

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

POLICY AND RESOURCES CABINET BOARD

19th November 2015

Report of the Head of Human Resources – Sheenagh Rees

Matter for Information

Wards Affected: All Wards

SICKNESS ABSENCE MONITORING REPORT

1. Purpose of Report

1.1 The purpose of this report is to provide Member's with information in relation to sickness absence to inform Member scrutiny of the management of sickness absence across the Council.

2. Monitoring Data

2.1 Monitoring data is provided in **Appendix 1**, at a National level, a Council wide level and at service level. Historical data is also provided so Members can see how absence rates and patterns have changed.

2.2 **Table 1** sets out head count figures across the Council, and shows the reduction in head count figures from 2009 / 2010 to 2014 / 2015, shown including teachers and excluding teachers. This shows that the Council's workforce, excluding teachers, has reduced over the period by 23.5%. The teaching workforce has reduced by 17.4%.

2.3 **Table 2** sets out the pattern of absence over the same period, and again the data is shown including teachers and excluding teachers. Excluding teachers, the days lost to sickness absence across the Council have reduced by 27%. The days teachers have lost to sickness absence have increased over the period by 3% but still remain below the Council average (see paragraph 2.5 and Table 4 for further information).

2.4 **Table 3** provides Members with the all Wales benchmarking figures for 2014 / 2015. The average number of working days per full-time

equivalent employee lost due to sickness absence in Wales was 9.9 days. Neath Port Talbot sits below the Wales average at 9.4 days, joint 6th on the performance table.

- 2.5 **Table 4** shows the average FTE sick days in 2014 / 2015, by Head of Service, measured against the Council average for the period (9.4 days) and the 2015 / 2016 target of 8.7 days.
- 2.6 **Table 5** provides Members with an overview of the Council's absence pattern and how this has changed over the period from 2009 / 2010 when the majority of sickness absence taken was short term absence. In 2014 / 2015 the majority of sickness absence taken was long term, i.e. absences of more than 28 days. This reflects the work that has been undertaken to reduce short term absences, and in particular the management led review of short term absence in 2010 which led to the development of the Maximising Attendance at Work policy and procedure.
- 2.7 **Table 6** shows the number of employees who were absent on 3 or more occasions in 2014 / 2015, by Head of Service and **Table 7** provides the number of working days lost by these employees.
- 2.8 **Table 8** shows the number of employees who were absent for 28 consecutive days or more in 2014 / 2015, by Head of Service, and **Table 9** provides the number of working days lost by these employees.
- 2.9 **Table 10** shows the number of instances of sickness absence across the Council broken down by the top 10 reasons in 2014 / 2015.
- 2.10 **Table 11** shows the Quarter 2 monitoring data for 2015 / 2016, compared with the Quarter 2 monitoring data for 2014 / 2015, by Head of Service (2014 / 2015 is the left hand column, 2015 / 2016 is the right hand column).
- 2.10 **Table 12** provides an overview of the Council average working days lost per FTE employee in Quarter 2 over the 7 year period from 2009 / 2010 through to 2015 / 2016.
- 2.11 **Table 13** provides data in relation to employees leaving employment as a result of ill health. 32 employees left the Council's employment in 2014 / 2015 as a result of ill health and in the current year to

September, 21 employees have left the Council's employment for ill health reasons.

3. Ongoing scrutiny

- 3.1 It is proposed to present Members at this Committee with sickness monitoring information on a quarterly basis. This will enable Members, over time, to monitor absence rates and patterns across the Council. Members are asked to provide feedback at Committee on the format of the data presented.
- 3.2 The data presented in this report will undoubtedly raise questions for Members, so for example, where Members see fluctuations in sickness absence levels in particular services, they may want to refer this to the relevant scrutiny committee for further investigation.
- 3.3 Members will also have the opportunity to scrutinise sickness at a service level when scrutinising report cards.
- 3.4 The Sickness Taskforce will report back to Members in December.

4. Recommendation

It is RECOMMENDED that Members NOTE the sickness absence monitoring report and receive further monitoring reports on a quarterly basis.

5. Background Papers

The Maximising Attendance Policy and Procedure.

6. Appendices

Appendix 1 – Sickness absence monitoring data

7. Officer Contact

For further information on this report item, please contact Sheenagh Rees, Head of Human Resources on extension 3315 or e-mail s.rees5@npt.gov.uk

