NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

POLICY AND RESOURCES SCRUTINY COMMITTEE

2nd November 2016

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 sickness absence monitoring data to inform Member scrutiny of the management of sickness absence across the Council.

2. Monitoring Data

2.1 This report focuses on Quarter 1 sickness data for 2016 / 2017. The monitoring data is provided in Appendix 1.

2.2 Before we examine the Quarter 1 data however, Members are asked to note **Table 1** in the appendix which provides Members with the all Wales benchmarking figures for 2015 / 2016. Whilst the Council's sickness rate marginally increased from 9.4.average FTE days to 9.7 FTE days in 2015 / 2016, so did sickness across Councils in the rest of Wales (9.85 FTE to 10.2 FTE) and Neath Port Talbot has in fact improved its position on the all Wales benchmarking table, moving from joint 7th to 6th across Wales.

2.3 **Table 2** provides Members with the average FTE sick days for Quarter 1 of last year, 2015 / 2016, for each service. I have included this table again to help Members benchmark the current year's Quarter 1 performance against last year's performance.

2.4 **Table 3** provides the Quarter 1 monitoring data for 2016 / 2017 for each service.

2.5 **Table 4** provides an overview of the Council's average working days lost per FTE employee in Quarter 1 each year from 2009 / 2010 to 2016 / 2017.

2.6 **Table 5** provides Members with an overview of the Council's absence pattern and the ratio of days lost to short term and long term absence in Quarter 1 2016 / 2017.

2.7 **Table 6** provides Members with head count and full time equivalent figures for each service. This is provided to help Members understand how sickness data compares with the number of employees employed within each service. Members should note that these figures are subject to change, particularly where cross-directorate change takes place.

2.8 **Table 7** sets out the number of employees who were absent on 3 or more occasions in each service during Quarter 1 of 2016 / 2017, and **Table 8** sets out the number of working days lost by these employees. In both tables comparison figures for the previous year have been provided (the left hand column represents 2015 / 2016 and the right hand column represents 2016 / 2017).

2.9 **Table 9** sets out the number of employees absent for 28 consecutive days or more in each service during Quarter 1, **Table 10** sets out the number of working days lost by these employees. Again, comparison figures for the previous year have been provided.

2.10 **Table 11** provides Members with information in relation to why employees were absent from work. This information will help inform targeted strategies in relation to managing absence and promoting health and well-being. Members can compare this with the top ten reasons for absence in 2015 / 2016, set out in **Table 12**.

2.11 To help Members understand how the reasons for absence relate to patterns of absence, **Table 13** then sets out the top ten reasons for short term absence in the quarter, and **Table 14**, sets out the top ten reasons for long term absence.

2.12 **Table 15** 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 2015 / 2016, 40 employees have left the Council's employment for ill health reasons. In this quarter 8 employees left the Council's employment.

3. Ongoing scrutiny

3.1 Members will continue to receive sickness monitoring information on a quarterly basis. This will enable Members, over time, to monitor absence rates and patterns across the Council.

3.2 The data presented in this report will raise questions for Members, so for example, whether Members see fluctuations in sickness absence levels in particular services, they may want to take the opportunity to refer this to the relevant scrutiny committee for further investigation.

4. Risk Management

Sickness absence must continue to be managed effectively or there is the risk that sickness rates will increase with associated loss of productivity and budgetary impact.

5. Financial Impact

The costs of sick pay in Quarter 1 2016 / 2017 are as follows:

Workforce excluding schools = £747,584
School Support Staff workforce = £98,649
School Teaching workforce = £201,027

6. Consultation

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

7. Equality Impact Assessment

There is no requirement for an Equality Impact Assessment in relation to this item.

8. Workforce Impacts

This report will be shared with recognised trade unions in respective consultative forums for discussion and consideration.

9. Legal Impacts

The management of absence must be fair and reasonable, and managers should ensure compliance with the Council's Maximising Attendance at Work and related policies.

10. Recommendation

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

11. Appendices

Appendix 1 – Sickness absence Quarter 1 2016 / 2017 Monitoring Data

12. Background Papers

The Maximising Attendance Policy and Procedure.

