health and Safety Officer

## Minutes

### **28 Minutes**

The Minutes of the meeting held on 18 December 2017 were approved as a correct record and signed by the Chair.

### **29 Apology for Absence/Declaration of Substitute Member**

An apology for absence had been received from Councillor R Robertson. Councillor Catlin declared he was acting as substitute for Councillor Robertson for the duration of the meeting.

## Action

### 30 Update on the Joint Transformation Programme

The Assistant Director for Human Resources and Transformation provided a verbal update on the progress of the Joint Transformation Programme (JTP); a restructuring programme (currently in Phase Two) which aimed to deliver the majority of Lewes District Council and Eastbourne Borough Council's services via shared teams and by adopting new ways of working.

Members' discussion included:

- The difference in role responsibilities between a Case Worker and a Specialist Advisor as part of Phase 2 of the JTP.

Officers responded that:

- Elements of work activity had been broken down and divided between a Case Worker and a Specialist Advisor, with the Case Worker handling more general requests by the public and the Specialist Advisor taking on more complex cases.

Employees' Side representatives commented that:

- They wished to discuss employee feedback from Phase 2 of the JTP with HR before making any further comments.

Resolved:

1. That the verbal update on the Joint Transformation Programme be noted.

Reason:

The Employment Committee had requested regular updates regarding progress of the Joint Transformation Programme.

### 31 Attendance Management Policy Review

The Committee considered the report which provided an update on the review of the Attendance Management Policy as previously requested by UNISON once the policy was in operation.

Resolved:

1. That the full review of the Attendance Management Policy in collaboration with a wide variety of stakeholders and amendments made as a direct result, be noted.

Reasons:

1. Lewes District and Eastbourne Borough Councils had jointly committed to bringing policies and procedures together as part of the Joint Transformation Programme, which was an important step towards aligning our people and business practices;

2. The Attendance Management Policy was the first of the HR policies to be aligned in September 2016 and at that time Unison had requested that a review be conducted once the policy was in operation; and
3. The Attendance Management Policy had been in use for 17 months and HR had collated feedback amongst the team, from managers using the policy and from Unison.

### **32    Sickness Report**

The Committee received the report which provided an update regarding the Council's sickness figures for the period 1 October 2017 to 31 December 2017 (Quarter 3 of 2017/2018), together with the reasons for staff absences as set out in the appendices to the report.

Members' discussion included:

- Whether or not absence information would be combined across both Lewes District Council and Eastbourne Borough Councils from Quarter 1 of 2018/19.

Officers responded that:

- Absence information would be combined across both Lewes District and Eastbourne Borough Councils from Quarter 1 2018/19 onwards and that absence information would be broken down by service areas.

Resolved:

1. That the report be noted.

Reason:

The Employment Committee had asked for a regular item to be presented regarding the absence statistic within the Council.

### **33    Accidents to Lewes District Council staff from April 2017 to February 2018**

The Committee considered the report which presented the statistics on accidents sustained by staff working for the Council, as reported between 1 April 2017 and 10 February 2018.

Members' discussion included:

- That Council staff were active and aware of safe ways of working.
- It was the Health and Safety Officer's last meeting prior to her departure from the Council. The Committee wished to express its sincere gratitude for all of the work the Health and Safety Officer had done during her time with the Council, including the upgraded reporting system for accidents.

- Whether there would be one or two Health and Safety Officers across both LDC and EBC after the current Health and Safety Officer's departure.
- Concerns about how the health and safety work load would be covered across both Councils in future during the remaining Health and Safety Officer's periods of absence, for example annual leave or sick leave.
- The new Waste Services strategy would reduce injuries, and whether a graph/structure chart could be presented which highlighted the statistics at future meetings of the Committee.

Officers responded that:

- 'Health and Safety' is a mandatory item on the agenda of all Team Meetings, so that staff could bring up any issues, and so that safe ways of working were reviewed with toolbox talks.
- The Health and Safety Officer wished to express her gratitude, as her current role was one she sincerely enjoyed.
- There would be one Health and Safety Officer across both Councils.
- Although there would only be one Health and Safety Officer across both Councils, there would be more than one person available to cover the health and safety workload during periods when the Health and Safety Officer was on leave.
- The new Waste Services strategy should significantly reduce injuries and that officers would provide a graph/structure chart which highlighted the statistics at future meetings of the Committee.

Employees' Side representatives commented that:

- There were concerns regarding having only one Health and Safety Officer working across both Councils, and it was a situation they would continue to monitor.

Resolved:

1. That the report be noted.

Reason:

The Report provides regular information on accidents and near misses to the Employment Committee as necessary to fulfil certain requirements of the Committee's Remit (namely Section 5, parts 2.4 (c) and 2.5 (g) and (k) of the Council's Constitution).

