

# NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

## POLICY AND RESOURCES SCRUTINY COMMITTEE

6<sup>th</sup> January 2017

### 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 This report focuses on Quarter 2 sickness data for 2016 / 2017. The monitoring data is provided in Appendix 1.

2.2 **Table 1** provides Members with the average FTE sick days in each service for Quarter 2 in 2015 / 2016 and in 2016 / 2017 (15/16 is the left hand column, 16/17 is the right hand column).

2.3 **Table 2** provides an overview of the Council's average working days lost per FTE employee in Quarter 2 each year from 2009 / 2010 to 2016 / 2017.

2.4 **Table 3** 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 2 2016 / 2017.

2.5 **Table 4** provides Members with the split between short term and long term absence for each service.

2.6 **Table 5** 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.

2.7 **Table 6** sets out the number of employees who were absent on 3 or more occasions in each service during Quarter 2 of 2016 / 2017, and **Table 7** sets out the number of working days lost by these employees.

2.8 **Table 8** sets out the number of employees absent for 28 consecutive days or more in each service during Quarter 2, **Table 9** sets out the number of working days lost by these employees.

2.9 **Table 10** provides Members with information in relation to why employees were absent from work during Quarter 2. This information will help inform targeted strategies in relation to managing absence and promoting health and well-being.

2.10 To help Members understand how the reasons for absence relate to patterns of absence, **Table 11** then sets out the top ten reasons for short term absence in the quarter, and **Table 12**, sets out the top ten reasons for long term absence.

2.11 **Table 13** provides data in relation to employees leaving employment as a result of ill health. In the first two quarters of 2015 / 2016, 21 employees left the Council's employment as a result of ill health. In the first two quarters of this year 23 employees have left the Council's employment.

2.13 Finally, and sadly, Members are advised that during the quarter, 2 employees died in service.

### **3. Short Term Absence Management**

3.1 Members requested information about the management of short term sickness absence. A short presentation will be provided to Members on this subject at committee.

#### **4. Risk Management**

- 4.1 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**

- 5.1 The costs of sick pay in Quarter 2 2016 / 2017 will be confirmed at Committee.

#### **6. Consultation**

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

#### **7. Equality Impact Assessment**

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

#### **8. Workforce Impacts**

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

#### **9. Legal Impacts**

- 9.1 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**

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

#### **11. Appendices**

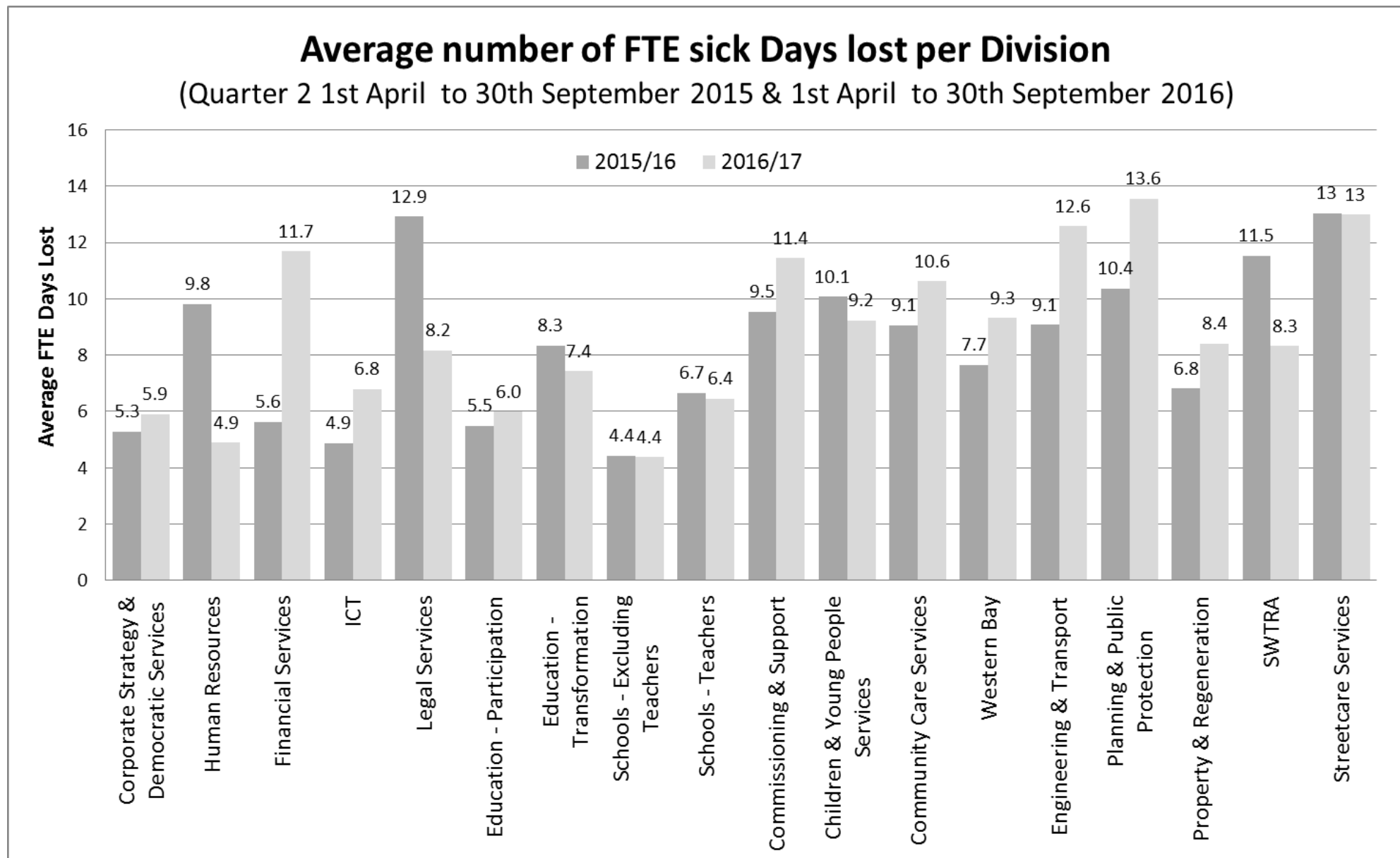
Appendix 1 – Sickness absence Quarter 2 2016 / 2017 Monitoring Data