13. 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

APPENDIX 1 – SICKNESS ABSENCE QUARTER 1 2016 / 2017 MONITORING DATA

TABLE 1

All Wales benchmarking 2015 / 2016

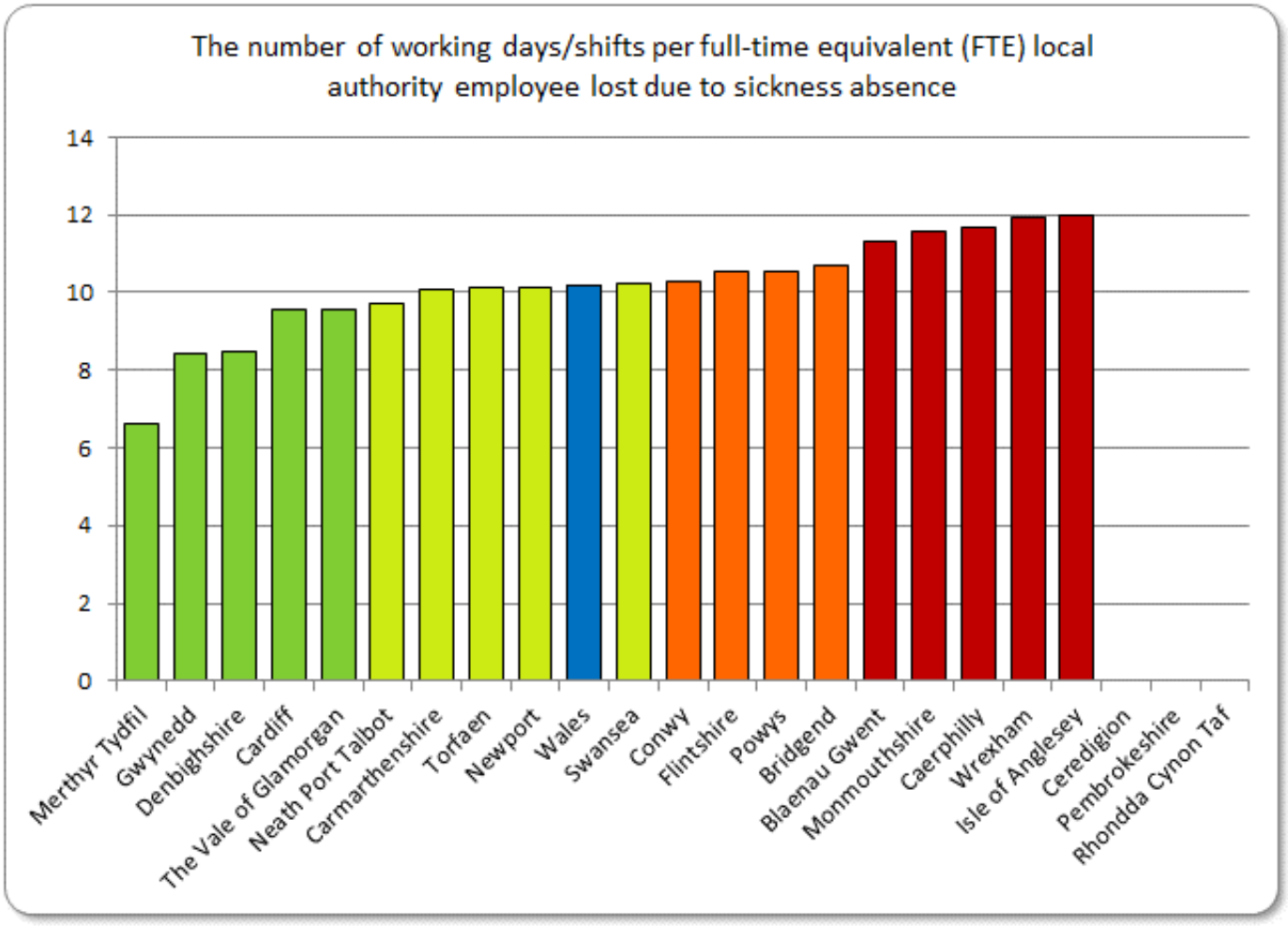


TABLE 2

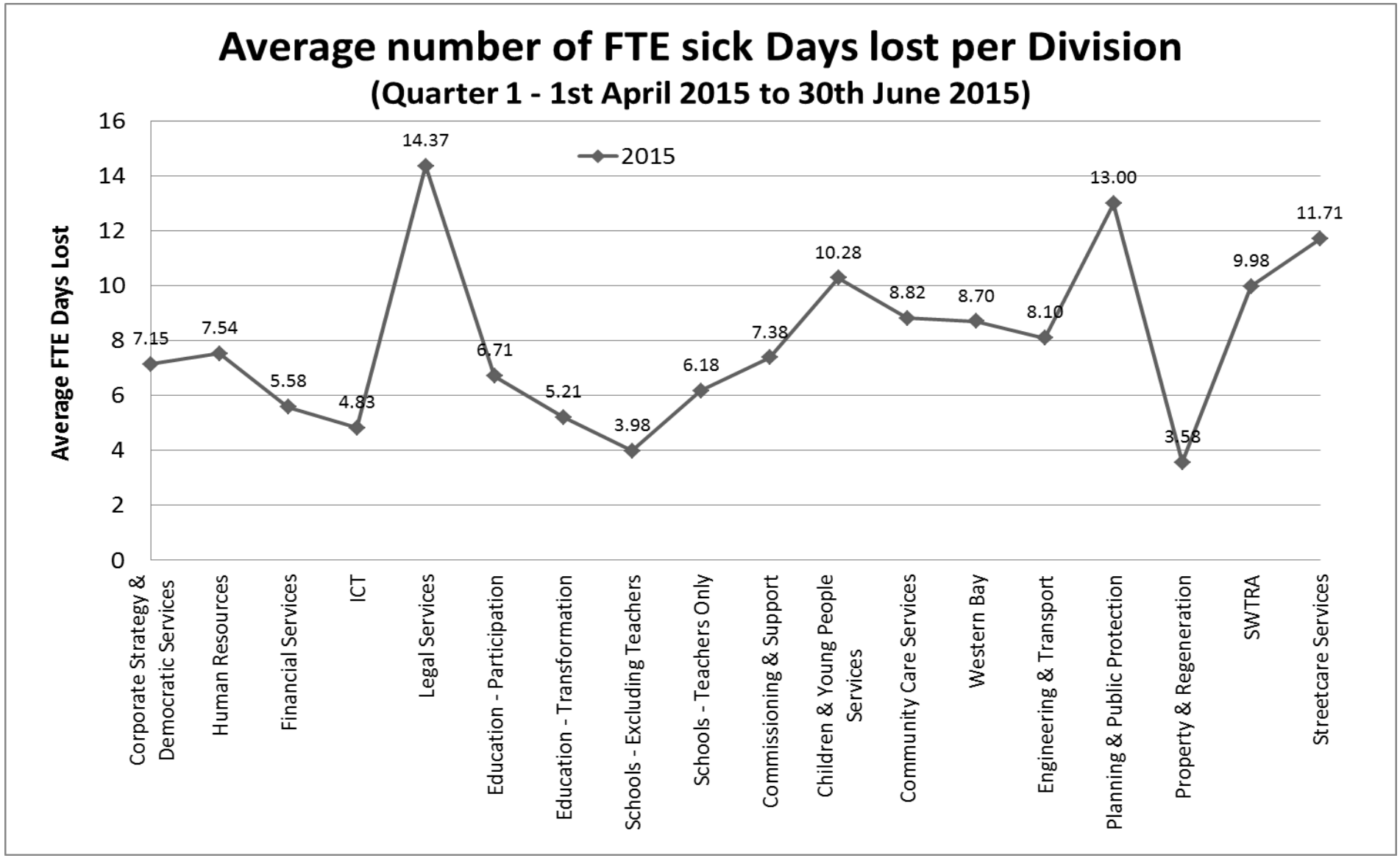


TABLE 3

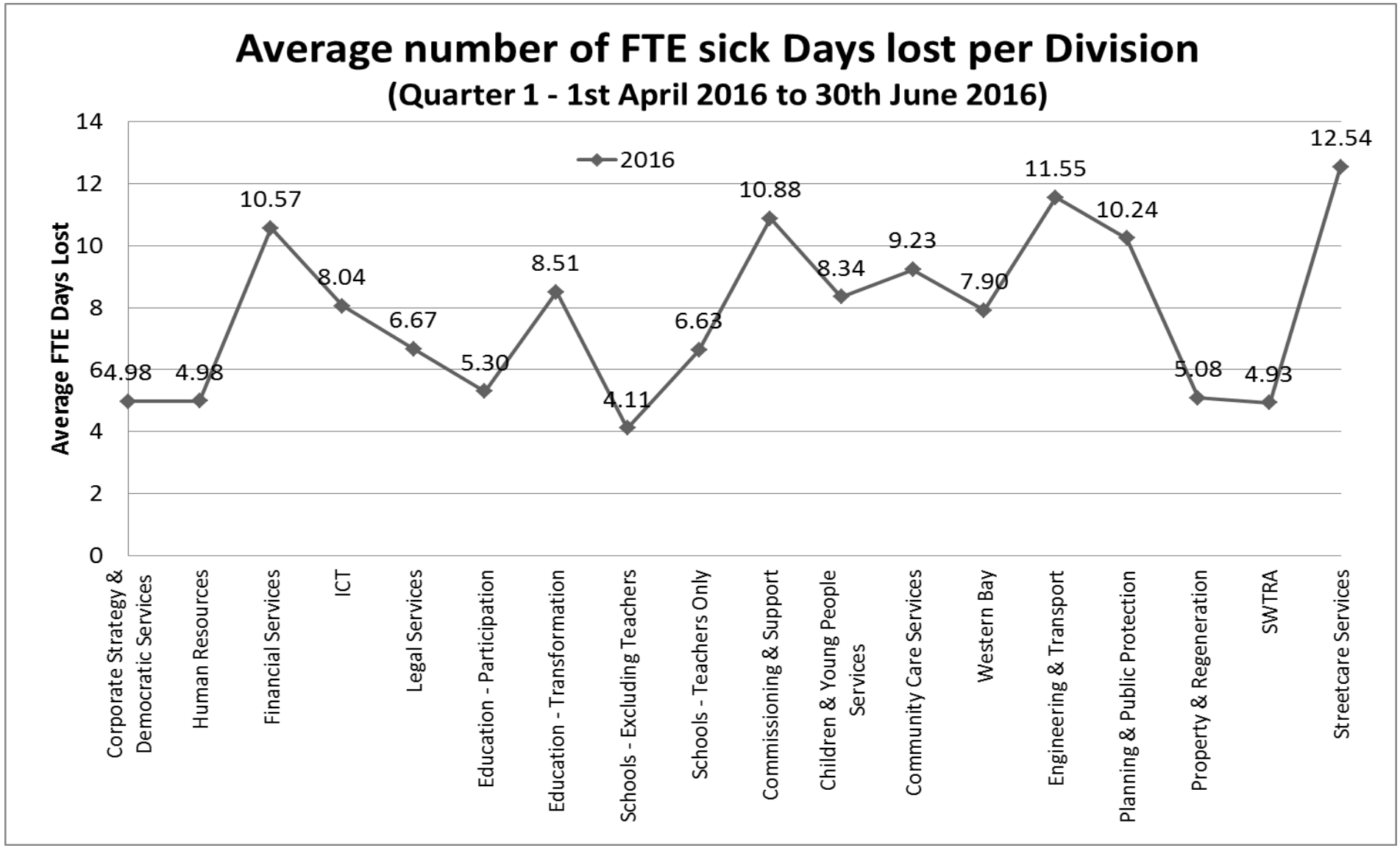

Average number of FTE sick Days lost per Division
(Quarter 1 - 1st April 2016 to 30th June 2016)
Average FTE Days Lost
2016
14
12
10
8
6
4
2
0
64.98
4.98
10.57
8.04
6.67
5.30
8.51
4.11
6.63
10.88
8.34
9.23
7.90
11.55
10.24
5.08
4.93
12.54
Corporate Strategy & Democratic Services
Human Resources
Financial Services
ICT
Legal Services
Education - Participation
Education - Transformation
Schools - Excluding Teachers
Schools - Teachers Only
Commissioning & Support