## **34 Exclusion of the Public and Press**



Resolved:

1. That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the public and press be excluded from the meeting during the discussion of items 11 and 12 on the Agenda as there was likely to be disclosures of exempt information as defined in paragraphs 1, 2 and 4 of Part 1 of Schedule 12A of the Act.

**35 Consideration of Matters Raised by the Employees' Side**

Ms McGreal, Regional Organiser, Unison, explained that there had been no meeting with HR regarding the Waste Services proposal, but that the Employees' Side hoped that a meeting would be scheduled for late March 2018 in order for meaningful consultation on the proposal. She further explained that the Waste Services proposal was an ongoing discussion with the Head of Customer & Neighbourhood Services, particularly the Group Task and Finish aspect of the proposal.

In response to the statements made by Ms McGreal, the Head of Human Resources highlighted that during the initial consultation regarding the Waste Services proposal, there were five main points addressed, including the Group Task and Finish aspect. She further highlighted that 91% of those who provided feedback during the initial consultation did not want the Group Task and Finish aspect to end.

The Head of Human Resources explained that the current Group Task and Finish policy allowed employees in Waste Services to go home once their waste and recycling rounds had been completed. She further explained in Phase 2 of the JTP consultation pack the Group Task and Finish policy was still in place, but it had been amended to read that employees in Waste Services could not go home until every group's waste and recycling rounds had been completed.

The Head of Human Resources informed the Committee that working groups would be put in place to monitor aspects of the policy.

Ms McGreal explained that if the Employees' Side could not reach an agreement with HR on the final Phase 2 JTP consultation pack, it would regard the change in the Group Task and Finish policy as a change in contract. Ms McGreal further explained that the Employees' Side wished to work together with HR to have a meaningful consultation on the final JTP Phase 2 consultation pack.

**36 Consideration of Health and Safety Matters Raised by the Employees' Side**

There were no additional health and safety matters raised by the Employees' Side over and above those which had been recorded in the Minutes of the meeting of the Employment Committee.

**37 Date of Next Meeting**

Resolved:

1. That it be noted that the next meeting of the Employment Committee was scheduled to be held on Monday, 18 June 2018 in the Telscombe Room, Southover House, Southover Road, Lewes commencing at 10:00am.

All to  
note.

The meeting ended at 10:50am.

E Merry  
Chair

**Report Title:** Gender Pay Gap

**Report To:** Employment Committee      **Date:** 18 June 2018

**Ward(s) Affected:** All

**Report By:** Helen Knight

**Contact Officer(s)-** Helen Knight

**Name(s):** Helen Knight  
**Post Title(s):** Head of HR

**E-mail(s):** Helen.knight@lewes-eastbourne.gov.uk  
**Tel No(s):** 07966 645102

---

## **Purpose of Report:**

To update the Employment Committee regarding the Council's gender pay gap.

## **Officers Recommendation(s):**

- 1 To note the report.

---

## **1 Reasons for Recommendations**

- 1.1 The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 apply to private-sector and voluntary-sector employers of 250 people or more. It requires employers to publish details of the gender pay gap for their organisation as it is in the pay period in which 5 April (the "snapshot" date) falls in each year from 2017 onwards. There is a separate requirement for employers to publish gender bonus gap information, based on data for those employees in receipt of bonus pay during the 12 months to 5 April.

## **2 Information**

- 2.1 We collected our data on 31<sup>st</sup> March 2017 when our workforce consisted of 488 women and 423 men. The figures show that Eastbourne Borough Council (EBC) has a mean gender pay gap of 3.5% and a median gender pay gap of -8.6%.
- 2.2 We are not required to publish details for Lewes District Council as Lewes currently only has 62 people on the payroll (Legal Services staff and Elected Members)
- 2.3 All other staff are employed by EBC. Below is a table depicting pay quartiles by gender divided into four equal-sized groups based on hourly pay rates, with Band A including the lowest-paid 25% of

employees (the lower quartile) and Band D covering the highest-paid 25% (the upper quartile).

- 2.4 In order for there to be no gender pay gap, there would need to be an equal ratio of men to women in each band. Within EBC there is a reasonably even (but not equal) percentage of men and women in posts in the lower quartile, the lower middle quartile and the upper quartile. In the upper middle quartile there are significantly more females.

