



POLICY AND RESOURCES SCRUTINY COMMITTEE

10.30am THURSDAY, 4 SEPTEMBER 2014

COMMITTEE ROOM 1/2 - PORT TALBOT CIVIC CENTRE

PART 1

1. To receive any declarations of interest from Members.
2. To receive the Minutes of the Policy and Resources Scrutiny Committee held on 24th July 2014. (Enclosed blue, *Pages 1 - 8*)
3. To scrutinise information and monitoring issues being reported by:

Report of the Head of Corporate Strategy and Democratic Service
(Enclosed pink)
4. Update on the Modernisation of the Scrutiny Process and Work Programme Development. (*Pages 11 - 20*)
5. Development of a Third Sector Grant Making Policy. (*Pages 21 - 26*)
6. Performance Scrutiny - Sickness Absence. (*Pages 27 - 44*)
7. Performance Scrutiny - Quarter 1 Performance Management Data - 2014/15 (contained within the circulated Cabinet Board papers, yellow papers).
8. To select appropriate items from the Cabinet Board Agenda for pre-scrutiny (Cabinet Board reports enclosed for Scrutiny Members).
9. Any urgent items (whether public or exempt) at the discretion of the Chairman pursuant to Section 100B (4) (b) of the Local Government Act 1972.

10. Access to Meetings to resolve to exclude the public for the following item pursuant to Section 100A(4) & (5) of the Local Government Act 1972 and the relevant Exempt Paragraphs of Part 4 of Schedule 12A to the above Act.

PART 2

11. To select appropriate private items from the Cabinet Board Agenda for pre-scrutiny (enclosed Cabinet Board reports for Scrutiny Members)

S.Phillips
Chief Executive

Civic Centre
Port Talbot

Friday, 29 August 2014

Committee Membership:

Chairman: **Councillor D.W.Davies**

Vice Chairman: **Councillor A.Jenkins**

Councillors: Mrs P.Bebell, A.Carter, C.Clement-Williams,
M.Harvey, L.H.James, A.Llewellyn, R.Lockyer,
K.Pearson, S.M.Penry, L.Purcell, A.J.Siddley,
J.Warman, I.D.Williams and A.Wingrave

Notes:

- (1) *If Committee Members or non-Committee Members wish to have relevant items put on the agenda for future meetings, then please notify the Chief Executive/Chair eight days before the meeting.*
- (2) *If non-Committee Members wish to attend for an item of interest, then prior notification needs to be given (by 12.00 noon on the day before the meeting). Non-Committee Members may speak but not vote, or move or second any motion.*
- (3) *For pre scrutiny arrangements, the Chair will normally recommend forthcoming executive items for discussion/challenge. It is also open to Committee Members to request items to be raised - though Members are asked to be selective here in regard to important issues.*
- (4) *The relevant Cabinet Board Members will also be invited to be present at the meeting for Scrutiny/ Consultation purposes.*
- (5) *Would the Scrutiny Committee Members please bring the Cabinet Board papers with them to the meeting.*

POLICY AND RESOURCES SCRUTINY COMMITTEE

(Civic Centre, Port Talbot)

Members Present:

24th July, 2014

Chairman: Councillor D.W.Davies

Vice Chairman: Councillor A.Jenkins

Councillors: A.Carter, Ms.C.Clement-Williams, M.Harvey,
S.K.Hunt, Mrs.L.H.James, A.R.Lockyer,
Mrs.K.Pearson, Mrs.S.M.Penry , L.M. Purcell,
J. Warman and I.D.Williams

Officers in Attendance: D.Rees, S.John, Mrs.R.Crowhurst, Mrs.A.Hinder,
R.Type, D.Shaw, Mrs.K.Jackson, Mrs.S.Edge and
Miss.G.Cirillo

Cabinet Invitees: Councillors P.A.Rees, Mrs. S.Miller and
A.N.Woolcock

1. **MEMBERS' DECLARATIONS OF INTEREST**

The following Members made declarations of interest at the commencement of the meeting:-

Councillor M. Harvey	-	Re: Report of the Head of ICT and Procurement - Item No.1 - 21 st Century Learning Programme for Schools as an employee employed by the Company (Aspire2Be) contracted to provide the Learning Programme, is known to Cllr. Harvey and therefore has a personal interest in this item.
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Councillor Mrs. K. Pearson

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Re: Private Report of the Head of Financial Services – Item No.2 - Council Tax Write Offs as Cllr.Pearson is a co-owner of a recently purchased property which is listed in the report and therefore has a prejudicial interest in this item.

2. **MINUTES OF THE POLICY AND RESOURCES SCRUTINY COMMITTEE HELD ON THE 19th JUNE, 2014**

Noted by the Committee.

3. **MONITORING REPORT**

(i) **Welsh Language Scheme: Annual Monitoring Report 2013/2014 and Corporate Action Plan 2013/2016.**

Members were reminded that the revised Welsh Language Scheme was approved by the Welsh Language Board on 27th July 2007, which amended and replaced the original Scheme which had been in place since 1997. Members also noted that with the imminent introduction of the Welsh Language Standards (scheduled for November 2014), it was anticipated that this would be the last monitoring report on the current Scheme.

The circulated report contained a summary of areas for improvement which included further development of opportunities for language awareness, improvement of the Council's website which Members were pleased to note remained a priority action in the 2013/2016 Action Plan as attached at Appendix 2 of the circulated report, and the consideration of linguistic skills as part of the "More than Just Words" Strategy/Action Plan.

Members thanked Officers for the extensive work on the Welsh Language Scheme and stated that given current financial restrictions across the Authority, it was felt that, on the whole, as an Authority, the requirements of the Welsh Language Scheme were being met.

Members acknowledged the concerns raised in the report regarding the potential financial and human resources impact of the implementation of the new Welsh Language Standard and suggested that funding should be provided by Welsh Government for this.

Following scrutiny, it was agreed that the report be noted.

4. **PRE SCRUTINY**

The Committee scrutinised the following matters:-

Cabinet Board Proposals

(i) 21st Century Schools Learning Programme

Members received a report proposing to obtain approval to engage with and appoint an educational provider to design and deliver a 21st Century Learning Programme and to suspend the Council's Contract Procedure Rules ("CPRs") in respect of the requirements of competition.

Officers explained to Members that the Council recently benefitted from a Welsh Government Grant under their Learning in Digital Wales (LiDW) programme. The grant amounted to £950k and was directed at improving in-school networks; in particular wireless connectivity. This exercise had now been completed and all schools now have full wireless capability.

With regard to the 21st Century Schools Learning Programme, Officers explained that the programme aimed to engage with teachers, pupils, parents and the wider community with the aim of raising attendance levels and improving literacy and numeracy skills. In addition to this, there is an engagement with school based technology to support the delivery of the programme.