Children & Young People Services
Community Care Services
Western Bay
Engineering & Transport
Planning & Public Protection
Property & Regeneration
SWTRA
Streetcare Services

TABLE 4

Quarter 1 Average Sickness Rate

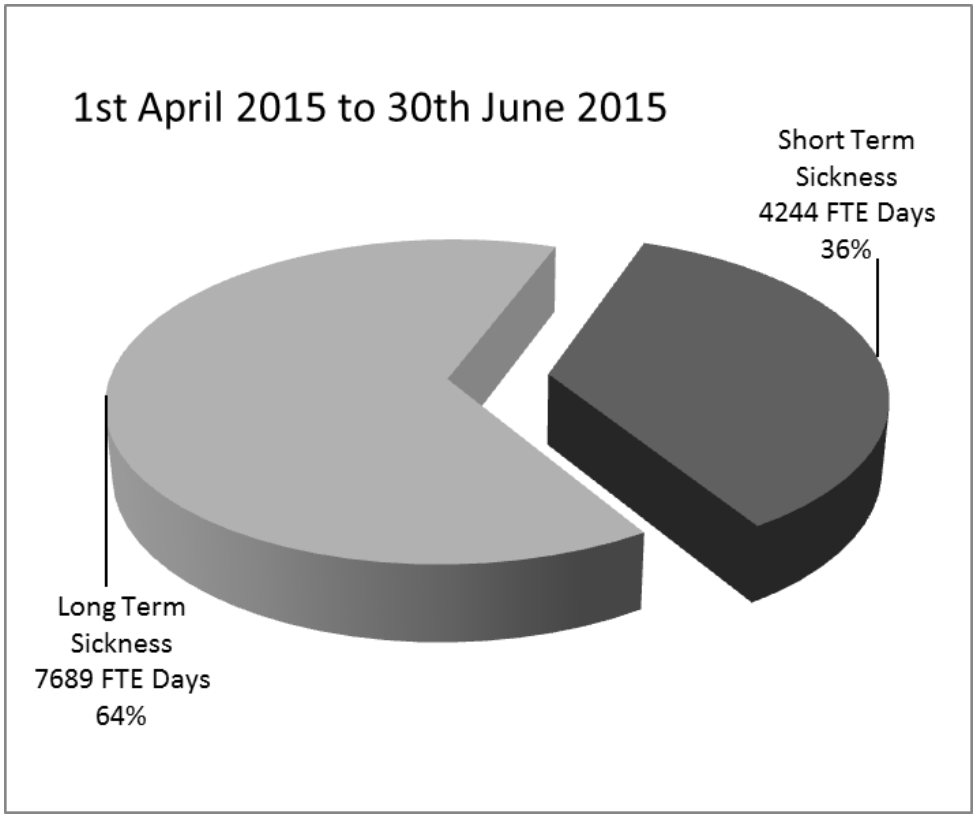
Overall Sickness (Including Teachers)	Quarter 1 2009/10	Quarter 1 2010/11	Quarter 1 2011/12	Quarter 1 2012/13	Quarter 1 2013/14	Quarter 1 2014/15	Quarter 1 2015/16	Quarter 1 2016/17
The number of working days/shifts per full time equivalent (FTE) local authority employee lost due to sickness absence.	2.7	2.5	2.3	2.5	2.1	2.2	2.2	2.4

TABLE 5

Ratio of short and long term sickness – number of FTE days lost

(Including teachers)

QUARTER 1 Comparison -1st April 2015 to 30th June 2015 and 1st April 2016 to 30th June 2016