### Pay quartiles by gender

Band	Males	Females	Description
A	51.10%	48.90%	Includes all employees whose standard hourly rate places them at or below the lower quartile
B	46.49%	53.51%	Includes all employees whose standard hourly rate places them above the lower quartile but at or below the median
C	39.91%	60.09%	Includes all employees whose standard hourly rate places them above the median but at or below the upper quartile
D	48.25%	51.75%	Includes all employees whose standard hourly rate places them above the upper quartile

The figures set out above have been calculated using the standard methodologies used in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

## 3 Financial Appraisal

- 3.1 There are no financial implications of this report

## 4 Legal Implications

- 4.1 There are no legal implications arising from this report.

## **5 Risk Management Implications**

- 5.1 I have not completed the Risk Management Implications questionnaire and 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 although it has been reviewed amongst the Equality and Fairness scrutiny panel.

## **7 Background Papers**

None

## **8 Appendices**

- 8.1 Gender Pay Gap Report March 2018

This page is intentionally left blank



**Lewes District Council**



Working in partnership with **Eastbourne Homes**

### Eastbourne Borough Council Gender Pay Gap Report as of 31<sup>st</sup> March 2017

We collected our data on 31<sup>st</sup> March 2017 when our workforce consisted of 488 women and 423 men. The figures show that Eastbourne Borough Council has a mean gender pay gap of 3.5% and a median gender pay gap of -8.6%.

- The mean gender pay gap for Eastbourne Borough Council is £0.44. The mean (average) hourly rate of pay for females is £12.22 and the mean (average) hourly rate of pay for males is £12.66
- The median gender pay gap for Eastbourne Borough Council is £+0.87. The median hourly rate of pay for females is £10.97 and the median hourly rate of pay for males is £10.10.
- The mean gender bonus (honoraria) gap for Eastbourne Borough Council is 38%, although the Council does not have a formal bonus scheme for the purposes of this report we are required to include honorariums as a bonus.
- The median gender bonus (honoraria) gap for Eastbourne Borough Council is 47.4%.
- Therefore, the proportion of male employees in Eastbourne Borough Council receiving a bonus (honorarium) is 3.5% and the proportion of female employees receiving a bonus is 5.5%.

Below is a table depicting pay quartiles by gender shows Eastbourne Borough Council 's workforce divided into four equal-sized groups based on hourly pay rates, with Band A including the lowest-paid 25% of employees (the lower quartile) and Band D covering the highest-paid 25% (the upper quartile). Please note the reference to Band A, B, C and D is not the same as the Eastbourne Borough pay scales.

In order for there to be no gender pay gap, there would need to be an equal ratio of men to women in each band. Within Eastbourne Borough Council there is a reasonably even (but not equal) percentage of men and women in posts in the lower quartile, the lower middle quartile and the upper quartile. In the upper middle quartile there are 39% males and 60% females.

**Pay quartiles by gender**

<b>Band</b>	<b>Males</b>	<b>Females</b>	<b>Description</b>
A	51.10%	48.90%	Includes all employees whose standard hourly rate places them at or below the lower quartile
B	46.49%	53.51%	Includes all employees whose standard hourly rate places them above the lower quartile but at or below the median
C	39.91%	60.09%	Includes all employees whose standard hourly rate places them above the median but at or below the upper quartile
D	48.25%	51.75%	Includes all employees whose standard hourly rate places them above the upper quartile

The figures set out above have been calculated using the standard methodologies used in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

**What are the underlying causes of Eastbourne Borough Council's gender pay gap?**

Under the law, men and women must receive equal pay for:

- the same or broadly similar work;
- work rated as equivalent under a job evaluation scheme; or
- work of equal value.

Eastbourne Borough Council is committed to the principle of equal opportunities and equal treatment for all employees, regardless of sex, race, religion or belief, age, marriage or civil partnership, pregnancy/maternity, sexual orientation, gender



## APPENDIX

reassignment or disability. It has a clear policy of paying employees equally for the same or equivalent work, regardless of their sex (or any other characteristic set out above). As such it evaluates job roles and pay grades as necessary to ensure a fair structure.

Eastbourne Borough Council is confident that its gender pay gap does not stem from paying men and women differently for the same or equivalent work. On the date that this information was taken we employed more females than males, therefore it is perhaps not surprising that there are more women than men at almost every level of the organisation.

### **How does Eastbourne Borough Council's gender pay gap compare with that of other organisations?**

The vast majority of organisations have a gender pay gap, and we are pleased to be able to say that Eastbourne Borough Council's gap compares very favourably with that of other organisations.

A number of civil service departments published their gender pay gaps in December 2017. The civil service gender pay gap has narrowed from 13.6% in 2016 to 12.7% in 2017, this compares favourably with the public sector as a whole, where the gender pay gap is 19.4%, compared to 23.7% in the private sector.