Members raised questions regarding support for attainment for those learners who may not have access to technologies in the home. In response to this Officers stated that there were good facilities within Libraries across the County Borough, and that schools offer opportunities outside school hours, however it was

recognised that there would be learners who would not be able to access IT in support of learning development and Officers confirmed that this could be resolved via initiatives for free I-Pads for schools, and sourcing all potential funding avenues.

Members commended the report and questioned the monitoring of the Programme. Officers stated that an update report would be brought back to Committee when appropriate but also a report would be submitted each term to EDIS (Education Development Inclusion Service) which would include updates on development and attainment. Officers also confirmed that school support staff would be trained in support of the Programme, and the Head of ICT and Procurement confirmed the current work ongoing within schools to update equipment in preparation.

Members queried why CPR's needed to be suspended, and officers explained that the specific programme was unique, and could not be obtained elsewhere. Officers further explained that it would be impractical to wait for other organisations to develop similar software after going out to tender.

Following scrutiny the Committee was supportive of the proposals to be considered by the Cabinet Board.

(ii) Approval and Adoption of the ICT Strategy

Members received a report proposing the adoption of the ICT Strategy, as attached at Appendix A of the circulated report. Members noted that the recent publication of the Council's improvement objectives, and the challenging financial situation facing the Council, required that the Strategy be reviewed and aligned accordingly, covering the period 2014-2018.

The circulated report contained information of the ICT Infrastructure and Service Portfolio and budget forecasts for 2014/15 to 2017/18. Members questioned the availability of training in order to keep up-to-date with technology. In response to this, Officers confirmed that 1-1 training would be available and also any specific training could be arranged for Members. Other questions from Members included whether the website could be simplified. In response to this, Officers acknowledged that around 80% of the website was not accessed, however, an infrastructure was in place to develop changes to the website. Also, questions

were raised around the selling of data and Members were reassured by Officers that there was a data audit taking place to itemise data sources and that no information would go out without being “filtered”. With regard to e-mails and general data security, Members were also reassured by Officers that there was internal security in place along with working in partnership with the Department of Works and Pensions and the Police.

Members welcomed the report and thanked Officers for their commitment and work.

Following scrutiny, the Committee was supportive of the proposals to be considered by the Cabinet Board .

(iii) Finance and Corporate Services Business Plans

Members were presented with the business plans for the ICT and Procurement Sections as attached at Appendices B and C to the circulated report. The Business Plans outlined the key objectives of the divisions for 2014/15 along with how any risks to the achievement of these objectives would be mitigated. They also provided a detailed plan of individual actions designed to ensure that the objectives referred to were achieved.

With regard to the Procurement Section Business Plan, Members questioned the process of National Procurement and it was agreed that Members be updated on this process in the near future.

Following scrutiny, it was agreed that the report be noted.

(iv) Council Tax and Business Rates – Representation at Magistrates Court Proceedings

Members received a report proposing to update the list of staff who were authorised to represent the Authority at Magistrates Courts proceedings.

The circulated report contained information regarding changes in the staffing of the Council Tax Section and there was now a need to update the list of staff listed in the circulated report, who were authorised to represent the Council at Magistrates Courts proceedings for the recovery of Council Tax.

The Committee chose not to scrutinise this item, but it was agreed that the report be noted.

(v) Bank Tender Evaluation

Members received a report proposing approval to award a contract for the provision of the Council's banking services. Members noted that tenders were received from both Barclays and Santander Banks, Santander being the Council's existing provider of banking services.

The tenders were evaluated on both costs and quality of service, with the final scoring mechanism taking both elements into account

In terms of the final evaluation, over the five year period of the contract, Santander's costs were lower than Barclays and they also scored marginally higher than Barclays in respect to the quality of service delivery. As a result the overall score combining both cost and quality was in favour of Santander.

Following discussions it was agreed that the recommendation to the Cabinet Board be slightly amended to include the following additional statement:

"Following the initial 5 (Five) year period, the contract may be extended annually for up to a maximum of a further 5 (Five) years."

Following scrutiny, the Committee was supportive of the above amended proposal to be considered by the Cabinet Board.

(vi) Treasury Management Monitoring

The circulated report contained treasury management action and information for 2014/15. The Head of Financial Services updated Members on Rates of Interest, Borrowing, Investment Income and the position of Investments, along with information regarding the General Fund Treasury Management Budget.

The Committee chose not to scrutinise this item, but it was agreed that the report be noted.

5. **PRIVATE URGENT ITEM**

Because of the need to deal now with the matter contained in Minute No. 8 below, the Chairman agreed that this could be raised at today's meeting as an urgent item pursuant to Statutory Instrument 2001 No.2290 (as amended)

Reason

Due to the time element

6. **ACCESS TO MEETINGS**

RESOLVED: that pursuant to Section 100A(4) and (5) of the Local Government Act 1972, the public be excluded for the following items of business which involved the likely disclosure of exempt information as defined in Paragraphs 12, 13 and 14 of Part 4 of Schedule 12A to the above Act.

7. **PRE-SCRUTINY**

The Committee scrutinised the following private matters:-

Private Cabinet Board Proposals

(i) Vacancy in the post of Senior Coroner for Swansea and Neath Port Talbot Coroner Area

Members received a report advising them of a vacancy for the post of Senior Coroner as detailed in the private circulated report, due to a recent resignation.

Following scrutiny, the Committee was supportive of the proposals to be considered by the Cabinet Board

(ii) Housing Benefit Write Offs

Members received an overview from the Head of Financial Services regarding the write offs, as detailed in the private circulated report.

Following scrutiny, the Committee was supportive of the proposals to be considered by the Cabinet Board.

- (iii) Council Tax Write Offs
(Cllr. Pearson re-affirmed her interest in this item and withdrew from the meeting for this item only).

Members received a report giving details of accounts for write off, and were reminded of the variety of reasons for this, as outlined in the private circulated report.

Following scrutiny, the Committee was supportive of the proposals to be considered by the Cabinet Board.

8. Third Sector Review – Interplay Judicial Review

Members received an update from the Head of Legal Services of an action in Judicial Review taken against the Council as detailed in the private urgent circulated report.

Following scrutiny, it was agreed that the report be noted.

CHAIRMAN

POLICY & RESOURCES SCRUTINY COMMITTEE

4TH SEPTEMBER 2014

CHIEF EXECUTIVE'S OFFICE

REPORT OF THE HEAD OF CORPORATE STRATEGY & DEMOCRATIC SERVICES

K. JONES

INDEX OF REPORT ITEMS

PART 1. Doc Code: PRS-040914-REP-CE-KJ

SECTION A – MATTERS FOR DECISION		
Report Item	Page Nos	Wards Affected
1. Update on the modernisation of the scrutiny process and work programme development.		All
2. Development of a Third Sector Grant Making Policy		All
SECTION C – MATTERS FOR MONITORING		
Report Item	Page Nos	Wards Affected
3. Performance Scrutiny – Sickness Absence		All

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Part 1, Section A, Item 1

Update on the modernisation of the scrutiny process and work programme development.