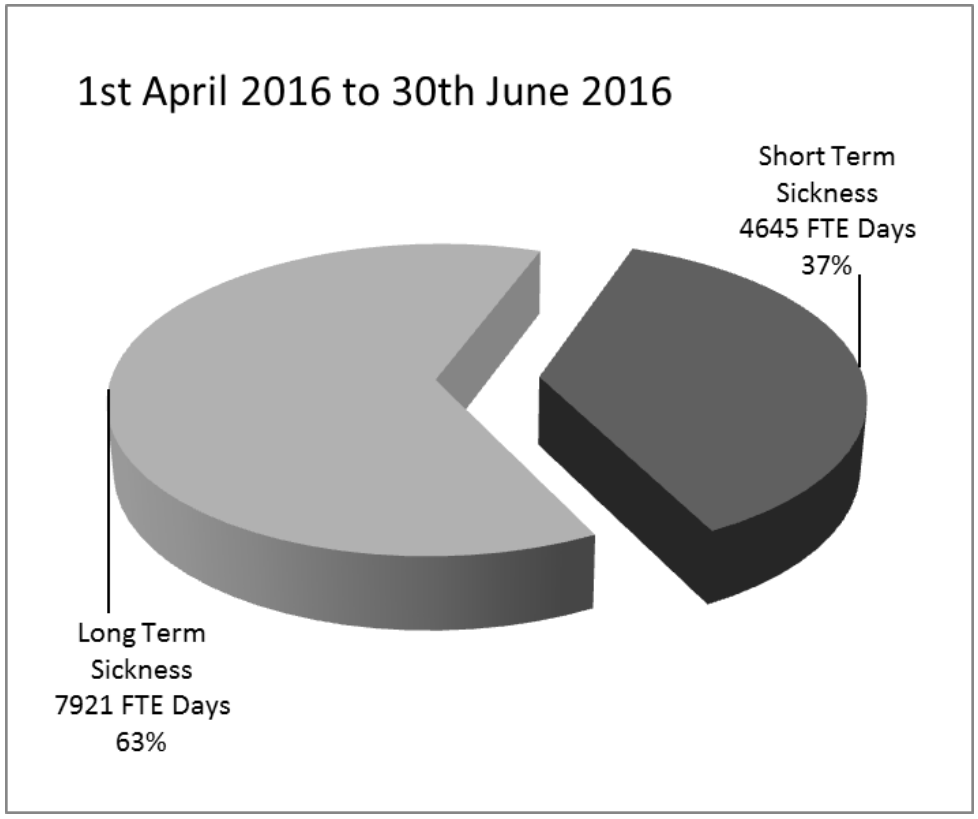


TABLE 6

Service	Headcount	Full Time Equivalent
Corporate Strategy & Democratic Services	79	72.96
Human Resources	75.5	67.46
Financial Services	175	158.84
ICT	99	96.41
Legal Services	89.5	66.50
Participation	1016	468.03
Transformation	120.5	96.16
Schools (Exc Teachers)	1565	1005.36
Teachers	1222.5	1111.14
Commissioning & Support Services	189.5	177.44
Children & Young People Services	347.5	292.71
Community Care & Commissioning Services / Integrated Community Services / Western Bay	669.5	502.26
Engineering & Transport	171	126.26
Planning & Public Protection	93.5	88.95
Property & Regeneration	155	111.82
South Wales Trunk Road Agency	106	103.11
Streetcare Services	541.5	470.69
Total	**6715.5**	**5016.09**

TABLE 7

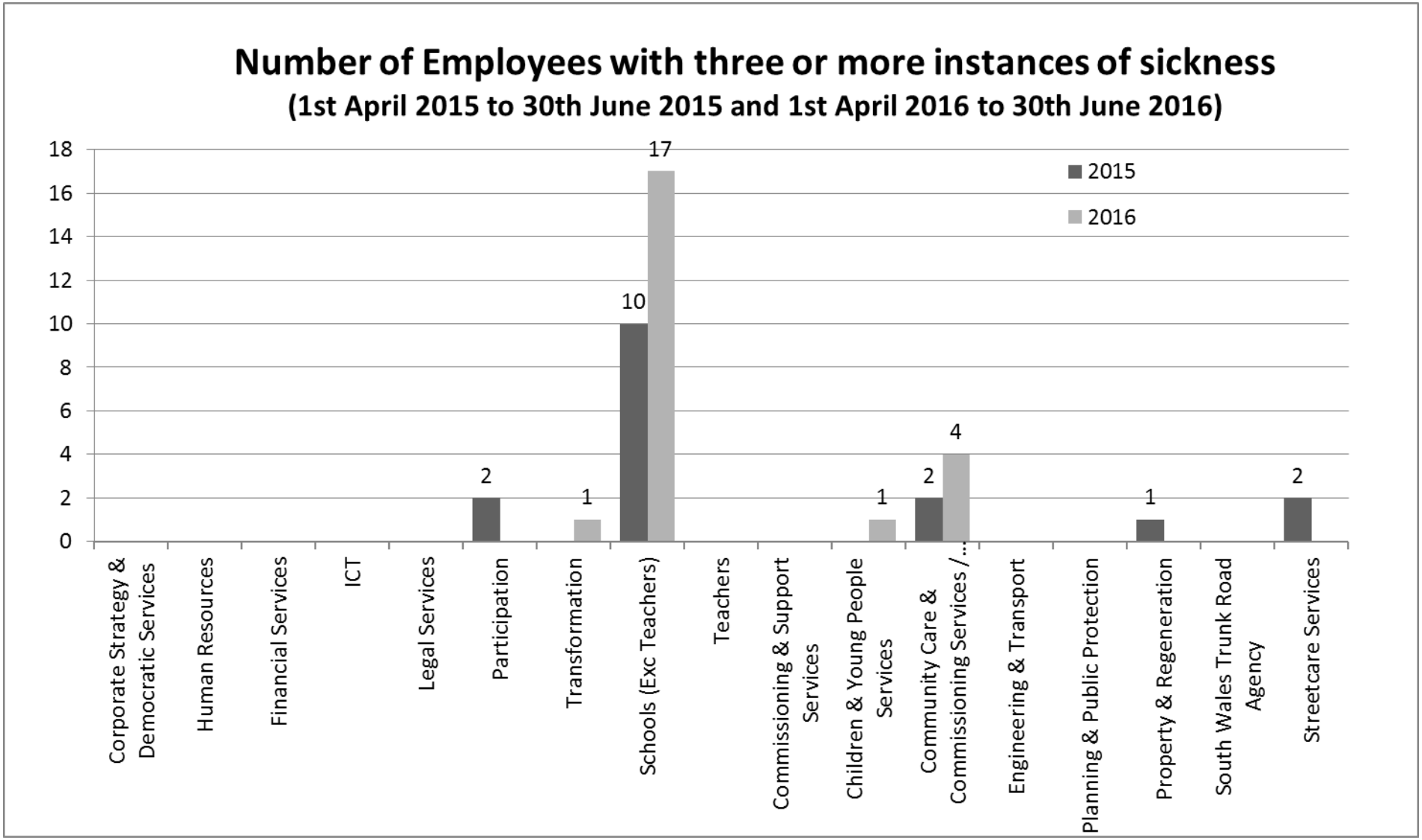

Number of Employees with three or more instances of sickness
(1st April 2015 to 30th June 2015 and 1st April 2016 to 30th June 2016)
2015
2016
18
16
14
12
10
8
6
4
2
0
2
1
10
17
1
2
4
1
2
Corporate Strategy & Democratic Services
Human Resources
Financial Services
ICT
Legal Services
Participation
Transformation
Schools (Exc Teachers)
Teachers
Commissioning & Support Services
Children & Young People Services
Community Care & Commissioning Services /...
Engineering & Transport
Planning & Public Protection
Property & Regeneration
South Wales Trunk Road Agency
Streetcare Services