## **12. Background Papers**

12.1 The Maximising Attendance Policy and Procedure.

## **13. Officer Contact**

13.1 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](mailto:s.rees5@npt.gov.uk)

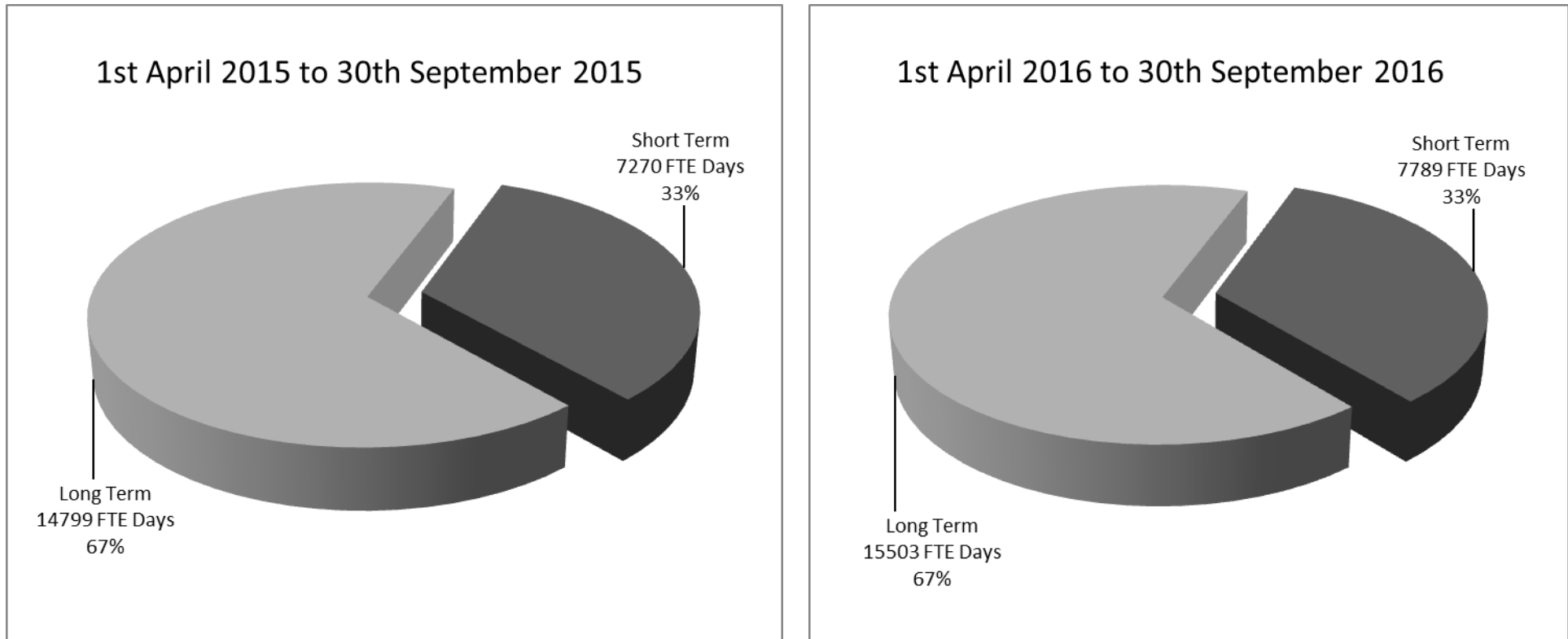


**TABLE 2****Quarter 2 Average Sickness Rate**

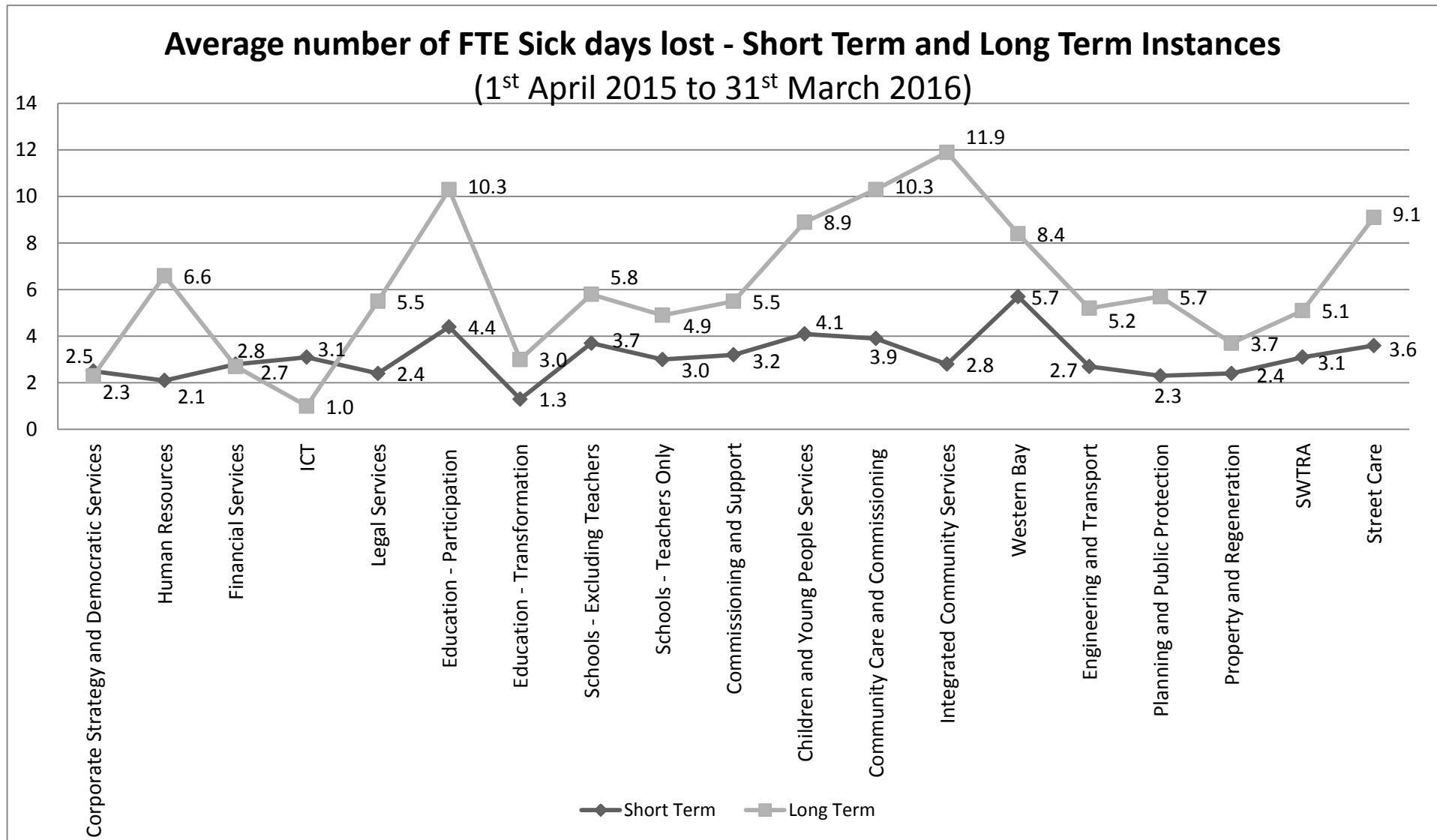
<b>Quarter 2 Overall Sickness (Including Teachers)</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
The number of working days/shifts per full time equivalent (FTE) local authority employee lost due to sickness absence.	5.2	4.3	4.3	4.4	4.2	4.2	4.2	4.6

**Ratio of short and long term sickness – number of FTE days lost  
(Including teachers)**

QUARTER 2 Comparison - 1<sup>st</sup> April and 2015 to 30<sup>th</sup> September 2015 and 1st April and 2016 to 30th September 2016