TABLE 1

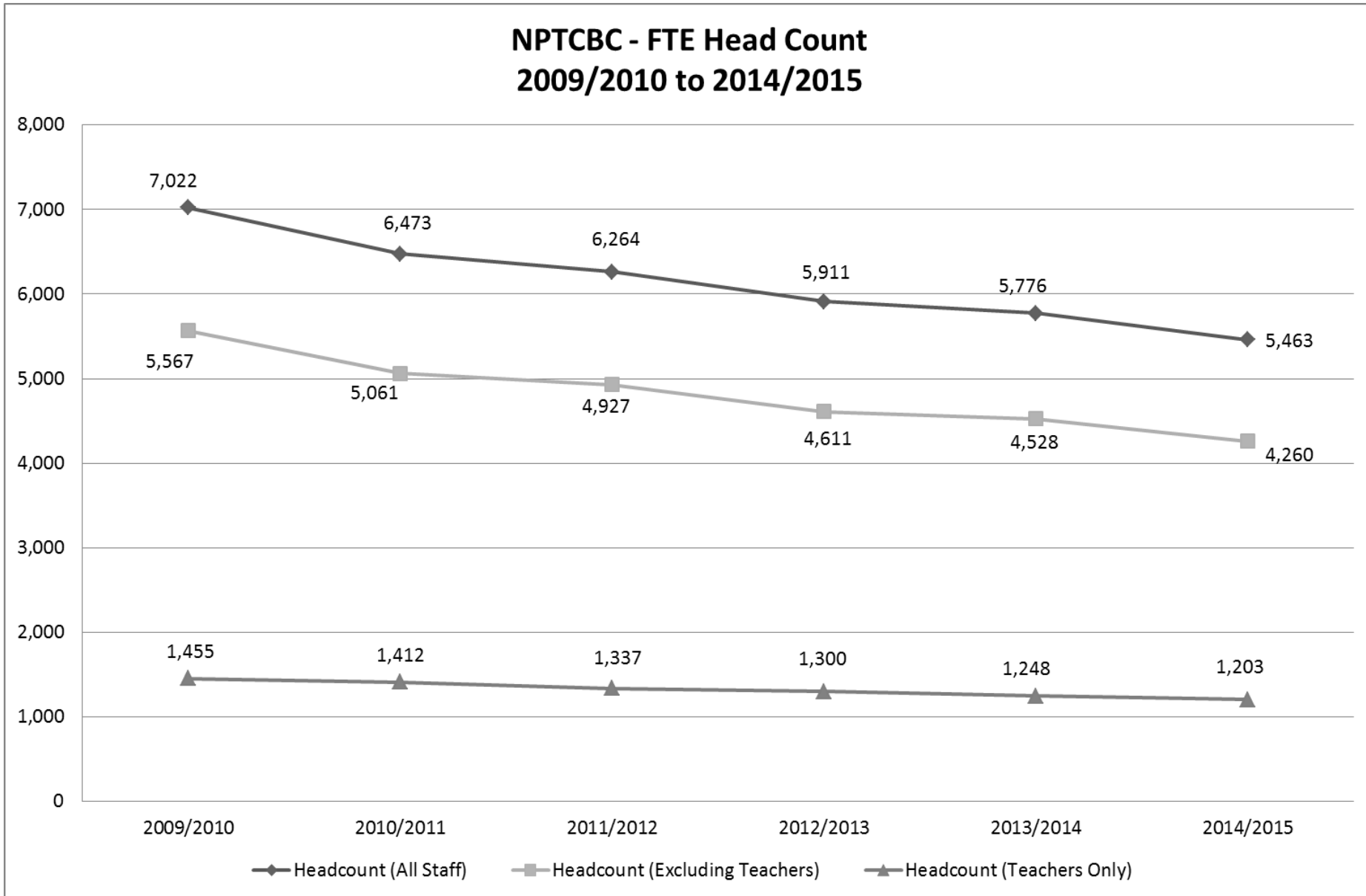


TABLE 2

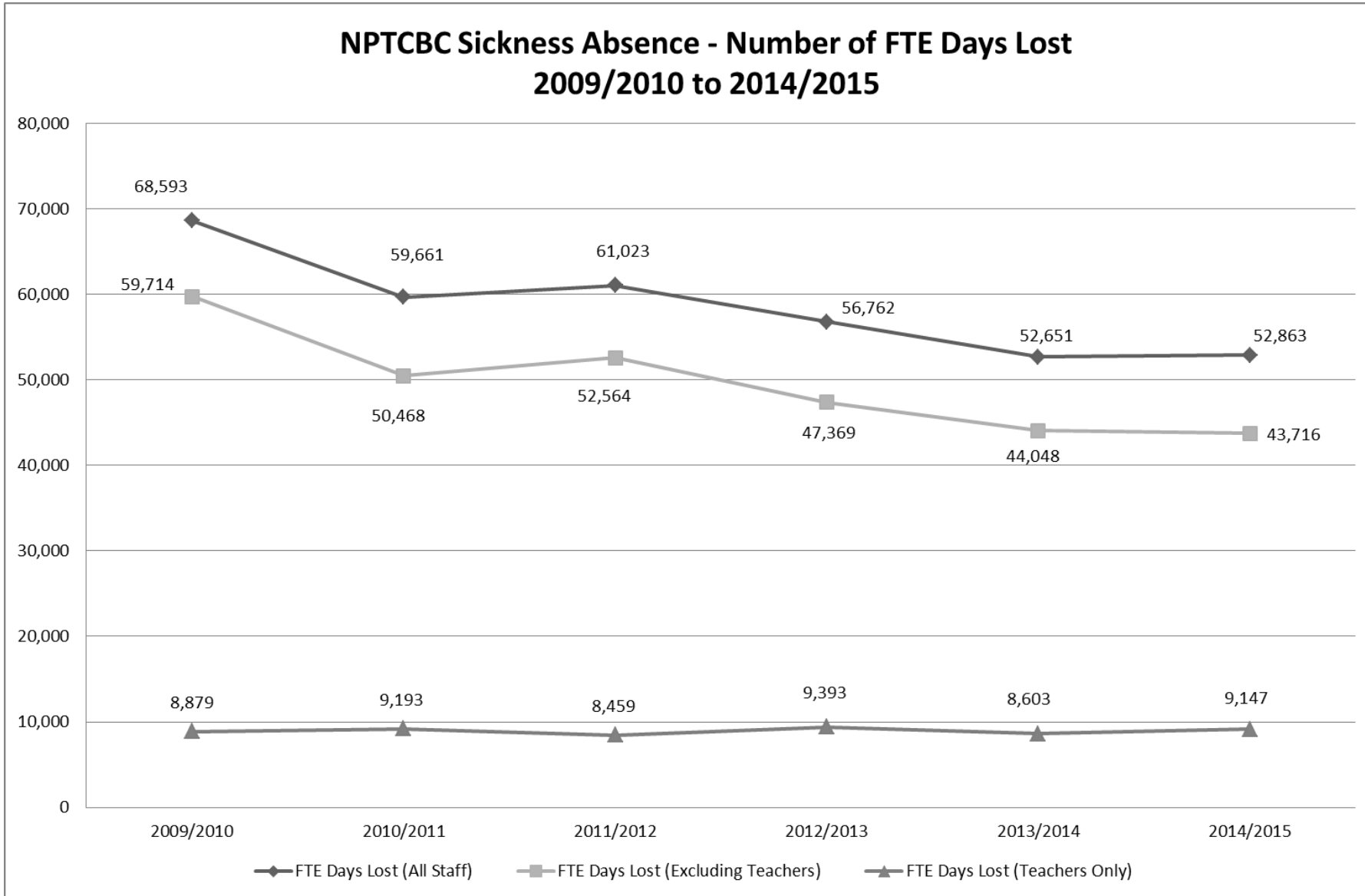


TABLE 3

The number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence

(1st April 2014 to 31st March 2015)