The mean gender pay gap for the whole economy (according to the November 2016 Office for National Statistics (ONS) Annual Survey of Hours and Earnings (ASHE) figures) is 17.5%. The median gender pay gap for the whole economy (according to the November 2016 ONS ASHE figures) is 19.2%.

At 3.5% Eastbourne Borough Council's mean gender pay gap is significantly lower than that for the whole economy and the public sector as a whole. We believe reflects the fact that we have male and female staff represented almost equally in each level of the organisation.

At +0.87% Eastbourne Borough Council's median gender pay gap is significantly lower than that for the whole economy and public sector as whole. We believe this is reflective of the fact that, at the time this information was taken, we had more female employees than male.

### **What is Eastbourne Borough Council doing to address its gender pay gap?**

While Eastbourne Borough Council's gender pay gap compares favourably with that of organisations across the whole UK economy this is not a subject about which Eastbourne borough Council is complacent, and it is committed to doing everything that it can to reduce the gap.

We already monitor gender in our recruitment process and amongst our employees to understand:

- the proportions of men and women applying for jobs and being recruited;

## APPENDIX

- the proportions of men and women applying for and obtaining promotions;
- the proportions of men and women leaving the organisation and their reasons for leaving;
- the numbers of men and women in each role and pay band;
- take-up of flexible working arrangements by gender and level within the organisation;
- the proportion of men and women who return to their original job after a period of maternity or other parental leave; and
- the proportion of men and women still in post a year on from a return to work after a period of maternity or other parental leave.

In the coming year, we are also committed to:

- Revising our policy on bonus (honoraria) payments; we will be working with Heads of Service to ensure that there is no bias towards either gender in considering bonuses or in any other employment related matter
- We will monitor our recruitment into the upper middle quartile. As an equal opportunities employer, we firmly believe appointing the best candidate into the role, regardless of their gender or other factors covered by the quality Act
- We will continue to actively encourage flexible working across our organisation where the needs of the service allow.

**Report Title:**            **Sickness Report**

**Report To:**            **Employment Committee**      **Date:**            **18 June 2018**

**Ward(s) Affected:**    **All**

**Report By:**            **Helen Knight**

**Contact Officer(s)-**   **Helen Knight**

**Name(s):**   **Helen Knight**  
                 **Post Title(s):**   **Head of HR**

**E-mail(s):**   **Helen.knight@lewes-eastbourne.gov.uk**  
                 **Tel No(s):**   **07966 645102**

---

## **Purpose of Report:**

To update the Employment Committee regarding the council's sickness figures for the period Q4 2018/18 (January – March 2018).

## **Officers Recommendation(s):**

- 1      To note the Q4 figures and also the new sickness absence target for 2018/19 along with the new way in which the figures will be presented in the future.
- 

## **1      Reasons for Recommendations**

The Committee has asked for a regular item to be presented regarding the absence statistics within the council.

## **2      Information**

- 2.1    The average number of days' absence per employee for Quarter 4 was 2.87. An excel spreadsheet showing the council's sickness figures for Q4 (1 January to 31 March) is attached as Appendix 1.
- 2.2    This means that the overall sickness for Lewes for the full year 2017/18 was 10.12 days, a decrease on 2016/17 which was 10.6 days per full time equivalent employee. Whilst this figure means that we did not meet our target of 9 days, we are pleased that we have continued the year-on-year reduction for the last 7 years.
- 2.3    Members may recall that in the previous report regarding Q3 we predicted there may be an increase in Q4 due to managers reporting that many staff were affected in January 2018 by significant viruses such as flu and vomiting. This increased our short term absence and is reflected in the overall Q4 figures.

- 2.4 Q4 had the highest level of absence of any quarter during 2017/18 although it is very slightly lower than the Q4 figure from 2016/17 which was 2.89. As demonstrated by Appendix 2 the reasons for absence continue to be varied with the most frequent reason for short term absence being colds and virus. Of the long term absences detailed during this quarter, the one person with stress and another with depression have both subsequently returned to work.
- 2.5 Management of sickness absence continues to be a priority within the organisation with close scrutiny and management by line managers and HR.
- 2.6 From 1 February 2017 the majority of employees have been employed by Eastbourne Borough Council so from Q1 of 2018/19, absence information will reflect our combined workforce and will no longer be split out separately to show those who used to be employed by Lewes District Council. HR will continue to maintain detailed absence rates across service areas and reasons for absence.
- 2.7 With the combined reporting in mind we have considered a new target for 2018/19. The sickness figures for both councils over previous years have been as follows:

<b>Financial Year</b>	<b>Lewes (in days per FTE)</b>	<b>Eastbourne (in days per FTE)</b>
2017/18	Target 9 Actual 10.25	Target 5.8 Actual 8.25
2016/17	Target 9 Actual 10.6	Target 5.8 Actual 5.75
2015/16	Target 9 Actual 11.26	Target 5.8 Actual 5.26
2014/15	Target 9 Actual 11.31	Target 5.8 Actual 5.1
2013/14	Target 10.5 Actual 11.5	Target 5.8 Actual 6.15
2012/13	Target 10.5 Actual 12.52	Target 5.8 Actual 5.27
2011/12	Target 11.5 Actual 12.24	Target 5.8 Actual 5.59

Some of our neighboring authorities record the following

<b>Authority</b>	<b>Days lost per FTE</b>		<b>Waste in house?</b>
Mid Sussex District Council	2015/16	8.85	No
	2016/17	8.36	
Brighton and Hove Council	2016/17	10.6	Yes
East Sussex County Council	2016/17	8.73	No
Horsham	2016/17	9	Yes
Arun District Council	2016/17	8.35	No
	2017/18	8.78	
Wealden District Council	2015/16	7.43	No
	2016/17	8.05	

- 2.8 These indicate that our previous observations that Lewes' sickness rates were higher than average and Eastbourne's were lower, have been correct.
- 2.9 It is also worth noting that none of the neighbouring authorities referenced above (aside from East Sussex County Council who have joined Orbis) have gone through the level of change that we have in recent years. Although we have not noticed any evidence of increased absence due to stress as a result of these restructures we have received feedback from Unison and staff to this affect.
- 2.10 Bearing in mind the absence totals of Lewes and Eastbourne over recent years and those of our neighbouring authorities with Waste Services we are suggesting a combined target for Lewes and Eastbourne of 9 days per FTE for the financial year 2018/19. 9 has been the annual target for Lewes since 2014 and although we have not met it we can see from the table above that there has been a gradual reduction year-on-year.
- 2.11 We would anticipate being able to reduce the target to 8 days for 2019/20 and this will be kept under review over the next 12 months.

### **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 There are no legal implications arising from this report

## **5 Risk Management Implications**

- 5.1 I have completed the Risk Management Implications questionnaire and 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**

None

## **8 Appendices**

- 8.1 Appendix 1 Excel spreadsheet showing the Council's sickness figures for Quarter 4 (1 January to 31 March)
- 8.2 Appendix 2 Excel Spreadsheet showing reasons for absence (by service area) during Quarter 4.