**TABLE 4**



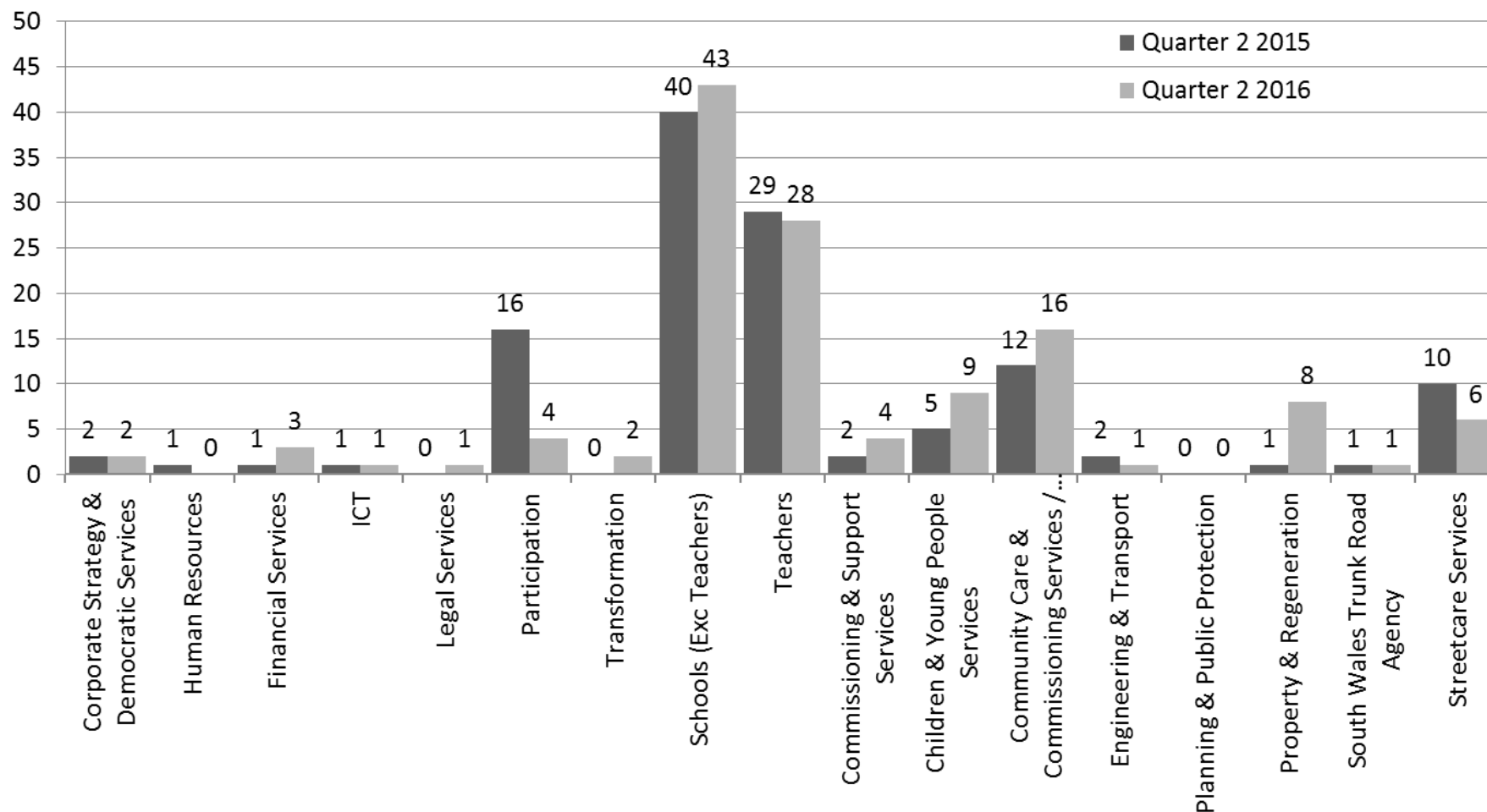


**TABLE 5**

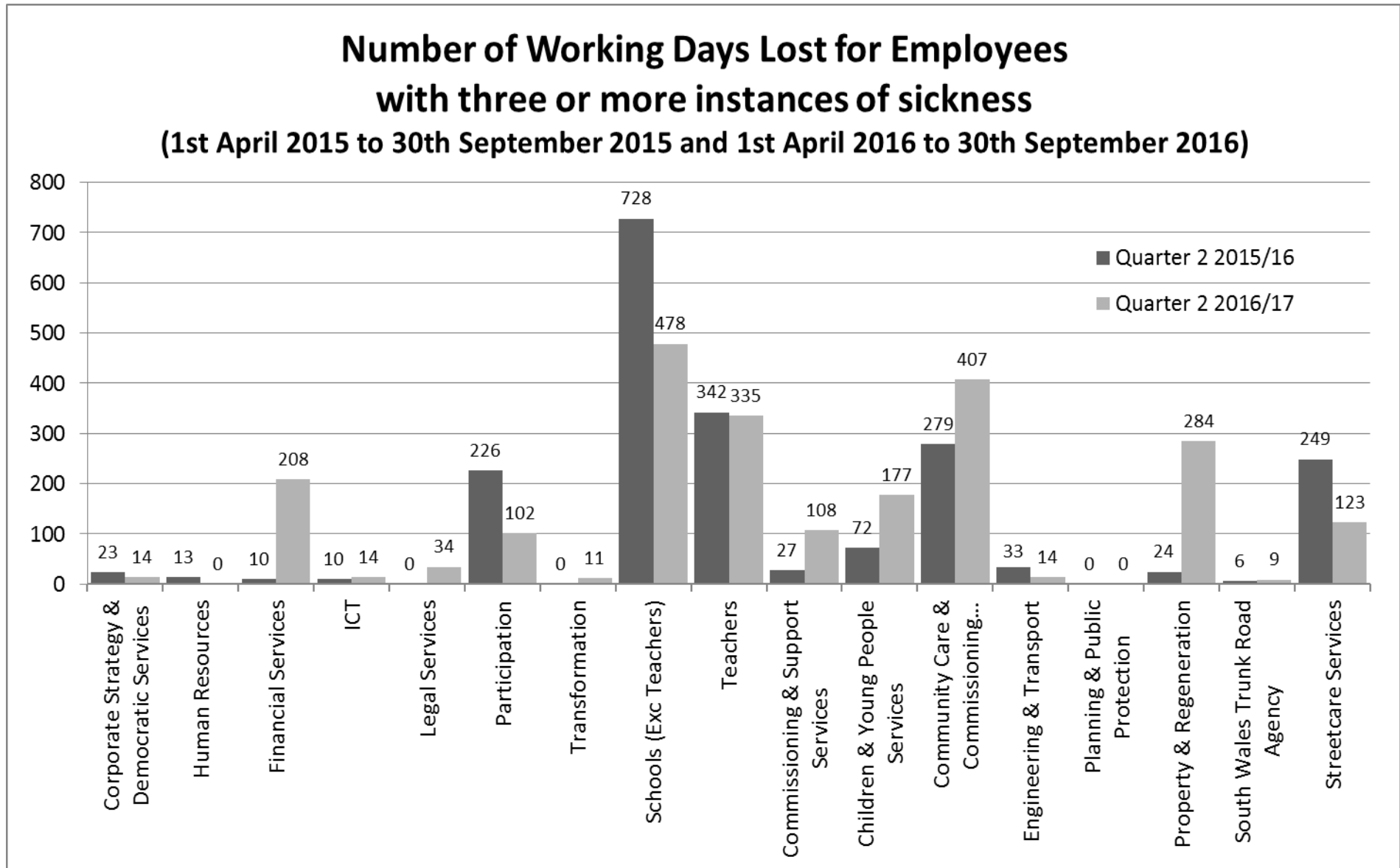
<u>Division</u>	<u>Headcount</u>	<u>FTE</u>
Corporate Strategy & Democratic Services	82	75.6
Human Resources	76	68.0
Financial Services	176	159.6
ICT	100	97.4
Legal Services	91	67.5
Participation	1029	460.8
Transformation	119	98.1
Schools	1538	941.9
Schools-Teaching	1215	1103.9
Children & Young People Services	346	292.0
Commissioning & Support Services	195	181.7
Community Care And Commissioning Services/Integrated Community Services/Western Bay	635	482.2
Engineering & Transport	162	121.6
Planning & Public Protection	94	89.2
Property & Regeneration	158	114.6
Streetcare Services	547	470.9
South Wales Trunk Road Agency	108	105.0
<b>Total</b>	<b>6671</b>	<b>4930.0</b>

**TABLE 6**

**Number of Employees with three or more instances of sickness  
(1st April 2015 to 30th September 2015 and 1st April 2016 to 30th September 2016)**