* Rhondda Cynon Taf data not available

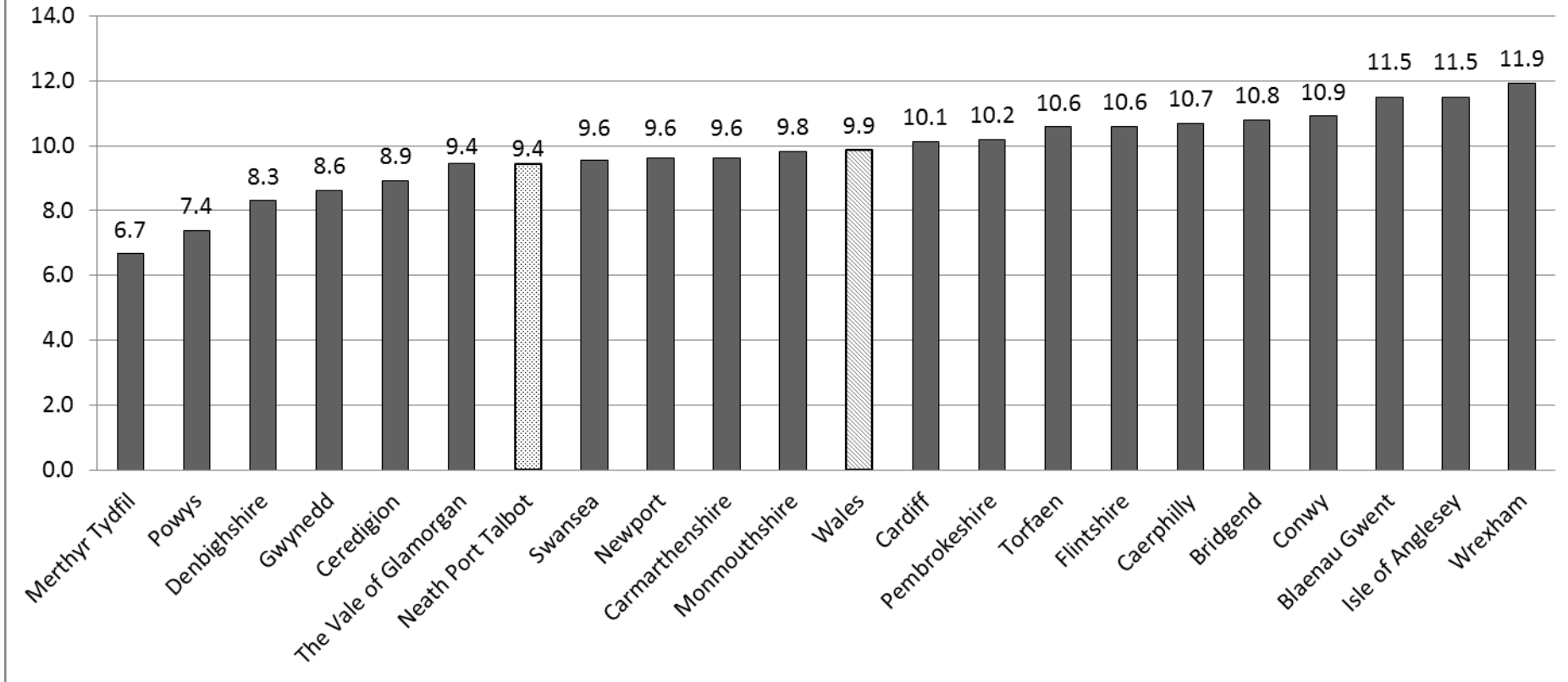