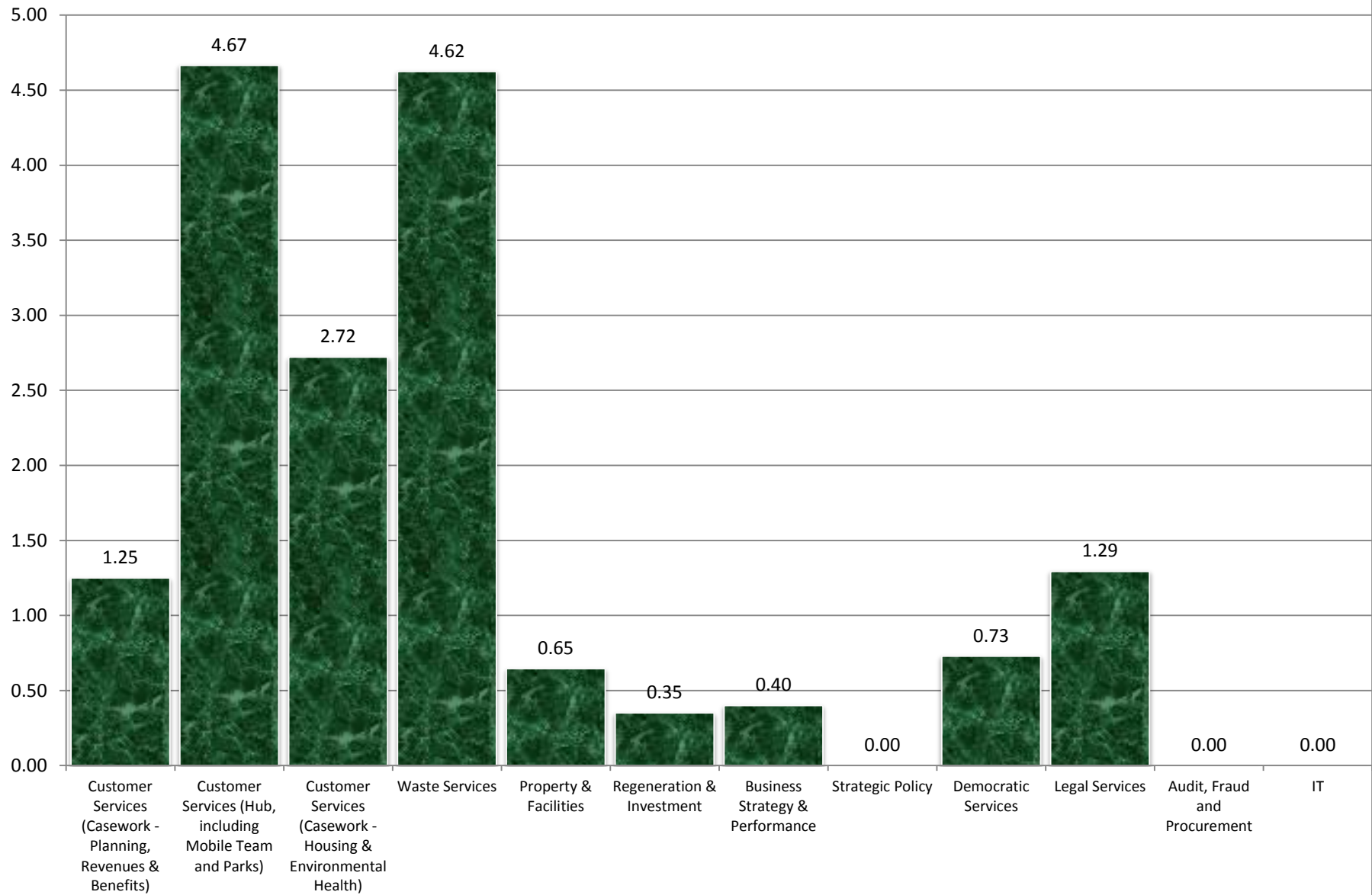
Dept	15/16 Q3 FTE	15/16 Q4 FTE	16/17 Q1 FTE	16/17 Q2 FTE	16/17 Q3 FTE	16/17 Q4 FTE	17/18 Q1 FTE	17/18 Q2 FTE	17/18 Q3 FTE	17/18 Q4 FTE
Customer Services (Casework - Planning, Revenues & Benefits)	47.58	51.59	56.09	57.25	57.98	49.12	55.9	54.29	49.45	39.99
Customer Services (Hub, including Mobile Team and Parks)	39.77	43.02	39.51	42.51	45.98	35.53	31.6	30.54	28.62	29.58
Customer Services (Casework - Housing & Environmental Health)	66.41	66.56	66.06	68.22	68.86	67.01	61.21	58.98	51.47	35.64
Waste Services	85.76	90.76	92.40	88.40	89.40	93.92	96.45	101.08	97.53	96.99
Property & Facilities	10.14	8.81	9.29	9.29	9.29	10.30	10.97	10.29	9.29	9.29
Regeneration & Investment	7.68	8.22	8.66	7.55	8.85	8.05	8.13	5.54	6.54	8.54
Business Strategy & Performance	8.16	8.67	9.06	7.94	6.94	3.49	3.00	5.00	5.00	5.00
Strategic Policy	7.50	9.5	6.50	6.50	7.50	6.50	2.00	1.00	2.00	2.00
Democratic Services (inc Chief Exec's Office)	15.81	13.81	10.20	10.20	10.20	10.20	9.60	9.60	9.60	9.60
Legal Services	8.97	9.05	9.05	10.05	10.05	10.05	10.05	10.05	10.05	10.05
Finance	16.58	15.37	15.10	16.10	16.10	15.90	15.91	15.51	15.51	15.51
Audit, Fraud and Procurement	5.45	5.05	5.05	5.05	5.13	4.13	4.13	4.13	4.13	4.13
IT	16.44	16.44	13.44	13.44	1.00	0.00	0.00	0.00	0.00	0
Total	336.25	346.85	340.41	342.50	337.28	314.20	308.95	306.01	289.19	266.32