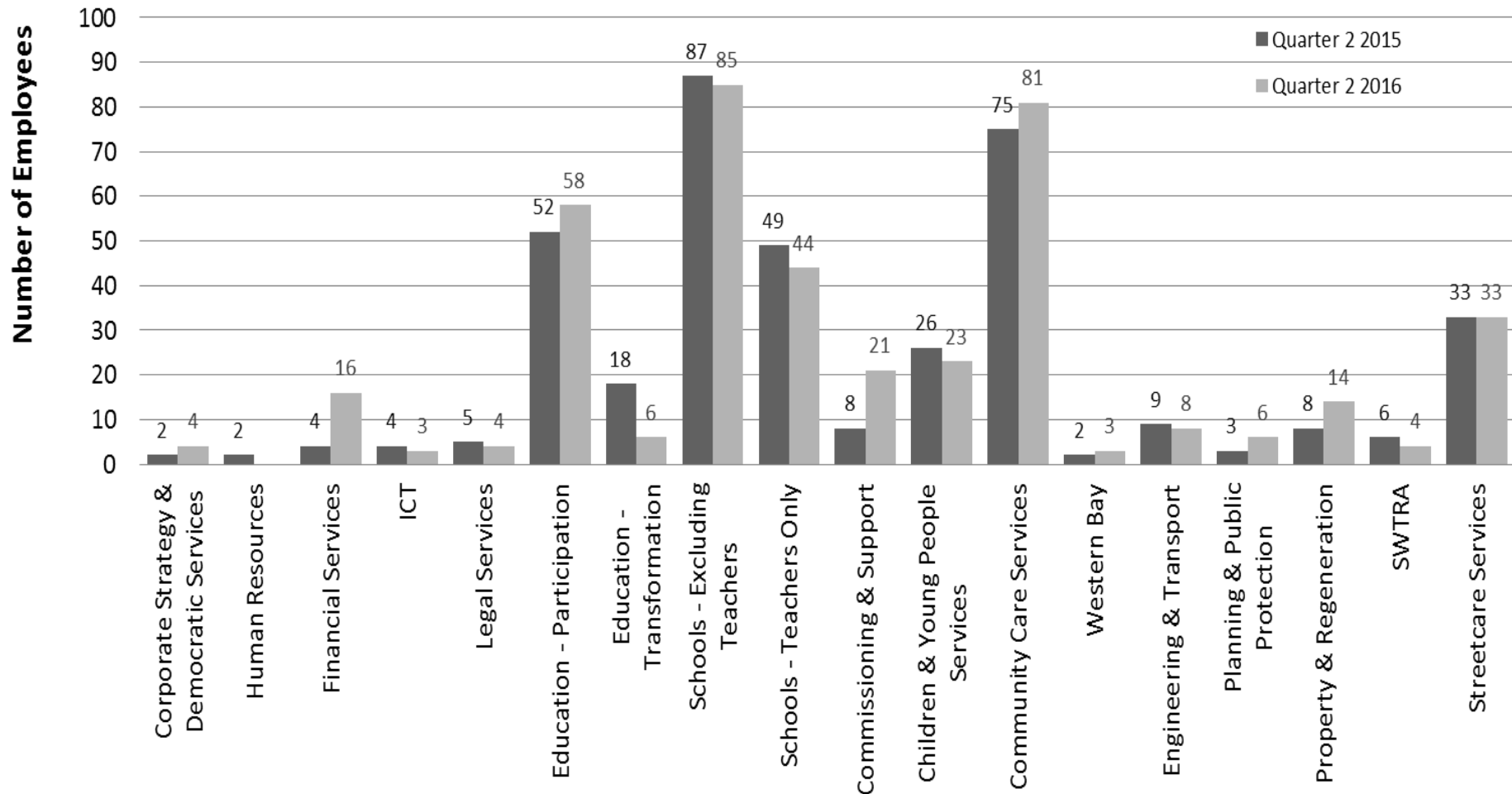
**TABLE 7**



**TABLE 8**

### Number of Employees consecutively sick for 28 Calendar Days or more

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



**TABLE 9**

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