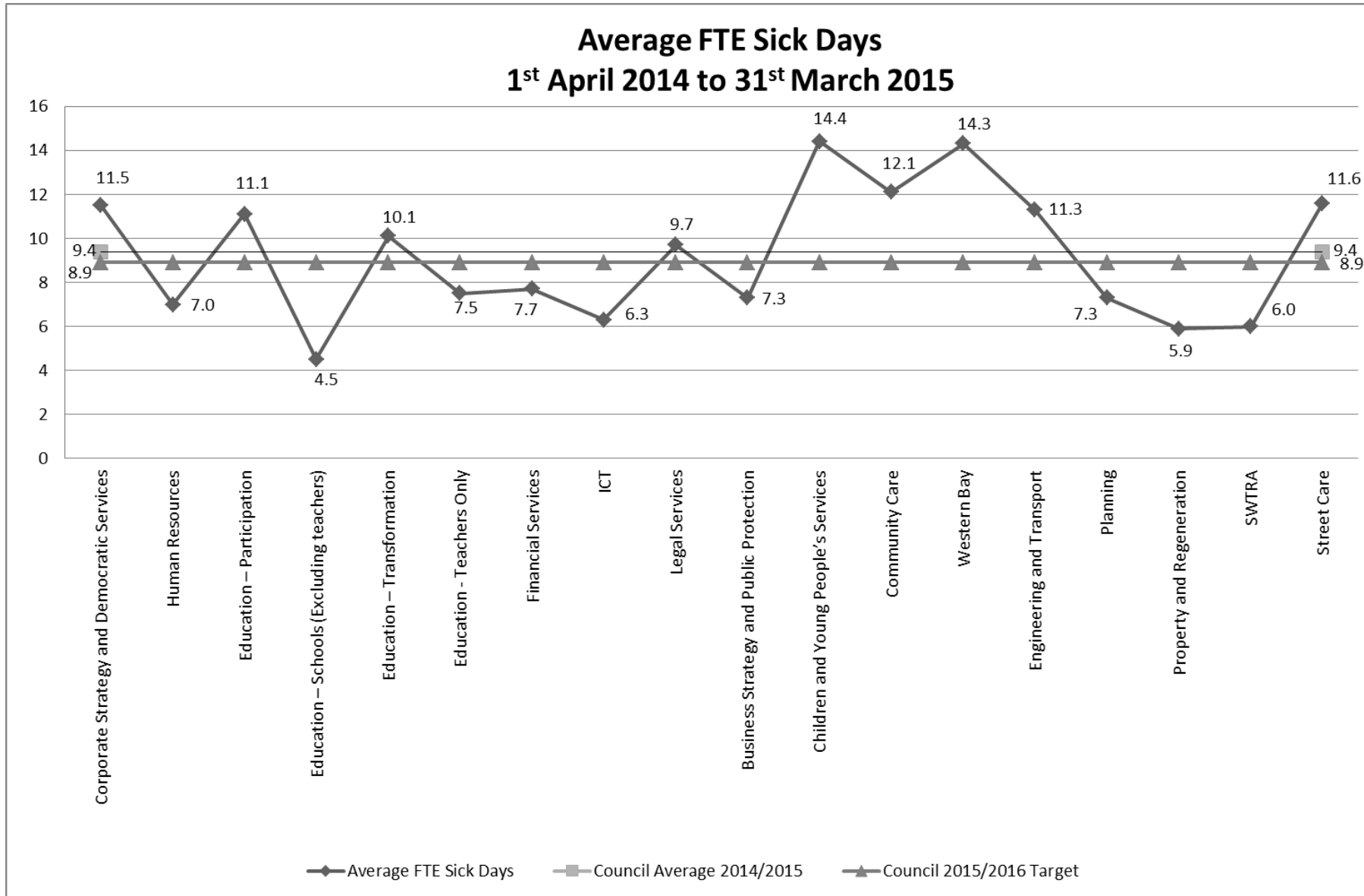
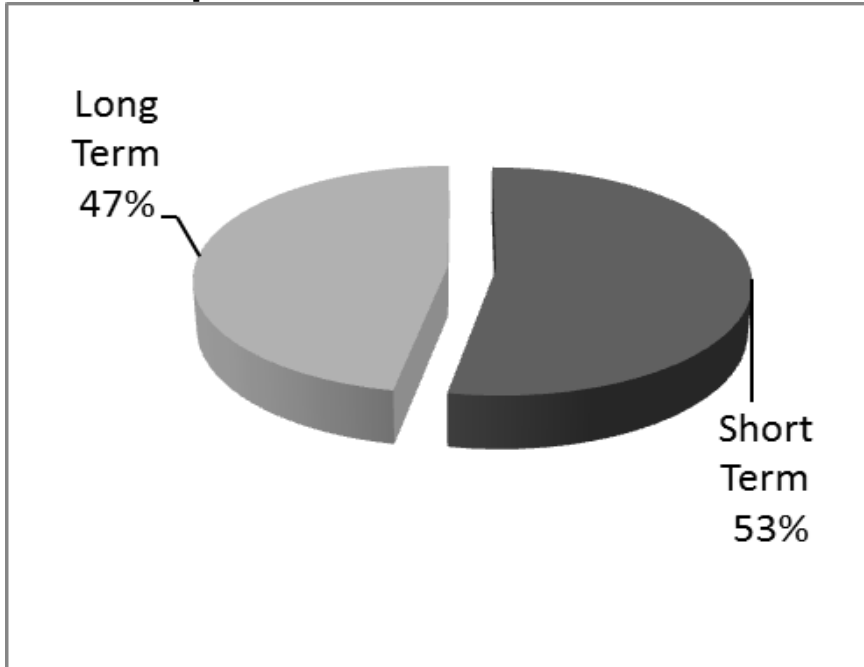