Dept	15/16 Q3 Absences	15/16 Q4 Absences	16/17 Q1 Absences	16/17 Q2 Absences	16/17 Q3 Absences	16/17 Q4 Absences	17/18 Q1 Absence	17/18 Q2 Absence	17/18 Q3 Absence	17/18 Q4 Absence	15/16 Q3 Days per FTE	15/16 Q4 Days Per FTE	16/17 Q1 Days Per FTE	16/17 Q2 Days Per FTE	16/17 Q3 Days Per FTE	16/17 Q4 Days Per FTE	17/18 Q1 Days Per FTE	17/18 Q2 Days Per FTE	17/18 Q3 Days Per FTE	17/18 Q4 Days Per FTE
Customer Services (Casework - Planning, Revenues & Benefits)	78.00	63.82	167.5	103.00	157.50	100.00	82.00	58.00	11.00	50.00	1.64	1.24	2.99	1.80	2.72	2.04	1.47	1.07	0.22	1.25
Customer Services (Hub, including Mobile Team and Parks)	252.00	207.37	104	87.00	159.50	91.00	61.00	86.00	43.00	138.00	6.34	4.82	2.63	2.05	3.47	2.56	1.93	2.82	1.50	4.67
Customer Services (Casework - Housing & Environmental Health)	252.00	251.17	173	103.00	133.50	241.00	152.00	298.00	207.00	97.00	3.79	3.77	2.62	1.51	1.94	3.60	2.48	5.05	4.02	2.72
Waste Services	527.00	546.37	511	327.00	319.00	435.00	465.00	336.00	253.00	448.54	6.15	6.02	5.53	3.70	3.57	4.63	4.82	3.32	2.59	4.62
Property & Facilities	35.00	8.67	1	4.00	14.50	23.00	41.00	91.00	2.00	6.00	3.45	0.98	0.11	0.43	1.56	2.23	3.74	8.84	0.22	0.65
Regeneration & Investment	0.00	6.03	5.5	2.00	6.00	0.00	0.00	0.00	0.00	3.00	0.00	0.73	0.64	0.26	0.68	0.00	0.00	0.00	0.00	0.35
Business Strategy & Performance	8.00	17.14	4	13.00	69.00	2.00	0.00	0.00	7.00	2.00	0.98	1.98	0.44	1.64	9.94	0.57	0.00	0.00	1.40	0.40
Strategic Policy	10.00	5.00	3	2.00	9.00	0.00	0.00	0.00	0.00	0.00	1.33	0.53	0.46	0.31	1.20	0.00	0.00	0.00	0.00	0.00
Democratic Services	7.00	10.39	5	5.00	4.50	55.00	0.00	2.00	0.00	7.00	0.44	0.75	0.49	0.49	0.44	5.39	0.00	0.21	0.00	0.73
Legal Services	5.00	26.89	6	6.50	9.00	6.00	0.00	0.00	0.00	13.00	0.56	2.97	0.66	0.65	0.90	0.60	0.00	0.00	0.00	1.29
Audit, Fraud and Procurement	0.00	-	0	6.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.19	0.78	0.00	0.00	0.00	0.00	0.00
IT	23.00	25.00	5	2.00	2.00	0.00	0.00	0.00	0.00	0.00	1.40	1.52	0.37	0.15	2.00	0.00	0.00	0.00	0.00	0.00
Total	1197	1167.85	985	660.5	887.50	953.00	801.00	871.00	523.00	764.54	3.56	3.37	2.89	1.93	2.63	3.03	2.59	2.85	1.81	2.87