TABLE 8

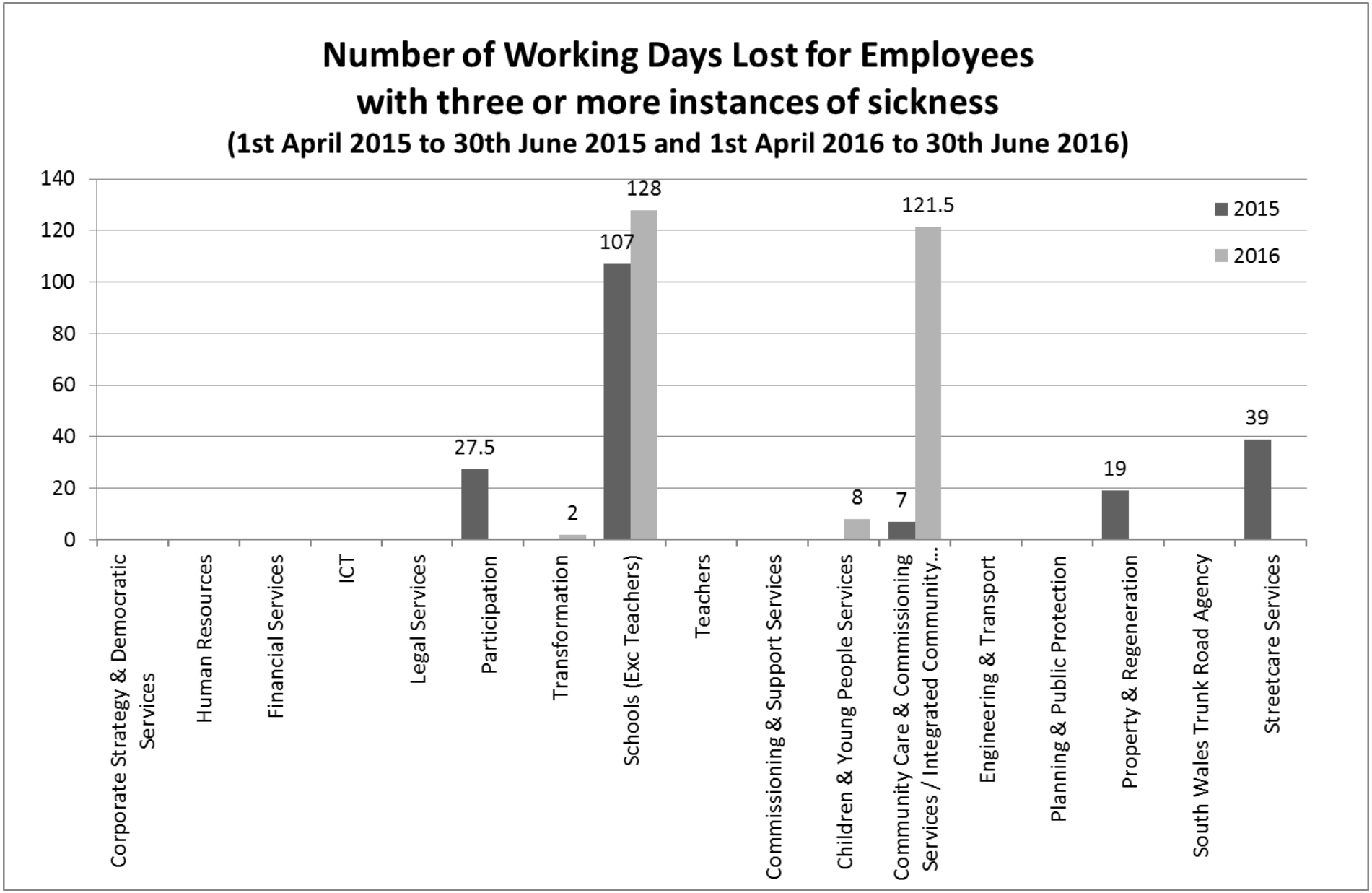

Number of Working Days Lost for Employees
with three or more instances of sickness
(1st April 2015 to 30th June 2015 and 1st April 2016 to 30th June 2016)
140
120
100
80
60
40
20
0
2015
2016
27.5
2
107
128
8
7
121.5
19
39
Corporate Strategy & Democratic Services
Human Resources
Financial Services
ICT
Legal Services
Participation
Transformation
Schools (Exc Teachers)
Teachers
Commissioning & Support Services
Children & Young People Services
Community Care & Commissioning Services / Integrated Community...
Engineering & Transport
Planning & Public Protection
Property & Regeneration
South Wales Trunk Road Agency
Streetcare Services

TABLE 9

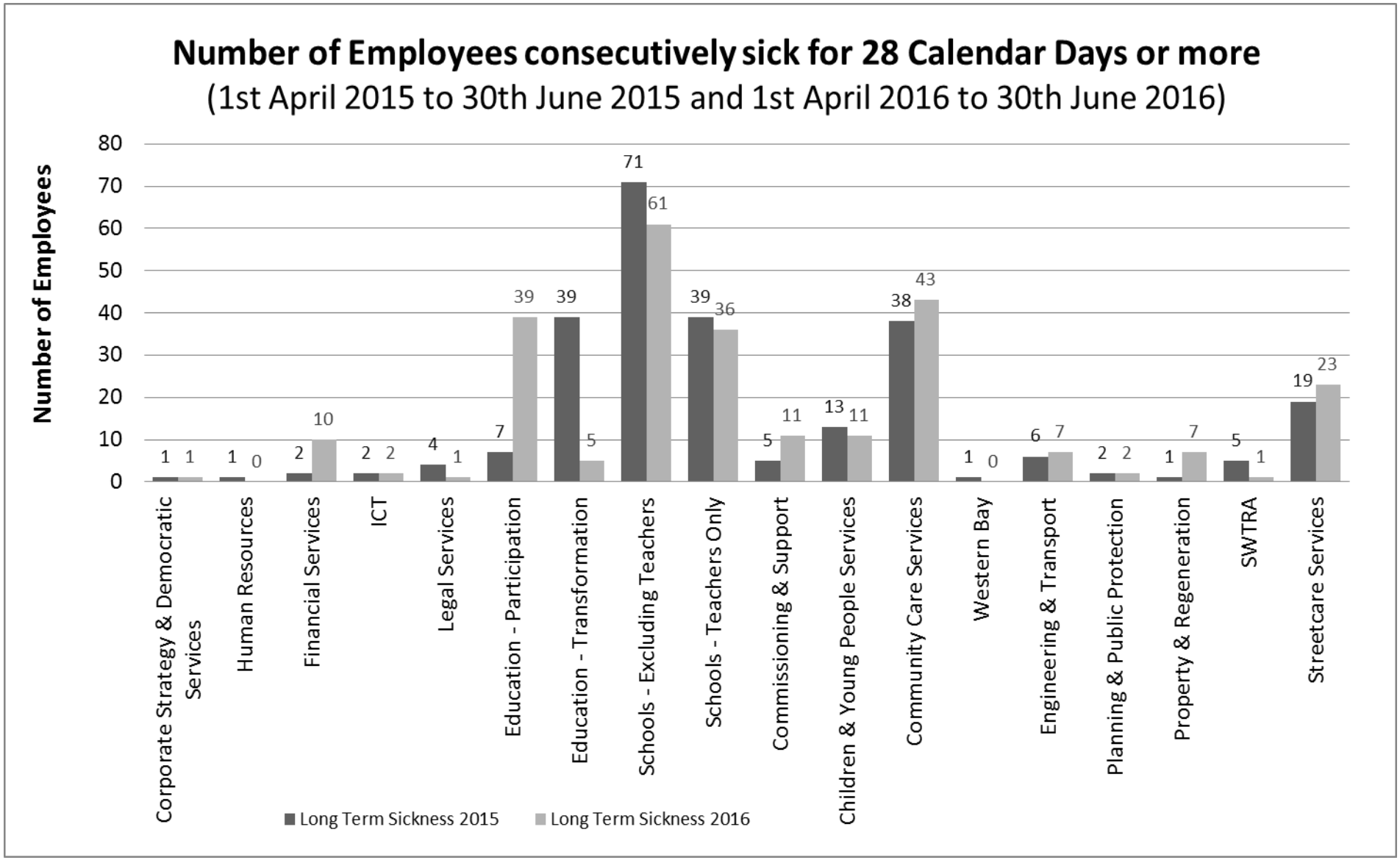


TABLE 10

Number of Working Days/Shifts lost for those employees who are consecutively sick for 28 Calendar Days or more

(1st April 2015 to 30th June 2015 and 1st April 2016 to 30th June 2016)