Purpose of Report

Following consultation with the Policy and Resources Scrutiny Committee, to seek approval of the Committee's Forward Work Programme for Autumn 2014.

Background

The existing Cabinet and Scrutiny system was introduced by the Local Government Act 2000. This was a fundamental change in the way in which the business of councils was conducted.

In Neath Port Talbot, a set of principles were developed to underpin the new arrangements to ensure:

- Decision making was open and transparent;
- The Executive and other Members worked together in partnership for the community, albeit each had different roles and responsibilities;
- There was effective partnership working between Elected Members and officers, although again, each has different roles and responsibilities; and
- Resulting administrative processes were efficient and effective.

The system has worked satisfactorily with little change over time. However, the scale and pace of change introduced in recent years; technological advances; changing expectations of Welsh Government; and different expectations amongst local Members indicate a review is now appropriate. The Leader and Chief Executive therefore decided to conduct a review of arrangements in Summer 2013. The outcome of that review and the proposals in this paper were presented and endorsed by full Council in June 2014. The first phase of change includes modernisation of scrutiny arrangements across the Council.

First Phase- Modernising and Strengthening Scrutiny

The review found that “Pre-scrutiny arrangements are a strength, however, too much time is devoted to pre-scrutiny of executive decisions with insufficient time available to discharge the other roles and responsibilities of scrutiny committees”

The proposals for improvement in this first phase are listed below:

1. Each scrutiny committee to agree its own work programme;
2. Agenda planning meetings between chairs/vice chairs and officers to replace existing briefing arrangements;
3. Scrutiny committees to hold a briefing session immediately before the commencement of the meeting;
4. Scrutiny members identify lines of enquiry to chairs/vice chairs in advance of the meeting;
5. Information only items to be reduced to a minimum;
6. Member development programme to support scrutiny work programmes and improve members understanding of committee procedures;
7. Guidance to be issued to officers to improve the clarity of reports;
8. Standards for minute taking to be finalised;
9. Clarification to be provided to scrutiny committees as to where decisions on major policy are to be taken to provide opportunity for pre-scrutiny by the subject committees; and
10. Scrutiny arrangements for public protection and schools performance to be enhanced.

The most urgent point is for each scrutiny committee to agree its own work programme for this civic year. A workshop took place on 7th July 2014 that allowed elected Members to consider issues that are in their purview.

The outputs from the workshop have been captured in a draft Forward Work Programme which is attached at Appendix 1 for the Committee’s approval.

Recommendation

That the Scrutiny Committee reviews and if appropriate approves the Forward Work Programme contained in Appendix 1.

Appendices

Appendix 1- Draft Policy and Resources Scrutiny Forward Work Programme,

Background Papers

Report to the Modernisation Group on 25th April 2014

Wales Audit Office report on Scrutiny in Local Government – “Good Scrutiny? Good Question!”

COMPLIANCE STATEMENT

DEVELOPMENT OF THRID SECTOR GRANT MAKING POLICY

(a) **Implementation of Decision**

The decision is proposed for implementation after the 3 day call-in period.

(b) **Sustainability Appraisal**

Community Plan Impacts:

Economic Prosperity	Positive
Education and Lifelong Learning	Positive
Better Health and Well Being	Positive
Environment and Transport	Positive
Crime and Disorder	Positive

Other Impacts:

Welsh Language	Positive
Sustainable Development	Positive
Equalities	Positive
Social Inclusion	Positive

(c) **Consultation**

There has been no requirement under the Constitution for external consultation on this item.

Appendix 1

Policy and Resources Scrutiny Committee Draft Forward Work Programme Autumn 2014

Date of Meeting	Agenda Item	Potential Lines of Enquiry
04.09.14	Quarter One Performance Monitoring	<ul style="list-style-type: none"> • To identify specific areas within Chief Executives and Finance and Corporate Services for in-depth scrutiny. <p>Two suggested areas for consideration:</p> <ul style="list-style-type: none"> ○ Housing benefit – to consider the comments made in the Annual Improvement report and understand the issues facing the service; ○ Contact Centre performance – What is the volume and nature of the calls? What areas get the most calls? What is the current performance and what are the future plans for the contact centre. <ul style="list-style-type: none"> • To consider whether current performance confirms/challenges the overall priorities of the Council. • To consider if there any performance issues in addition to the six priority areas of the Council. <p>Officers to attend: Head of Corporate Strategy and Democratic Services,</p>

		Head of Finance, Customer Services Manager, and Housing Benefits Principal Officer.
	Sickness Absence	<p>The Committee will consider a short report that will contain data in relation to sickness absence across the Council</p> <ul style="list-style-type: none"> • What is the current level of sickness across the Council? • What is the cost of that absence? • Which areas have the highest absence rates? • What are the causes of the absence rates? <p>The Committee will also hear from senior officers:</p> <ul style="list-style-type: none"> • What strategies are being implemented to address absence rates? • What is working in reducing sickness absence? • What is not working? <p>Officers to attend: Director of Environment, Head of Corporate Strategy and Democratic Services, Head of Human Resources,</p>
	Scrutiny Work Programme	The Committee to consider and agree the draft work programme.

	Cabinet Board Items	To select appropriate items from the Cabinet Board agenda for pre-scrutiny
13.10.14	Special Budget Meeting	<ul style="list-style-type: none"> To consider the new budget proposals contained within the Cabinet report of 1st October. To identify specific areas for further in depth scrutiny. <p>Officers to attend: Director of Finance and Heads of Service from Chief Executives and Finance and Corporate Services</p>
16.10.14	Sickness Absence	<p>Follow up report in response to the discussions held at the September meeting which will include any specific information that is requested particularly in relation to specific services.</p> <p>Officers to attend: specific managers identified at the meeting held on 4th September.</p>
	Budget Proposals	To consider specific budget proposals in-depth identified at the Special budget meeting held on 13 th October.
	Cabinet Board Items	To select appropriate items from the Cabinet Board agenda for pre-scrutiny
27.11.14	Quarter Two Performance Monitoring	To identify specific areas within Chief Executives and Finance and Corporate Services for in-depth scrutiny.
	Contact Centre	To consider a report and recommendations developed following a half day inquiry.