TABLE 4



NPTCBC Short Term and Long Term (28 Calendar Days or more) Sickness Absence

1st April 2009 to 31st March 2010



1st April 2014 to 31st March 2015

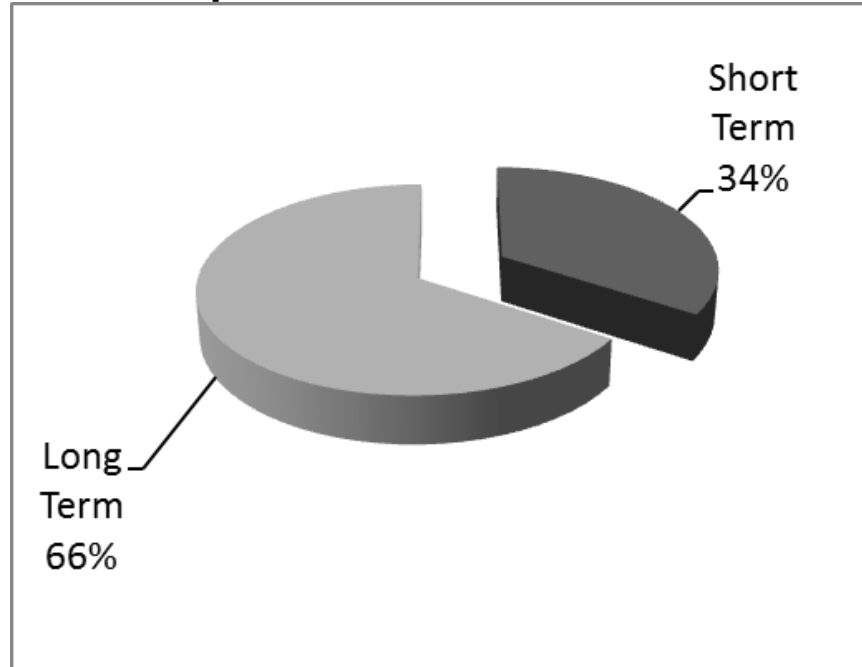


TABLE 6

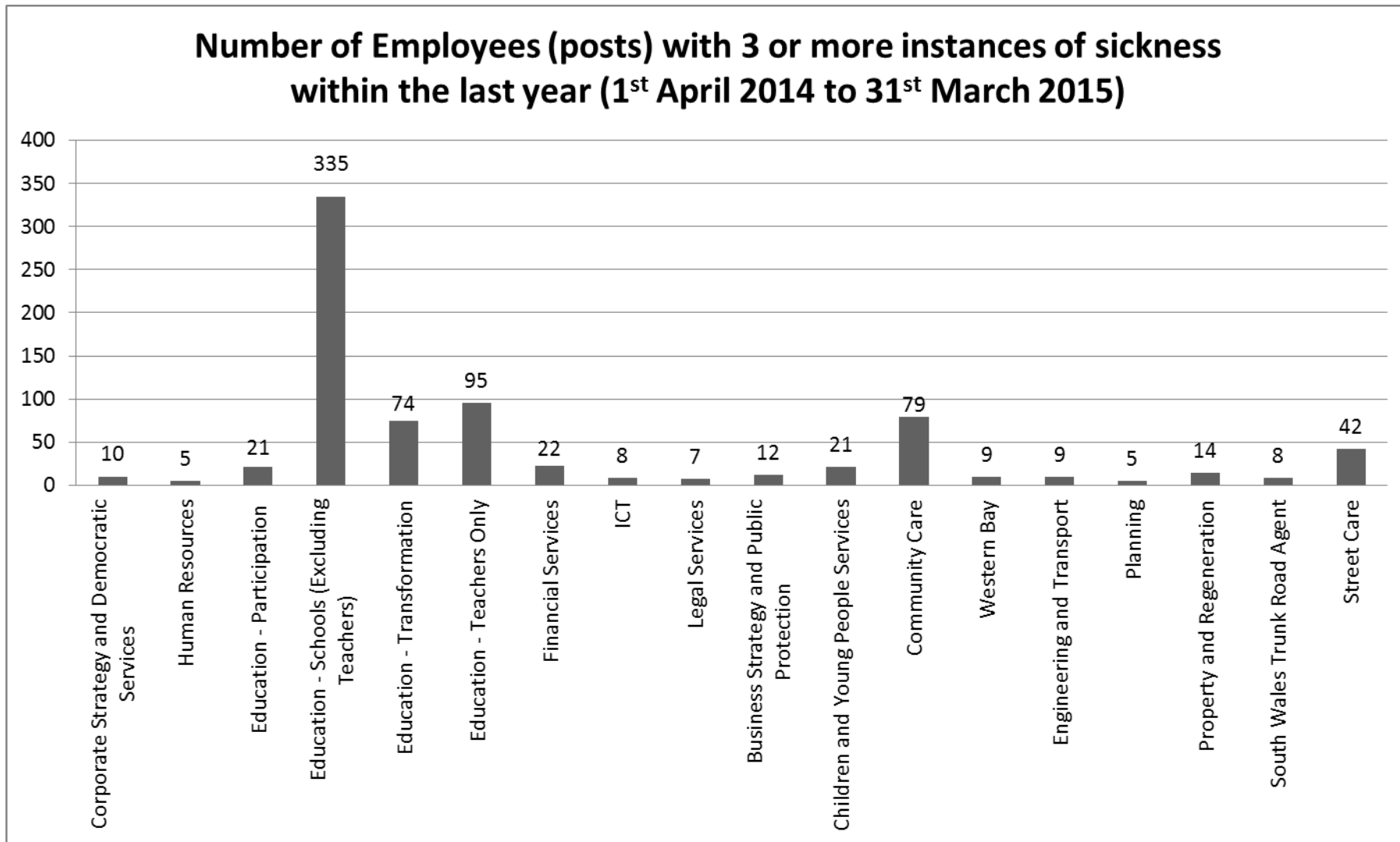


TABLE 7

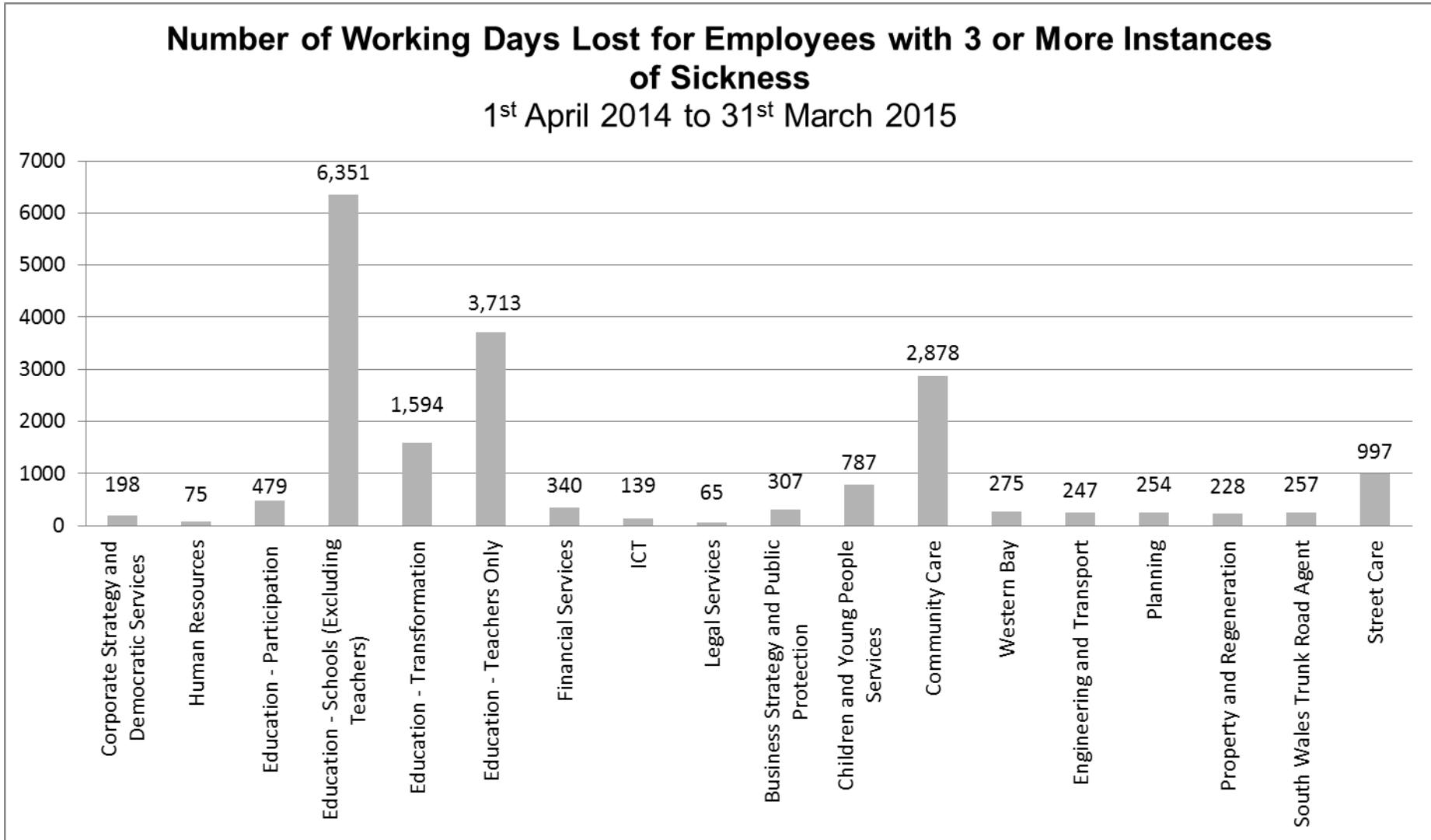


TABLE 8

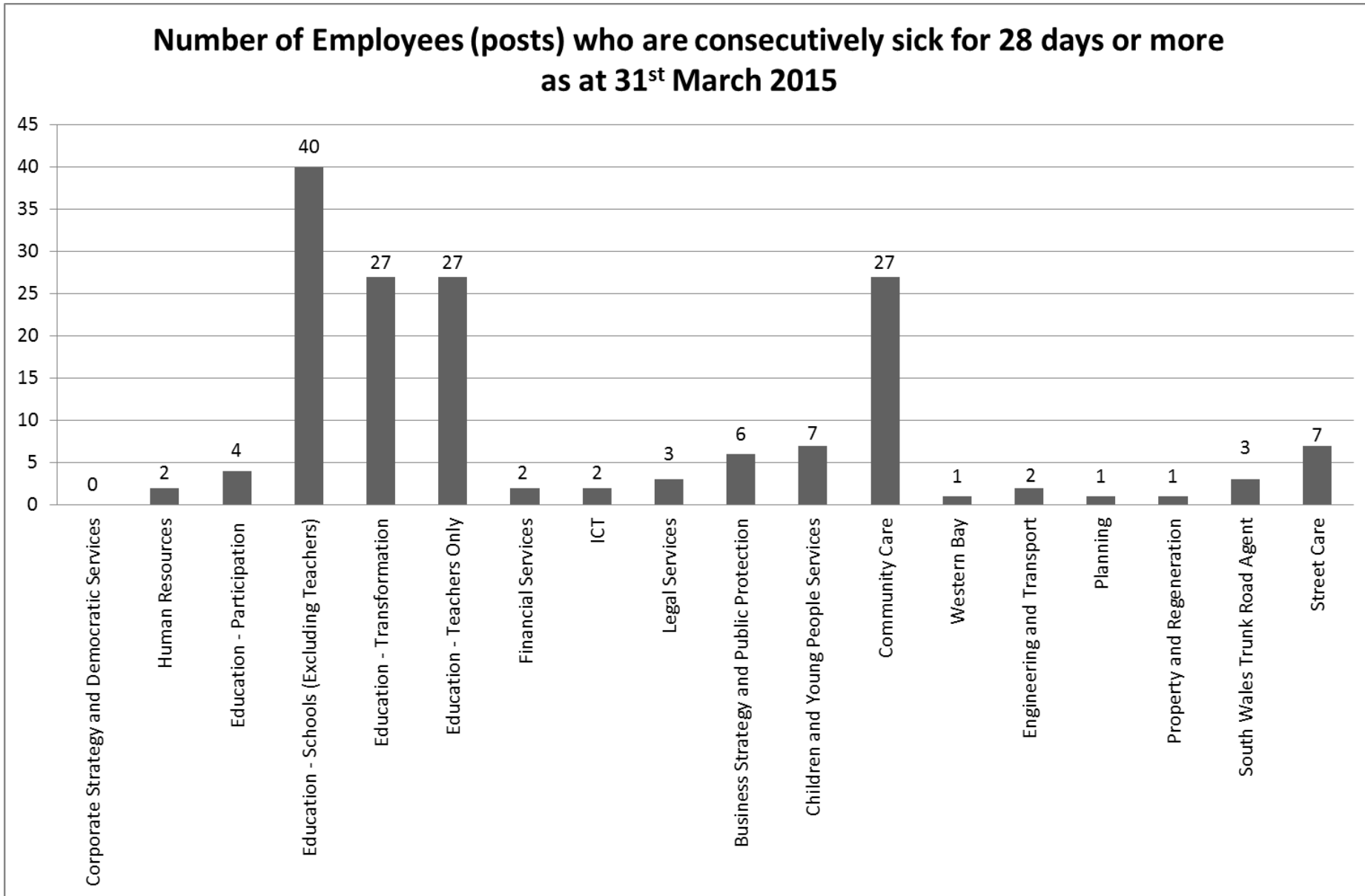


TABLE 9

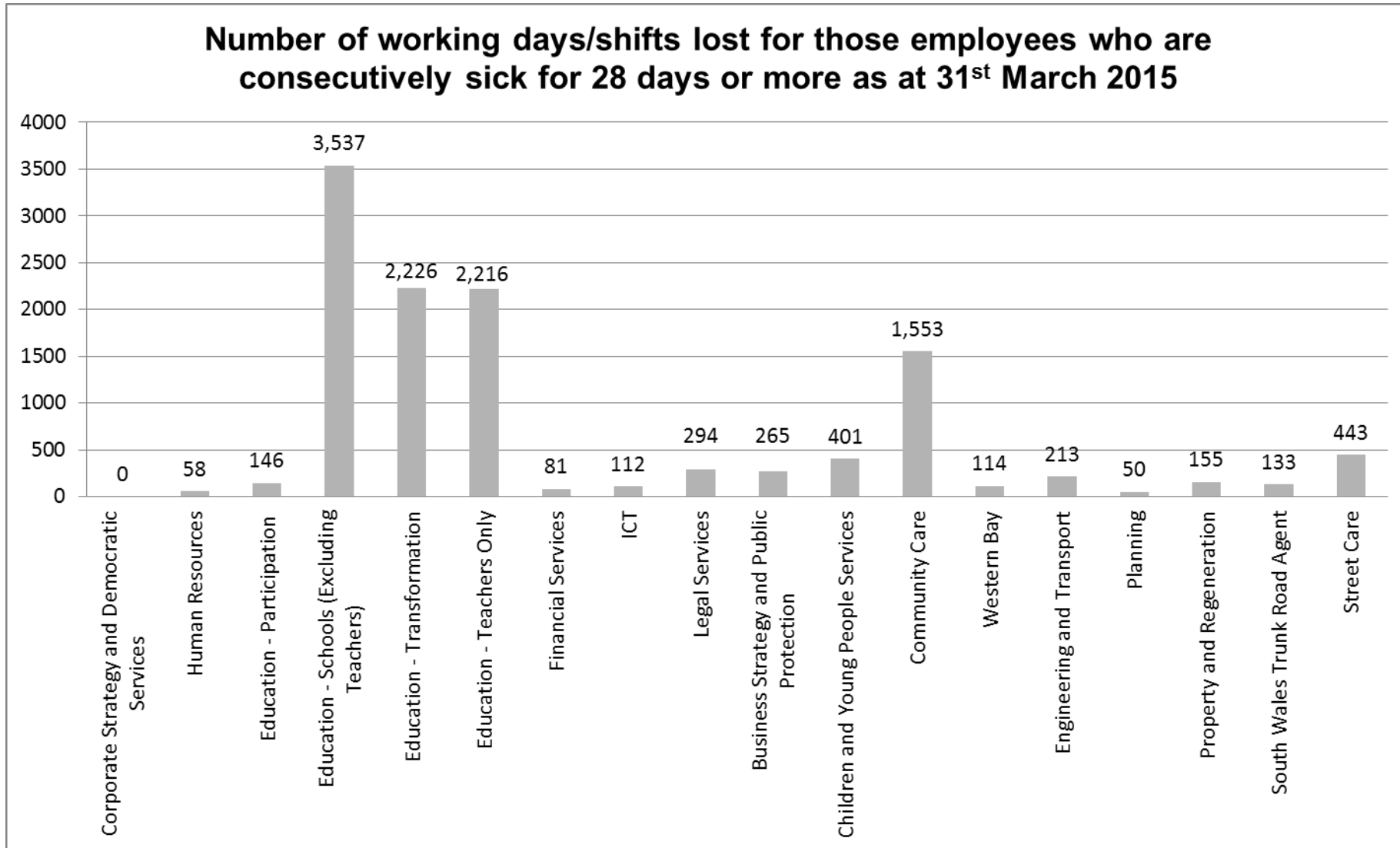