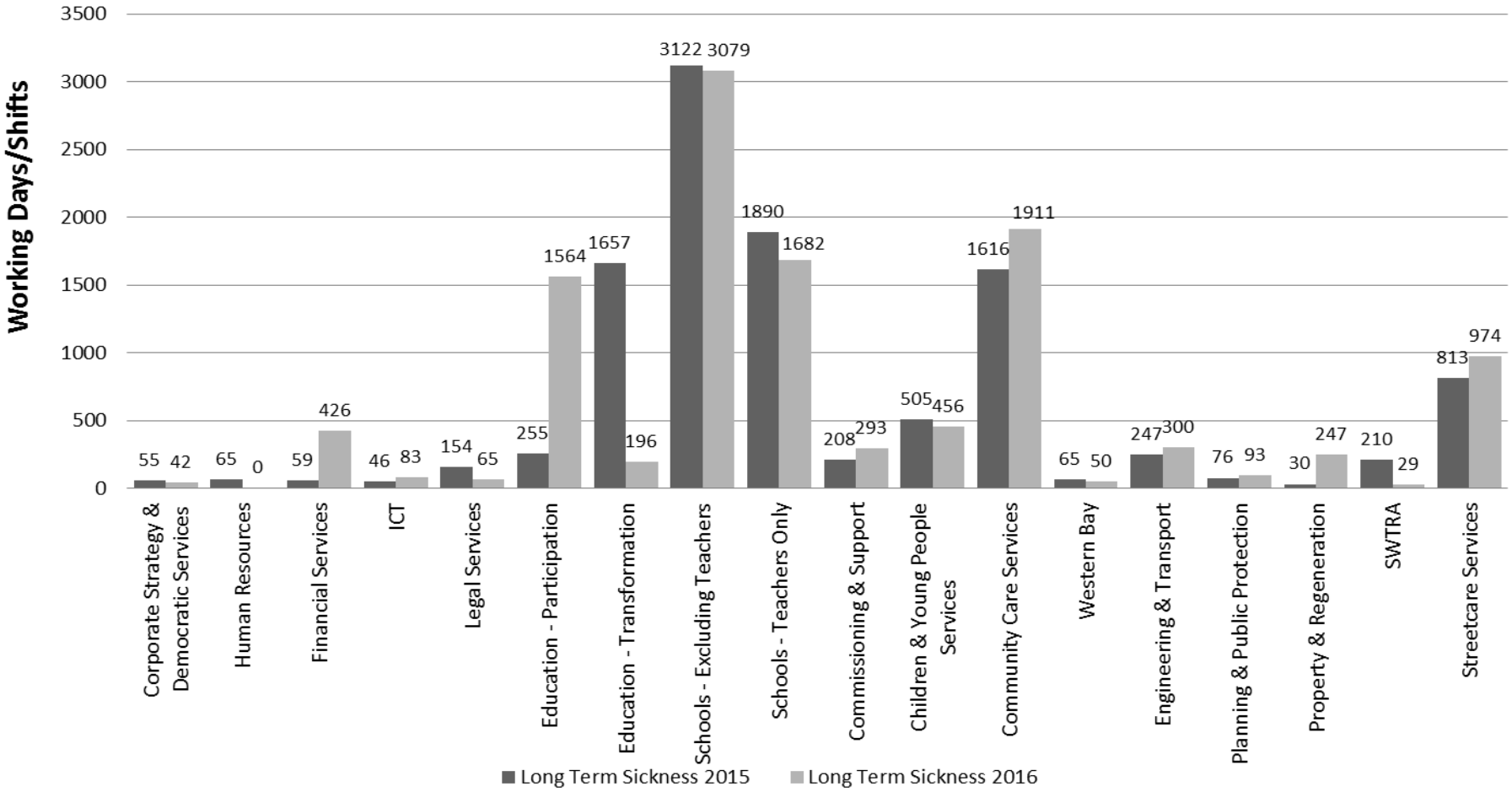


TABLE 11

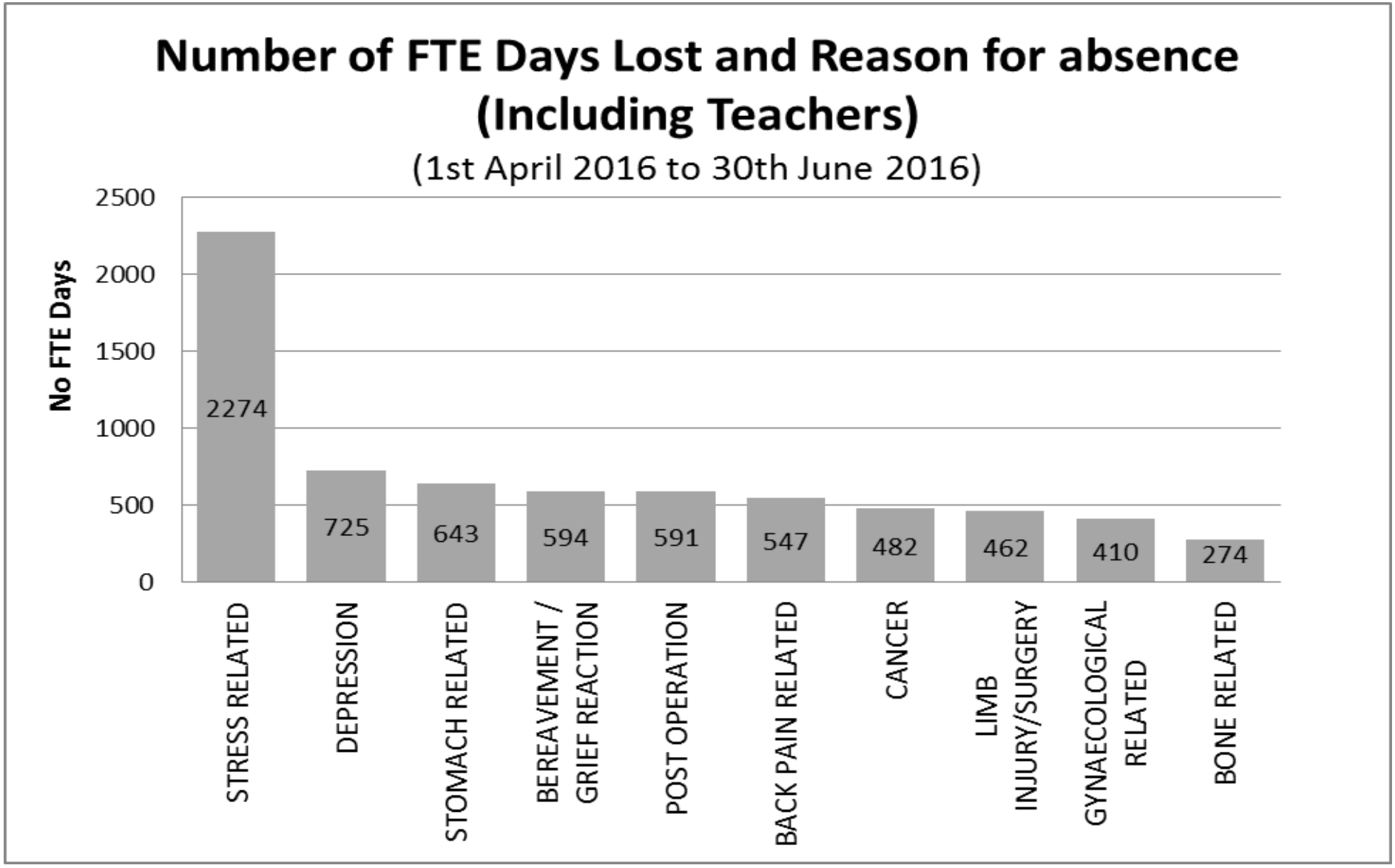

Number of FTE Days Lost and Reason for absence (Including Teachers)
(1st April 2016 to 30th June 2016)
No FTE Days
2500
2000
1500
1000
500
0
2274
725
643
594
591
547
482
462
410
274
STRESS RELATED
DEPRESSION
STOMACH RELATED
BEREAVEMENT / GRIEF REACTION
POST OPERATION
BACK PAIN RELATED
CANCER
LIMB INJURY/SURGERY
GYNAECOLOGICAL RELATED
BONE RELATED