This page is intentionally left blank

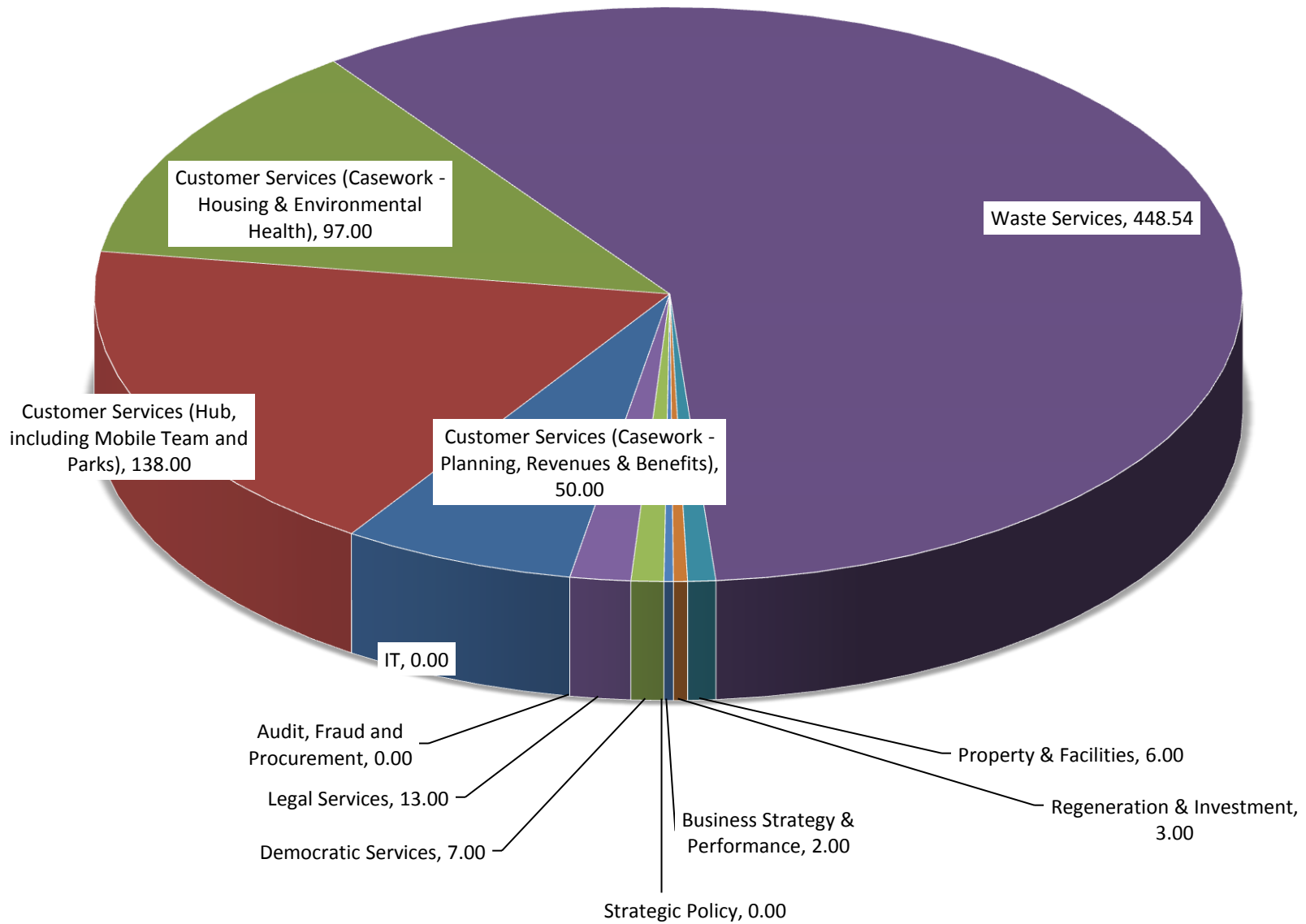


## 17/18 Q Days Per FTE



This page is intentionally left blank

## 17/18 Q4 FTE Absences



This page is intentionally left blank

Q4 Sickness Reasons By Department	Reason	Absences
<b>Democratic Services</b>	Sore throat	1
	Common Cold	2
	Upset Stomach	1
<b>Property and Facilities</b>	Cold	1
	Migraine	1
<b>Customer Servives (Hub, mobile, parks)</b>		
	Common Cold	6
	Irritable Bowel Syndrome	1
	Stress	1
	Flu	3
	Headache	1
	Virus	2
<b>Waste</b>	Chest Infection	1
	Common Cold	1
	Headache	2
	Virus	5
	Flu	12
	Whiplash	1
	UTI	2
	Hand Injury	1
	Knee Injury	1
	Allergy	1
	Food Poisoning	1
	Eye Infection	2
	Abdominal Pain	1
	Foot Injury	1
	Leg Injury	1
	Cancer Treatments	1
<b>Business Strategy &amp; Planning</b>		
	Common Cold	1
<b>Finance</b>	Sciatica	1
	Tonsilitis	1
	Common Cold	2
	Flu	2
	Headache	1
	Virus	1
<b>Housing and Health</b>	Fractured limb	1
	Upset Stomach	1
	Common Cold	5
	Sore Throat	1
<b>Regeneration</b>	Sore Throat	1
	Common Cold	1
<b>Planning, Revs and Benefits</b>	Ear Infection	1
	Common Cold	1
	Lethargy	1
	Stress	1
	Exhaustion	1
	Flu	1
	Chest Infection	1
	Irritable Bowel Syndrome	1
	Nausea	1

Q4 Sickness Reasons		
Sore Throat		3
Common Cold		19
Upset Stomach		2
Migraine		1
IBS		2
Stress		2
Flu		18
Headache		4
Virus		8
Chest Infection		2
Whiplash		1
UTI		2
Hand Injury		1
Knee Injury		1
Allergy		1
Food Poisoning		1
Eye Infection		2
Abdominal Pain		1
Foot Injury		1
Leg Injury		1
Cancer Treatments		1
Sciatica		1
Tonsilitis		1
Fractured Limb		1
Ear Infection		1
Lethargy		1
Exhaustion		1
Nausea		1

This page is intentionally left blank

Q4 Sickness Reasons by Dept		
<b>Finance</b>		
Stress		1
<b>Housing and Env Health</b>		
Cancer		1
<b>Waste</b>		
Foot injury		1
COPD		1
Depression		1
<b>Customer Services Hub</b>		
Pulmonary Embolism		1

This page is intentionally left blank