	Budget Monitoring	To consider any budget issues highlighted in the Cabinet report of 5 th November that are in the purview of the Committee.
	Budget Proposals	To consider specific budget proposals in-depth identified at the Special budget meeting held on 13 th October.
	Cabinet Board Items	To select appropriate items from the Cabinet Board agenda for pre-scrutiny

Note:

Welfare Reform – an all Member seminar to be held highlighting what the Council has done in relation to the reforms and any areas that require additional work. This may allow for additional areas of scrutiny to be identified for later in the year.

Follow up work will be required in relation to the ICT Strategy of the Council and how this can have a positive impact on other services. A particular reference to how if the Council’s website is improved this would result in less demand on areas such as the contact centre.

Procurement – a seminar for Members highlighting what the Council spends on goods and services, items that achieve value for money and providing information to Members on any checks that are in place to ensure that we are spending the right amount of money on difference goods/services.

Treasury Management – Members need a fuller understanding of the issues relating to Treasury Management – a seminar should be held in the New Year.

There needs to be additional seminars on budget scrutiny and performance scrutiny particularly in relation to budget scrutiny as the process has now changed.

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Part 1, Section A, Item 2

Development of a Third Sector Grant Making Policy

Purpose of Report

To determine the terms of reference for the work previously agreed by the Scrutiny Committee regarding the review of policy for making grants to third sector and other organisations.

Background

The final recommendations of the Steering Group established to review the funding of third sector organisations was considered by the Policy and Resources Scrutiny Committee and approved by the Cabinet Board on 13th December 2014.

The recommendations included suggestions that the Council considers replacing its existing grant making practice with a new grant making policy. The report set out a number of principles that the Steering Group felt should be taken into account by the Council in drawing up a revised policy.

Members of the Scrutiny Committee indicated that they would wish to be involved in developing the new policy and this report provides suggested terms of reference to guide the work that now needs to be taken forward.

Recommended

That the Scrutiny Committee considers and if thought appropriate agrees the draft Terms of Reference outlined in Appendix 1.

Background Papers

- Review of Third Sector Funding, Policy and Resources Cabinet Board, 13th December 2013.

Wards Affected

All

Officer Contact:

Mrs Karen Jones, Head of Corporate Strategy and Democratic Services.
Tel:01639 763284 or e mail k.jones3@npt.gov.uk

COMPLIANCE STATEMENT

DEVELOPMENT OF THRID SECTOR GRANT MAKING POLICY

(a) **Implementation of Decision**

The decision is proposed for implementation after the 3 day call-in period.

(b) **Sustainability Appraisal**

Community Plan Impacts:

Economic Prosperity	Positive
Education and Lifelong Learning	Positive
Better Health and Well Being	Positive
Environment and Transport	Positive
Crime and Disorder	Positive

Other Impacts:

Welsh Language	No impact
Sustainable Development	Positive
Equalities	Positive
Social Inclusion	Positive

(c) **Consultation**

There has been no requirement under the Constitution for external consultation on this item.

Appendix 1



Development of a Third Sector Grant Making Policy

Terms of Reference

1. To develop a revised grant making policy for the Council.
Which includes:
 - a. Clear and fit for purpose governance arrangements
 - b. A revised application process.
 - c. Differentiates between strategic partners and other grant recipients.
 - d. Encourages organisations to work towards and achieve financial sustainability and to build capacity across the sector locally;
2. To consult and take advice from the Voluntary Sector Liaison Committee during the development and review work.
3. To consult, where appropriate, other key stakeholders during the development and review process.
4. To present information at key milestones to the Policy and Resources Scrutiny Committee.
5. To undertake Equality Impact Assessments of any proposed changes.

Approach

The policy development will be undertaken by Members of the Policy & Resources Scrutiny Committee.

Officers will support Members to undertake the work as necessary.

Project Plan

The key milestones of the review will be as follows:

Meeting No. 1	04.09.14	<ul style="list-style-type: none">• Terms of Reference• Approach• Project Plan
Meeting No. 2	Early November (tba)	Policy Options (to include):
Meeting No. 3	Early January (tba)	Initiate consultation process to change policy and application process
Meeting No. 4	Early March (tba)	Finalise proposals following consultation

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Part 1, Section C, Item 3

Performance Scrutiny – Sickness Absence

Purpose of Report

To provide the Policy and Resources Scrutiny Committee with data describing current levels and patterns of sickness absence so as to support the committee's scheduled scrutiny of performance of sickness absence management.

Background

The Scrutiny Committee have decided to scrutinise the measures being taken to reduce sickness absence across the Council. At the last meeting of the Committee, Members requested that they be provided with management information to support that scrutiny exercise.

Attached are a set of slides which summarise sickness absence levels over time; by length of absence; by role; and by service. It is possible to provide different analysis should Members so require.

Members have also requested information about the cost of absence. This is being prepared and will be available for the committee meeting.

Recommended

That Members use the data provided to assist the committee in developing its lines of enquiry.

Officer Contact:

Mrs Karen Jones, Head of Corporate Strategy and Democratic Services.
Tel: 01639 763284 or e – mail k.jones3@npt.gov.uk