TABLE 12

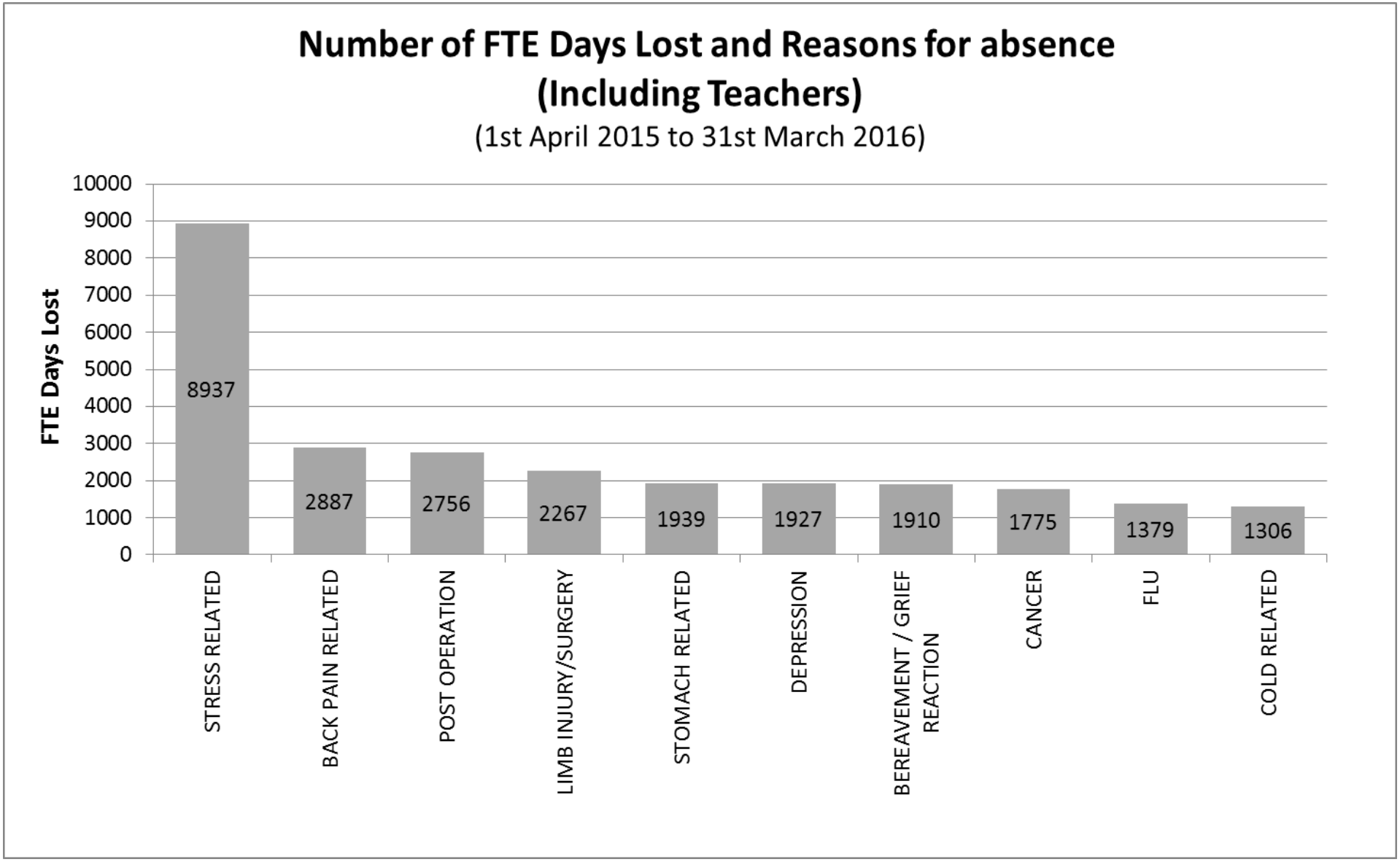

Number of FTE Days Lost and Reasons for absence
(Including Teachers)
(1st April 2015 to 31st March 2016)
FTE Days Lost
10000
9000
8000
7000
6000
5000
4000
3000
2000
1000
0
8937
2887
2756
2267
1939
1927
1910
1775
1379
1306
STRESS RELATED
BACK PAIN RELATED
POST OPERATION
LIMB INJURY/SURGERY
STOMACH RELATED
DEPRESSION
BEREAVEMENT / GRIEF REACTION
CANCER
FLU
COLD RELATED