TABLE 10

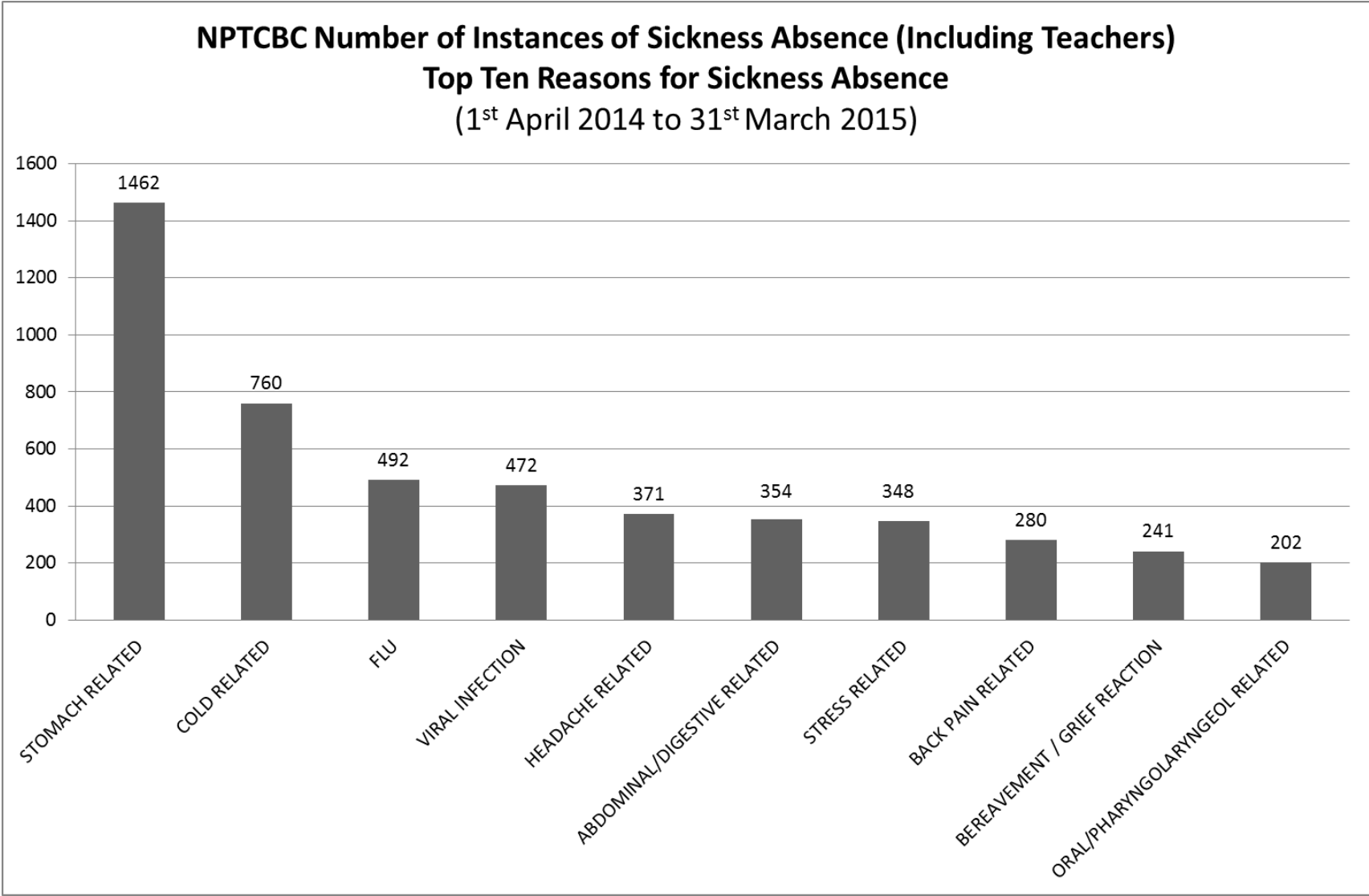


TABLE 11

**Average FTE Sick Days
Quarter 2 2014 and Quarter 2 2015**

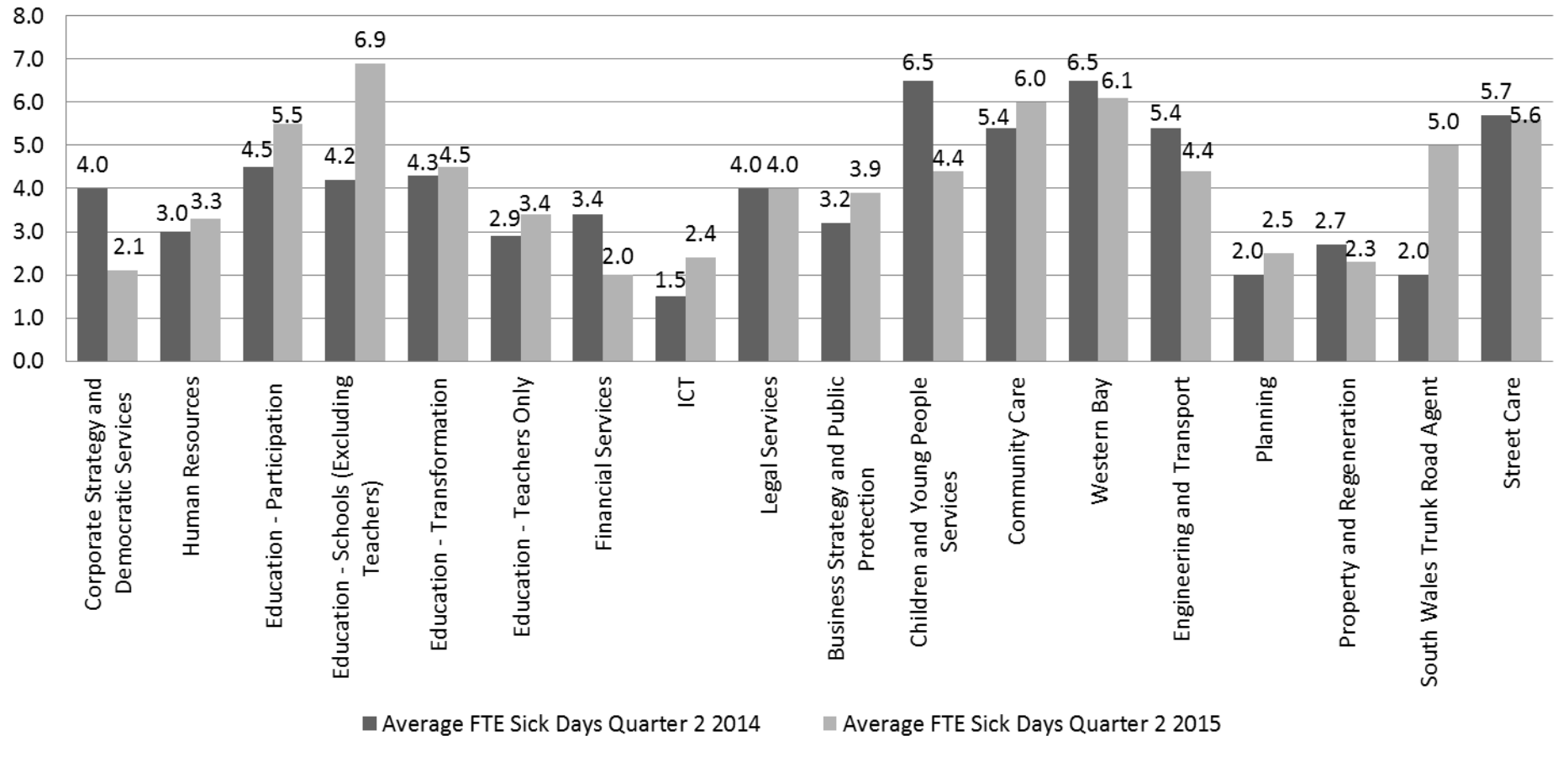


TABLE 12

Quarter 2 Sickness over time

Overall Sickness (Including Teachers)	Quarter 2 2009/10	Quarter 2 2010/11	Quarter 2 2011/12	Quarter 2 2012/13	Quarter 2 2013/14	Quarter 2 2014/15	Quarter 2 2015/16
The number of working days/shifts per full time equivalent (FTE) local authority employee lost due to sickness absence.	5.2	4.3	4.3	4.4	4.2	4.2	4.2

TABLE 13

Ill health leavers 2014 / 2015 (April to March)

Directorate	Resignation (Health Reasons)	Ill Health Retirement Tier 1	Ill Health Retirement Tier 2	Ill Health Retirement Tier 3	Dismissal – inability to attend work on a regular basis
ELLL	1	3	0	1	1
SCHOOLS	1	5	0	0	4
SSHH	1	6	0	0	4
ENV	1	2	0	0	2
FCS	0	0	0	0	0
Totals	4	16	0	1	11

Ill health leavers 2015 / 2016 (April to September)

Directorate	Resignation (Health Reasons)	Ill Health Retirement Tier 1	Ill Health Retirement Tier 2	Ill Health Retirement Tier 3	Dismissal – inability to attend work on a regular basis
ELLL	3	1	0	0	1
SCHOOLS	2	0	0	0	2
SSHH	0	0	1	2	0
ENV	0	4	0	1	3
FCS	0	1	0	0	0
Totals	5	6	1	3	6