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Appendix 1

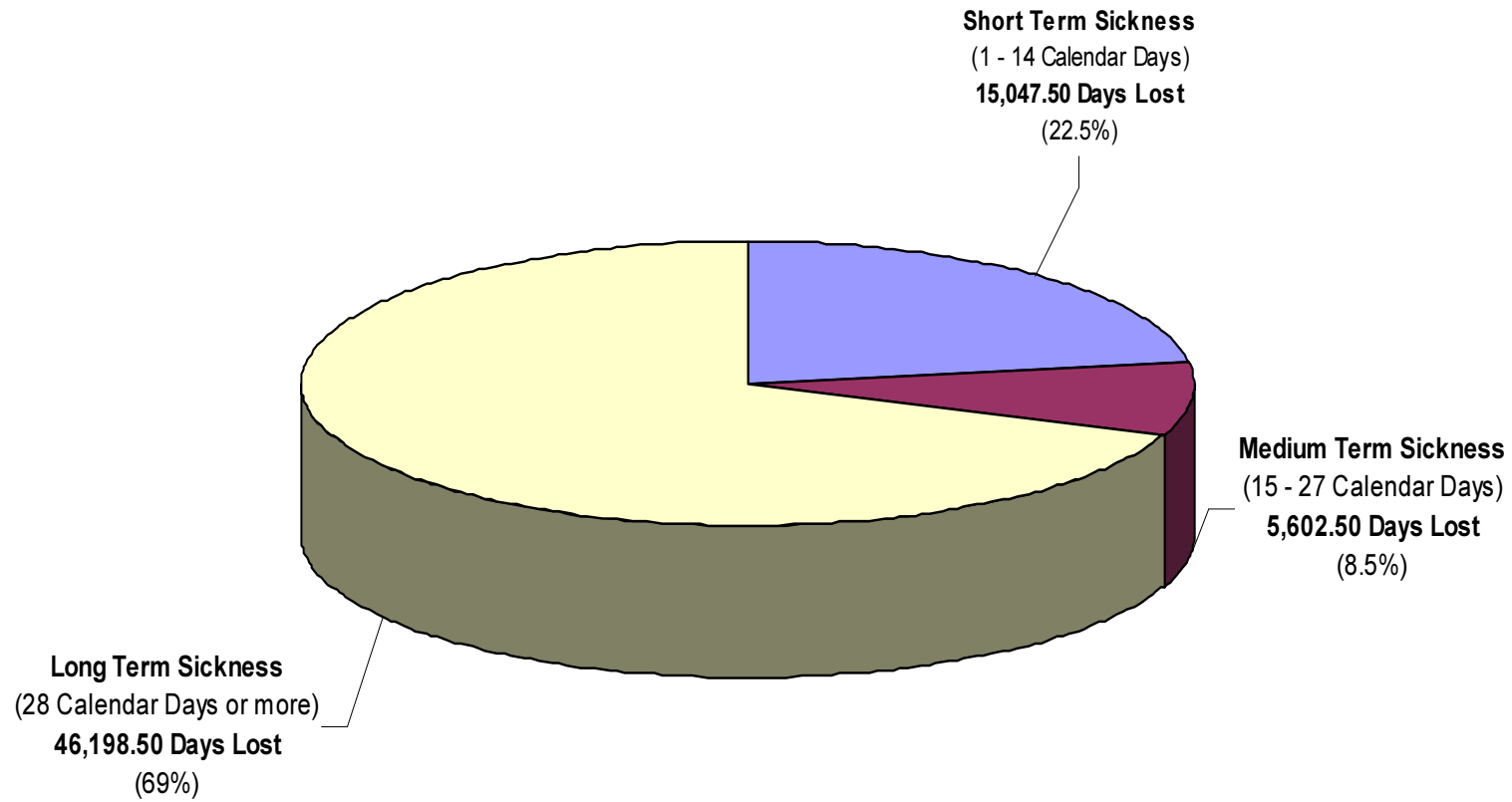
Sickness Absence 2013/14

Overall Sickness (Including Teachers)	2009/10	2010/11	2011/12	2012/13	2013/14
The number of working days/shifts per full time equivalent (FTE) local authority employee lost due to sickness absence.	11.3	9.59	10.07	9.65	9.19

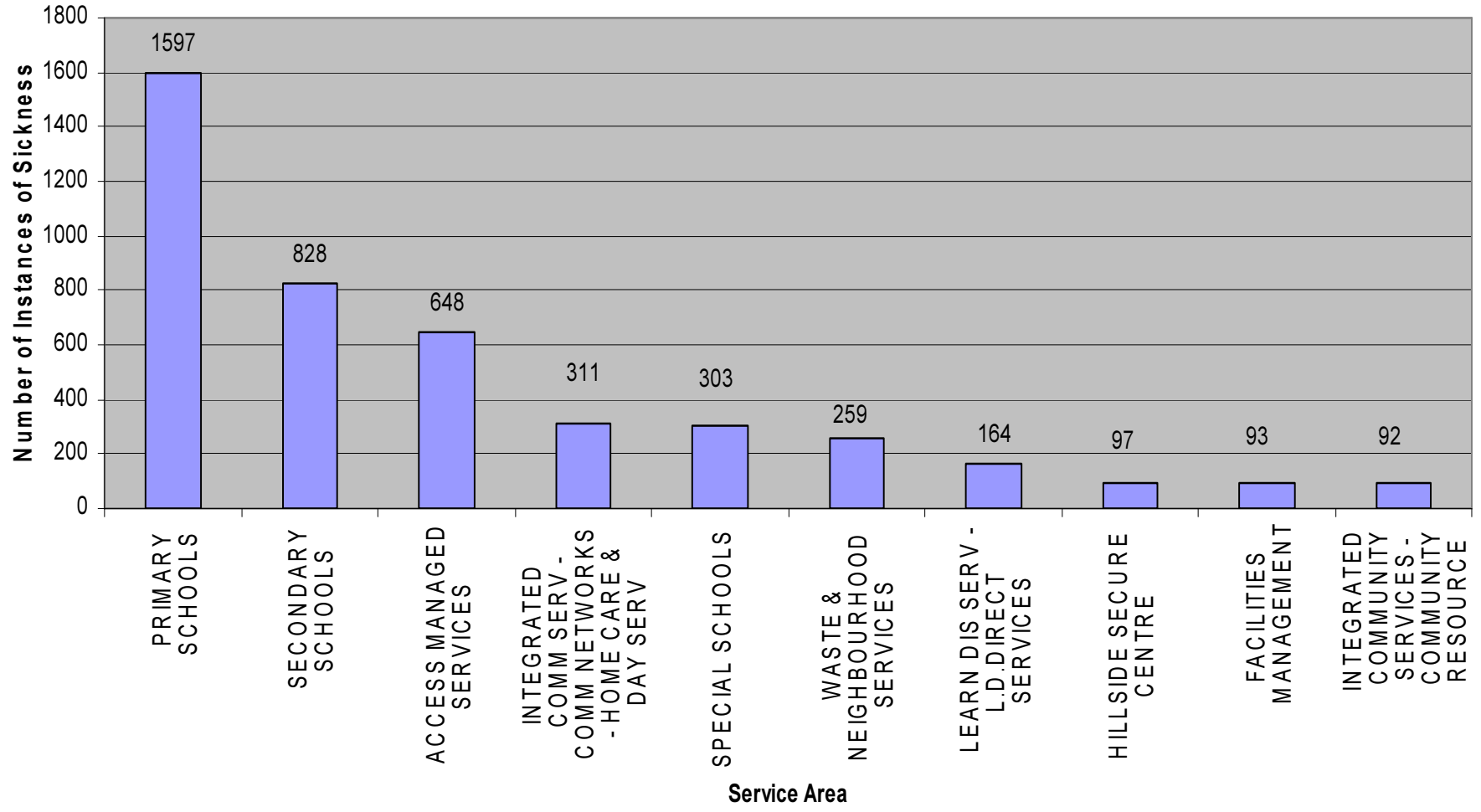
Days lost by employees who have 3 or more instances in a 12 month period (excluding teachers)	2009/10	2010/11	2011/12	2012/13	2013/14
Number of employees (posts) with 3 or more instances of sickness within the last year	1,477	943	830	886	665
Number of working days/shifts lost for those employees with 3 or more instances of sickness in the year	39,533	22,763	19,448	20,157	15,390