TABLE 13

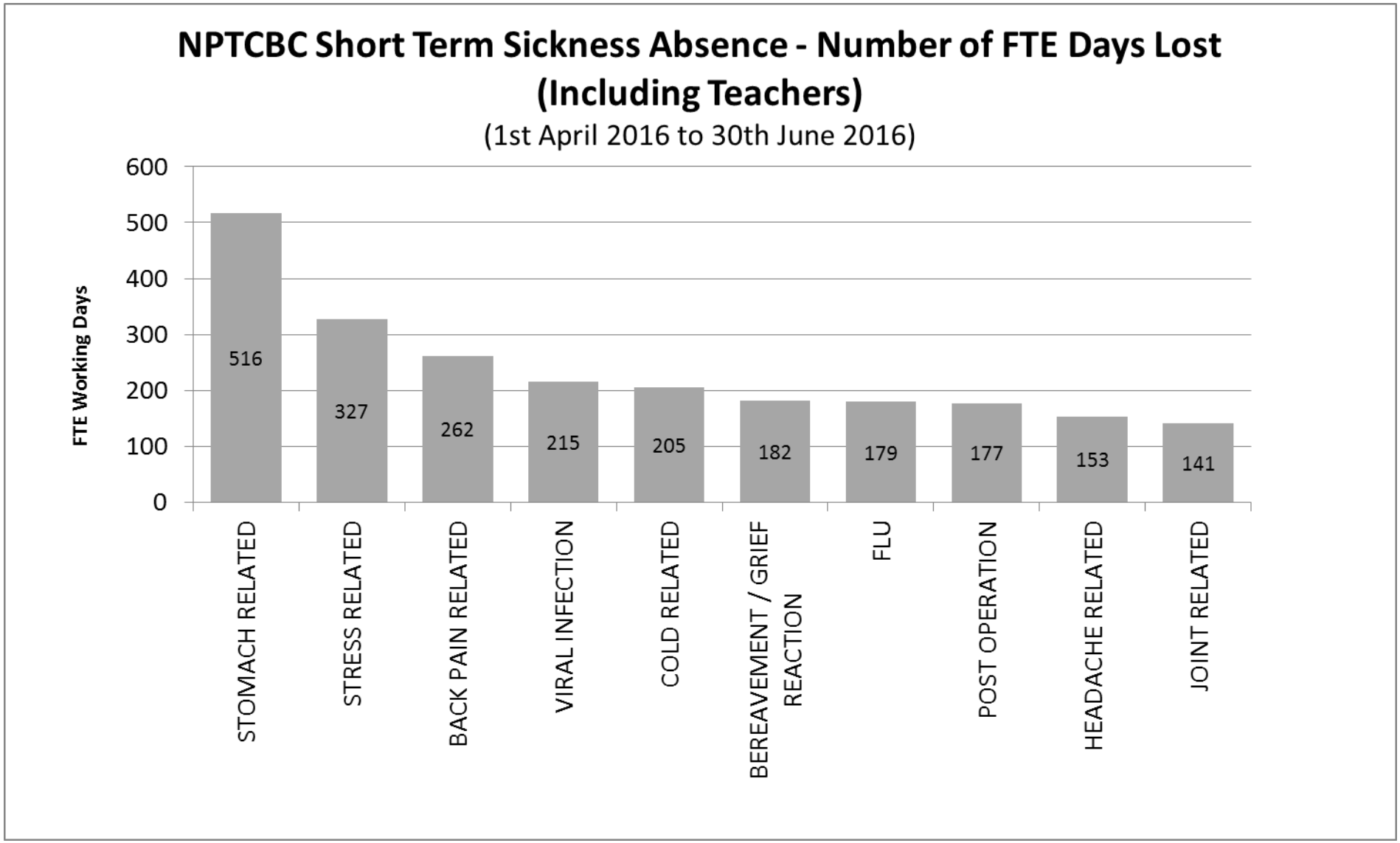

NPTCBC Short Term Sickness Absence - Number of FTE Days Lost (Including Teachers)
(1st April 2016 to 30th June 2016)
FTE Working Days
600
500
400
300
200
100
0
516
327
262
215
205
182
179
177
153
141
STOMACH RELATED
STRESS RELATED
BACK PAIN RELATED
VIRAL INFECTION
COLD RELATED
BEREAVEMENT / GRIEF REACTION
FLU
POST OPERATION
HEADACHE RELATED
JOINT RELATED

TABLE 14

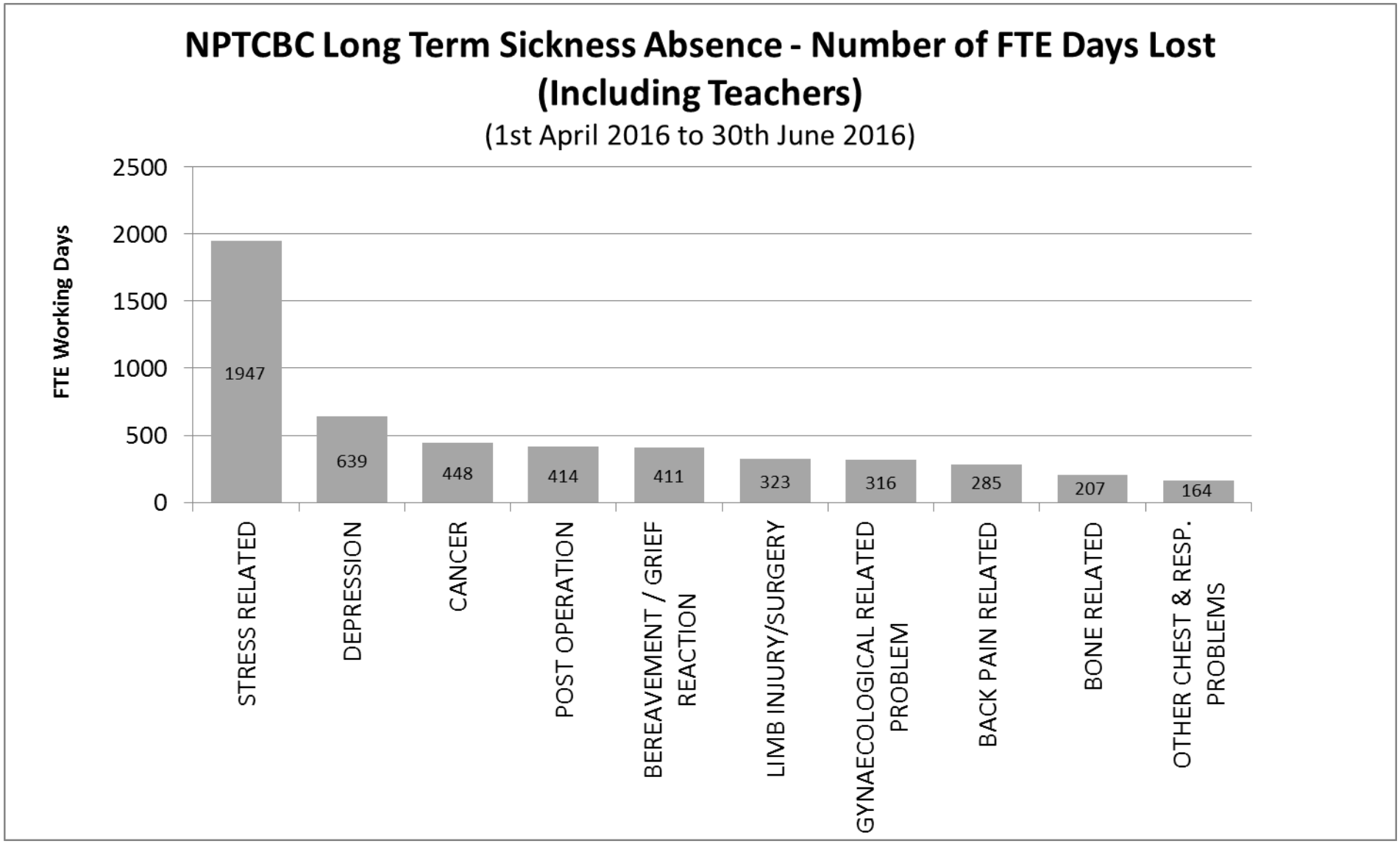


TABLE 15

Ill Health Leavers 1st April 2015 to 30th June 2015

Directorate	Resignation (Health Reasons)	Ill Health Retirement Tier 1	Ill Health Retirement Tier 2	Ill Health Retirement Tier 3	Dismissal - Inability Attend Work On A Regular Basis
CHEX					
ELLL	1				1
SCHOOLS	2				1
SSHH			1	1	2
ENV		4			
FCS					
Total	**3**	**4**	**1**	**1**	**4**

Ill Health Leavers 1st April 2016 to 30th June 2016

Directorate	Resignation (Health Reasons)	Ill Health Retirement Tier 1	Ill Health Retirement Tier 2	Ill Health Retirement Tier 3	Dismissal - Inability Attend Work On A Regular Basis
CHEX					
ELLL					2
SCHOOLS		1			
SSHH	1				2
ENV					1
FCS	1				0
Total	**2**	**1**	**0**	**0**	**5**