

**POLICY & RESOURCES
CABINET BOARD**

25th March 2011

CHIEF EXECUTIVE'S OFFICE

JOINT REPORT OF THE

**HEAD OF CHANGE MANAGEMENT & INNOVATION
K. JONES**

&

**DIRECTOR OF ENVIRONMENT
J. FLOWER**

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PART 1. Doc Code: PRB-250311-REP-CE-KJ-J(1)

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PART 2, SECTION C, ITEM 1

SICKNESS ABSENCE MANAGEMENT

Purpose of Report

To report the latest sickness absence data for the services within the Committee's portfolio and to provide an update on the progress of the Corporate review of sickness absence management.

Progress Update

A new approach to sickness absence management has been developed and trialled. The review has moved to an implementation phase with the aim of having the new approach fully embedded across the Council by the end of March.

An update on the phasing for rolling out the new approach is as follows:

Directorate	From
Environment Directorate	Fully rolled out on 3 rd January 2011
Social Services Health and Housing	Two thirds rolled out on 14 th February 2011
Finance and Corporate Services	End of February 2011
Education Leisure and Lifelong Learning	End of March 2011
Schools	Pilot in two schools, 1 Comprehensive and 1 primary begins end of March 2011 (schools not yet selected)

Summary of sickness patterns

Since March 2010 and up to December 2010, the number of employees with three or more instances of sick within the last 12 months across the Council (excluding teachers) fallen from 1,477 to 1,105, a drop of 25%. The number of days lost (not full time equivalent) has also dropped from 39,533 days to 27,379 days, a drop of 30.7%.

For the same period the number of employees on long term sick (28 days or more) has been slowly reducing month on month but during December 2010 increased to 153 employees, a slight increase of 2 % when compared to March 2010. The number of days lost for these employees has however fallen by 3.4% i.e. from 12,038 days to 11,633.

During the first nine months of 2010/2011 (April 2010 to December 2010) the number of **full time equivalent** days lost across the council (including teachers) is 42,403. This compares to a figure of 53,777 days for the same period of 2009/2010. A reduction of 21% in days lost. The average full time equivalent headcount (employees) figure for this period is 2.2% lower than the previous year.

Since March 2010 a significant profile has been given to reducing levels of absenteeism across the whole Council. Clearly, the position will need to be monitored closely to ensure that performance improvement is sustainable.

It is intended that management information will considerably enhanced once the new approach is implemented. In the meantime, the available data is presented to assist Members in their scrutiny role.

List of Background Papers

Summary sickness figures from March through to December 2010.

Officer Contact

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Wards Affected

All

Appendices

Appendix 1 – Summary of Data for March through to December 2010

NPT - Council Summary sickness patterns during 2010-2011

Council Summary sickness Totals (excluding Teachers) - Annual Sickness pattern	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10
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Number of employees (posts) with 3 or more instances of sickness within last year	1,477	1,563	1,565	1,554	1,529	1,443	1,298	1,187	1,103	1,105
Number of working days lost for those employees with 3 or more instances of sick in last year.	39,533	43,462	43,255	41,570	41,095	39,097	33,209	31,094	29,020	27,379

Annual Long Term Sickness Pattern	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10
Number of employees (posts) who are consecutively sick for 28 days or more	150	148	181	145	134	133	128	136	116	153
Number of working days lost for those employees who are consecutively sick for 28 days or more	12,038	12,874	15,883	13,083	12,521	12,356	11,852	11,691	9,961	11,633

Full Time equivalent (FTE) - (excluding Teachers) - Monthly totals	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10
Number of FTE days lost	4,839	4,042	3,822	4,124	3,884	3,208	3,952	4,115	4,133	4,812
Number of FTE posts (excluding teachers)	5,020	5,017	5,009	5,024	5,037	4,990	5,001	4,951	4,959	4,949
sickness days lost per FTE employee (excluding teachers)	0.96	0.81	0.76	0.82	0.77	0.64	0.79	0.83	0.83	0.97
sickness days lost per FTE employee (excluding teachers) - cumulative 2010-2011	n/a	0.81	1.57	2.39	3.16	3.80	4.60	5.43	6.26	7.23

Full Time equivalent (FTE) - (including Teachers) - Annual Totals	2006/2007	2007/2008	2008/2009	2009/10	2010/11					
sickness days lost per FTE employee (including teachers)	12.50	11.80	11.83	11.3	#9.1					
Percentage of sickness days lost per FTE employee (including teachers) <i>see note below</i>	5.7%	5.4%	5.4%	5.1%	4.1%					

updated projected figure for the year based on first nine months data i.e. April to December 2010.

note - percentage calculation uses a standard available working days figure of 220 days for the year.