Long Term Sickness (excluding teachers)	2009/10	2010/11	2011/12	2012/13	2013/14
Number of employees (posts) who are consecutively sick for 28 days or more as at 31st March each year	150	140	139	129	128

NPTCBC Sickness Absence - Working Days Lost
Short, Medium and Long Term Sickness
1st April 2013 to 31st March 2014



NPTCBC Sickness Absence (Excluding Teachers)
Top Ten Service Areas
 (1st April 2013 to 31st March 2014)



Average Sick Days Lost per Head of Service
1st April 2013 to 31st March 2014

Service Area	FTE Days Lost	FTE Employees as at 31.3.2014	Average FTE Sick Days
Corporate Strategy and Democratic Services	299.11	64.79	4.6
Human Resources	526.81	67.84	7.8
Education – Partnership and Community Development	3105.44	309.72	10.0
Education – Schools (and School Inclusion)	19912.06	2343.66	8.5
Education – Support Services and Commissioning	4541.23	371.8	12.2
Financial Services	904.08	184.79	4.9
ICT	397.53	106.14	3.7
Legal and Democratic	254.94	73.97	3.4
Business Strategy and Public Protection	1216	170.87	7.1
Children and Young People’s Services	3168.14	284.54	11.1
Community Care and Housing	8415.97	647.37	12.5
Engineering and Transport	1653.18	143.02	11.6
Planning	286.34	69.19	4.1
Property and Regeneration	1851.04	196.52	9.4
SWTRA	563.25	108.07	5.2
Street Care	5621.92	495.85	11.3

FTE Sick Days Lost across the Council

- 2013/14 average days lost per employee is 9.19 days (a total of 52,561 FTE days lost across the council).
- A 0.5 day FTE sick day reduction per employee equates to 2,840 council FTE days saved.
- The 2014/15 5% sickness reduction target equates to an average 8.73 FTE days lost per employee.

Case Study 1 – Work Related Stress

Employee 1

8th February 2013
Incident in the workplace

11th February 2013
Employee went on sick –
work related stress

14th February 2013
Manager referred
employee to Occupational
Health

28th March 2013
Occupational
Health 1st meeting
with employee –
advised that
employee was not
fit to return to work

8th May 2013
Management met with
Occupational Health who said
the employee was fit to return
to work, date of proposed
return was set for 15th July

15th July 2013
Employee returned to
work (after 154 days of
sickness)

25th July 2013
Employee went off sick
with a viral infection for
58 days

**End of September
2013**
Employee left the
employment of the
Authority

During Sickness Absence
Employee handed in
resignation

Case Study 2 – Stress Outside of Work

Employee 2

26th January 2012
Sickness started due to
brother's terminal illness
– became a bereavement

Employee supported by son's
employer (Tata Steel) and
chose to receive counselling
support from them.
Bereavement turned to stress
then depression.

5th April 2012
Referral made
to Occupational
Health

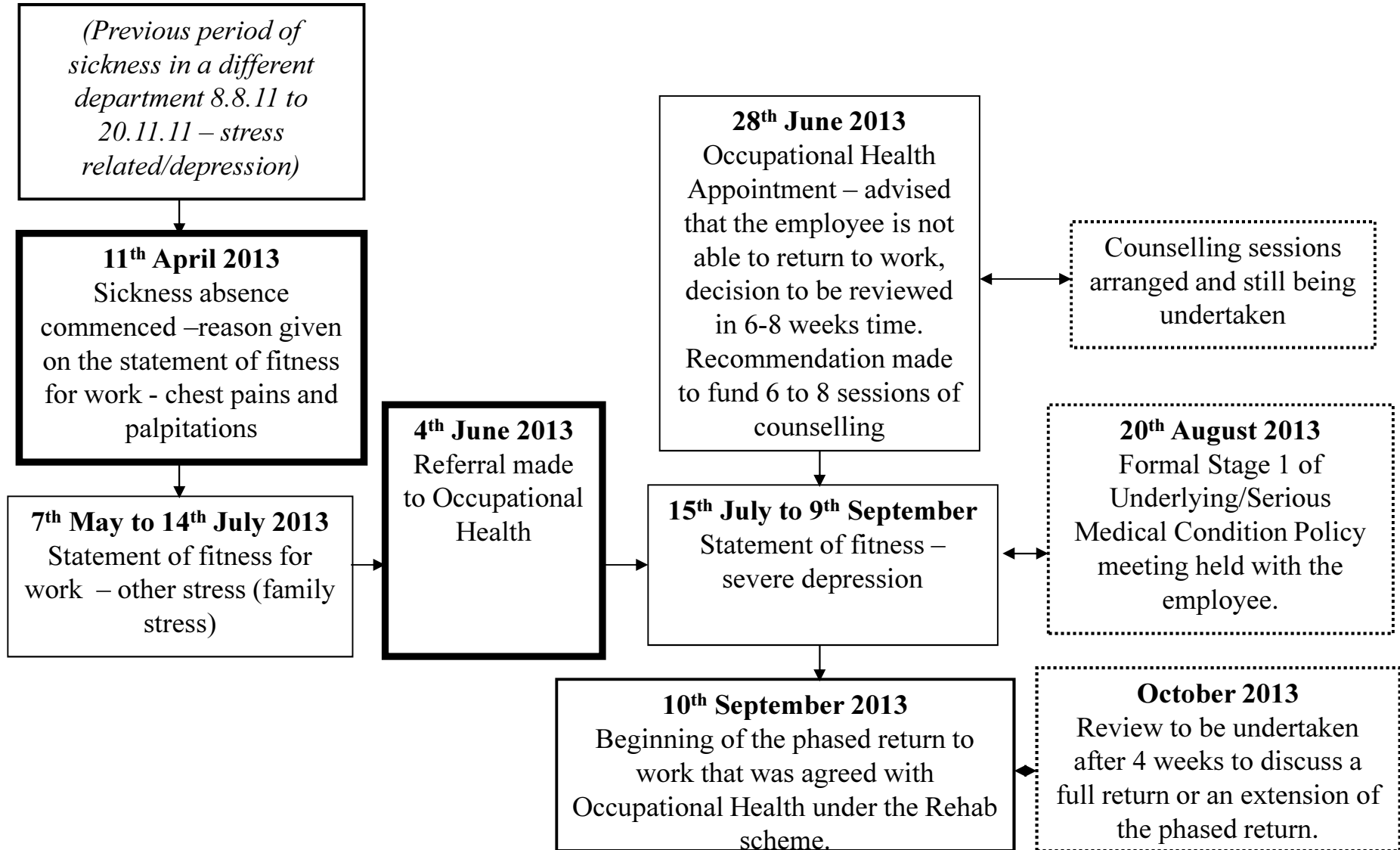
17th April 2012
Occupational Health
appointment –
assisted the
employee and line
manager to put a
strategy in place to
return to work with
the relevant support

25th April 2012
Staged return to work
commenced:

Week 1 – 2 day week
Week 2 – 3 day week
Week 3 – 4 day week
Week 4 – Full return

**No sickness absence
since return.**

Case Study 3 – Stress Outside of Work

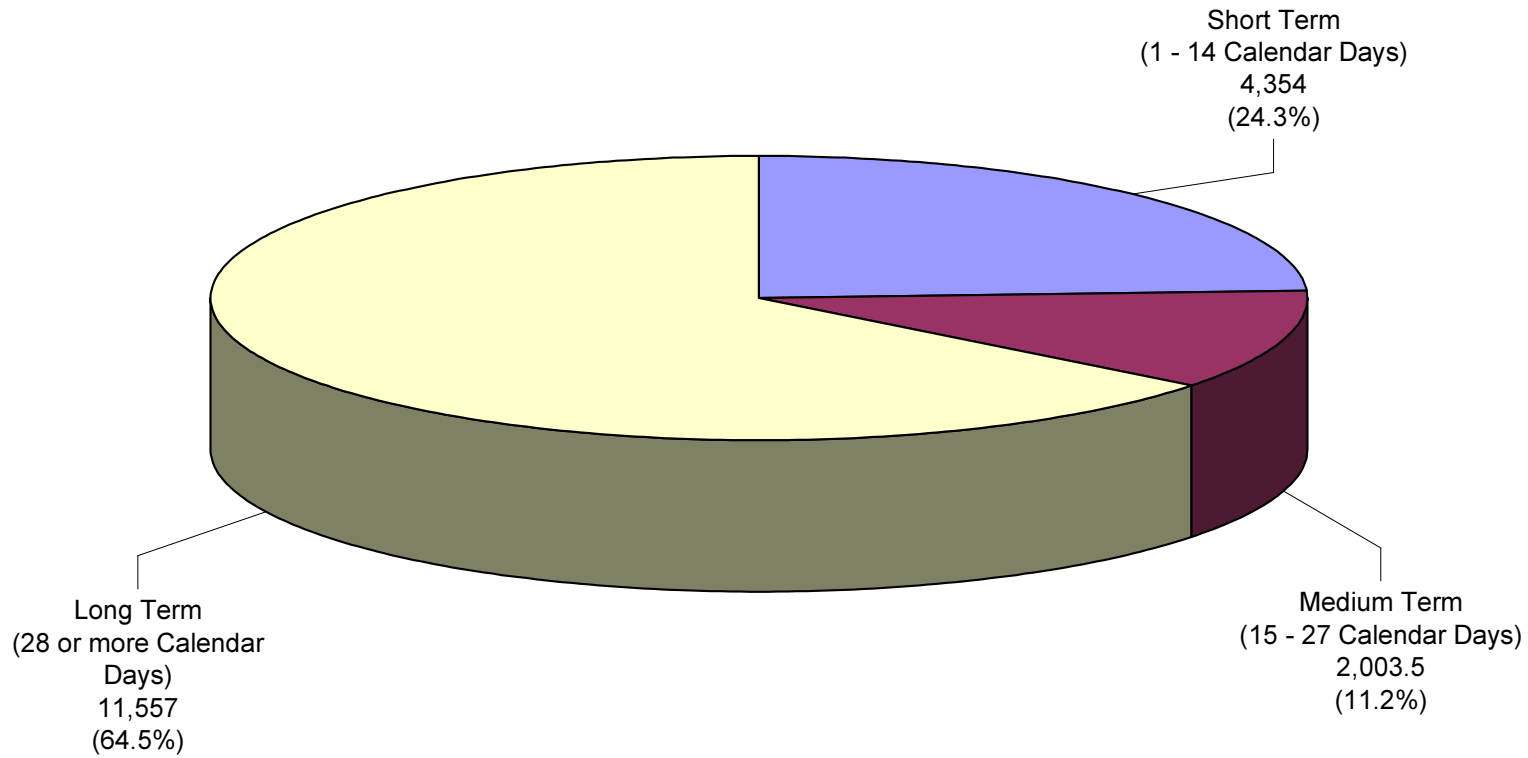


For Consideration

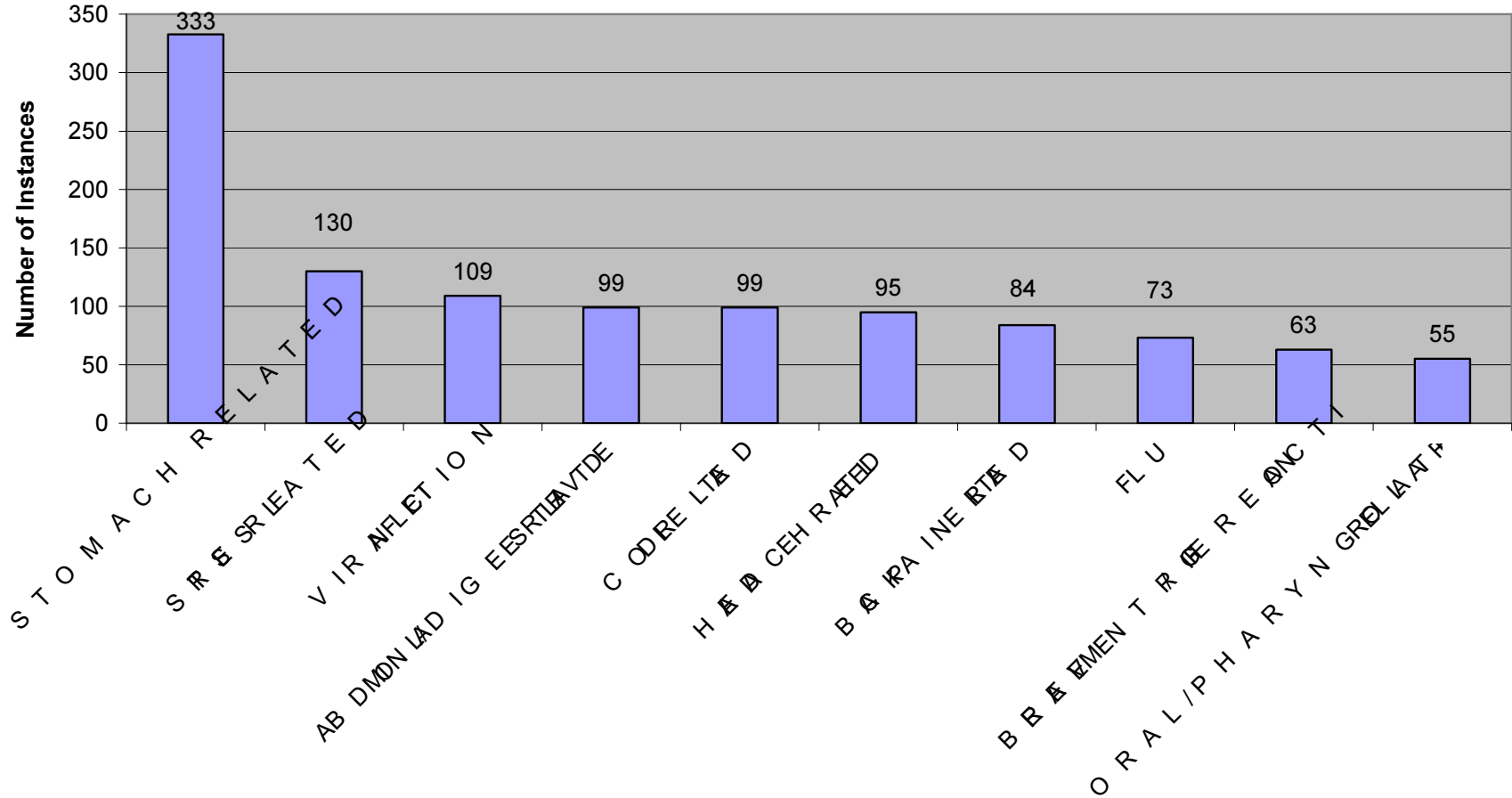
- Management Capacity or Capability?
- Invest to Save?

Appendix 2

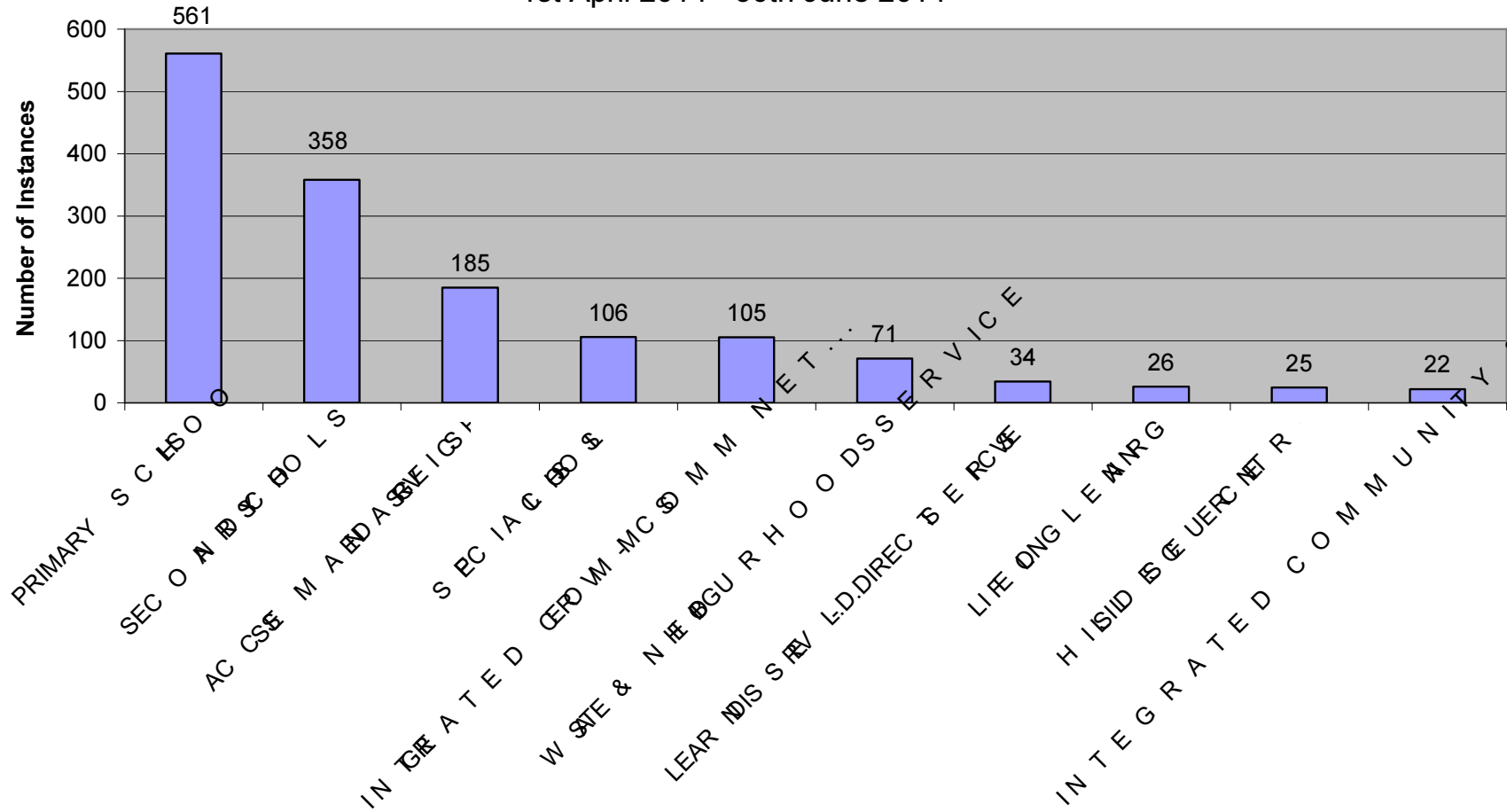
NPTCBC Sickness Absence - Working Days Lost - Quarter 1
Short, Medium and Long Term Sickness
1st April 2014 to 30th June 2014



NPTCBC Sickness Absence (Excluding Teachers) Quarter 1 - Top Ten Reasons 1st April 2014 - 30th June 2014



NPTCBC Sickness Absence (Excluding Teachers)
Top Ten Service Areas
 1st April 2014 - 30th June 2014



Appendix 3

**Sickness Absence (Excluding Teachers) - Top Five Areas
Quarter 1 2013/14 compared to Quarter 1 2014/15**

	Employees Sick (Not FTE)		Calendar Days		Working Days		FTE Days	
	2013	2014	2013	2014	2013	2014	2013	2014
Primary Schools	323	334	3821.5	3738.0	2874.5	2807.0	1222.54	1451.17
Secondary Schools	154	166	2195.5	2032.5	1618.5	1508.0	848.98	803.93
Access Managed Services	131	165	2042.5	2927.5	1462.0	2112.5	515.16	709.59
Special Schools	45	59	315	897	233	658	181.86	440.21
Integrated Community Services	103	124	1748	2276.5	1245	1622.5	818.07	1063.25
Total (for Top Five Areas)	756	848	10122.5	11871.5	7433	8708	3586.61	4468.15

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