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

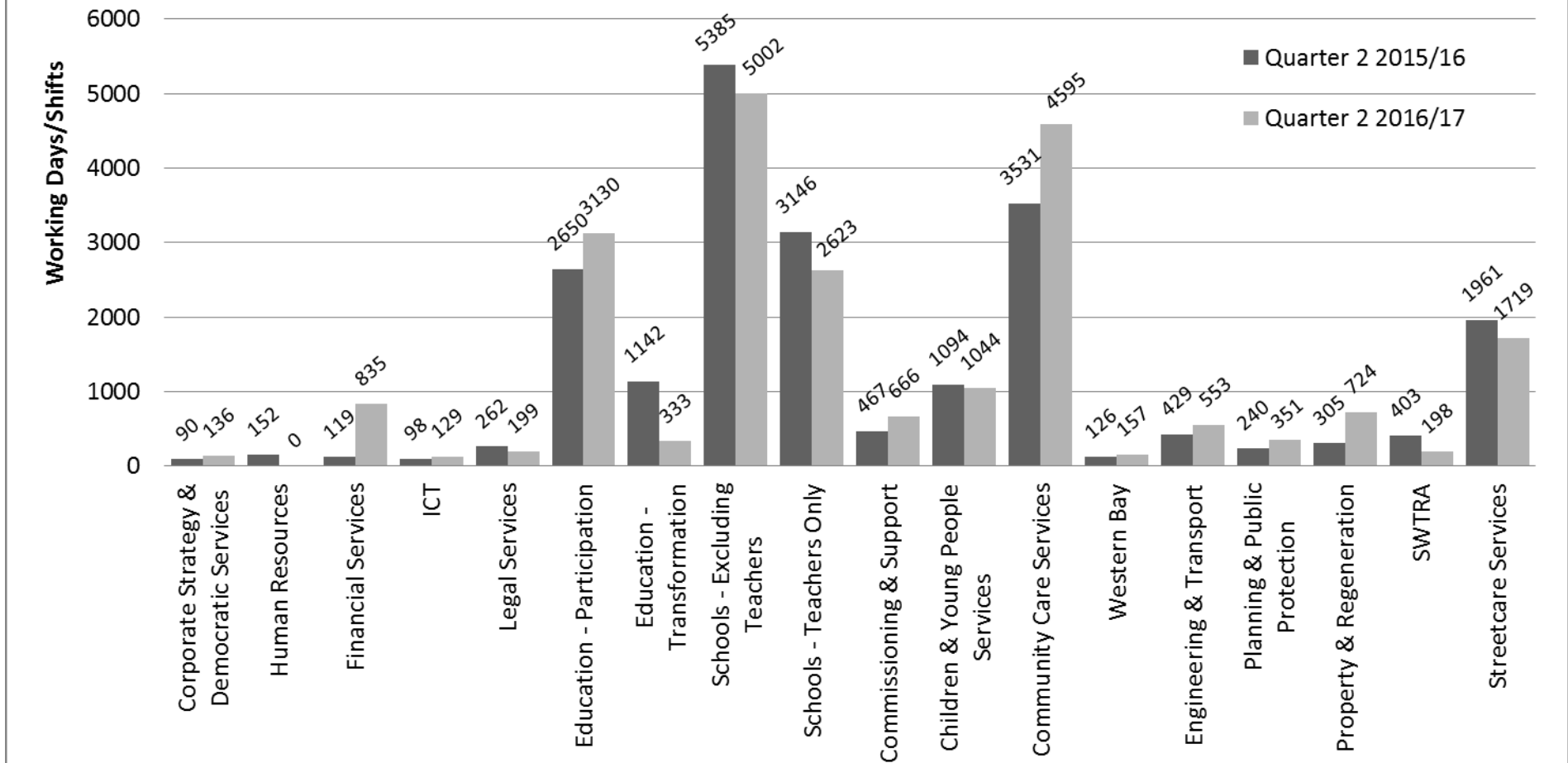
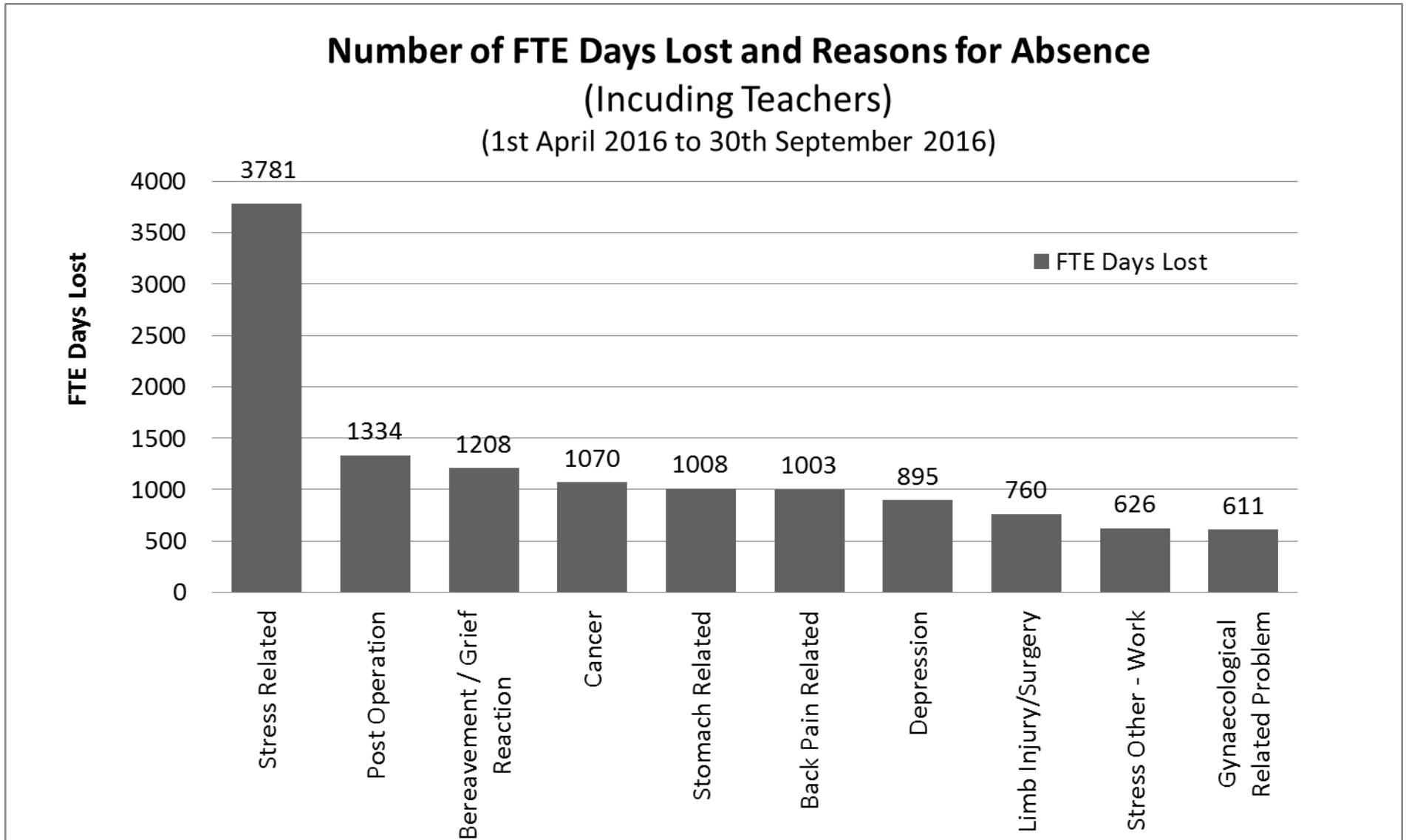
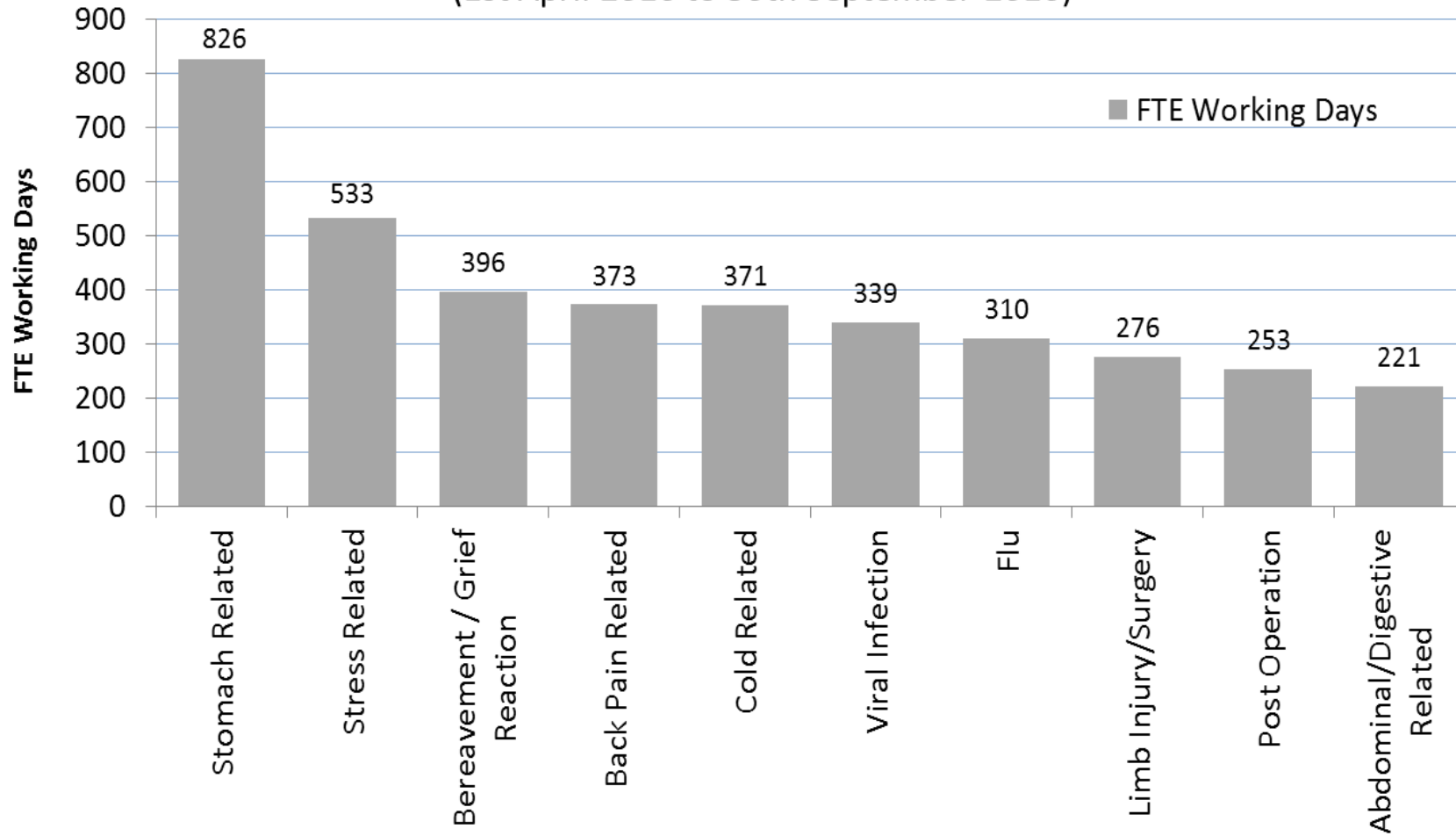


TABLE 10



### NPTCBC Short Term Sickness Absence - Number of FTE Days Lost (Including Teachers)

(1st April 2016 to 30th September 2016)



**TABLE 12**

**NPTCBC Long Term Sickness Absence - Number of FTE Days Lost  
(Including Teachers)**  
(1st April 2016 to 30th September 2016)

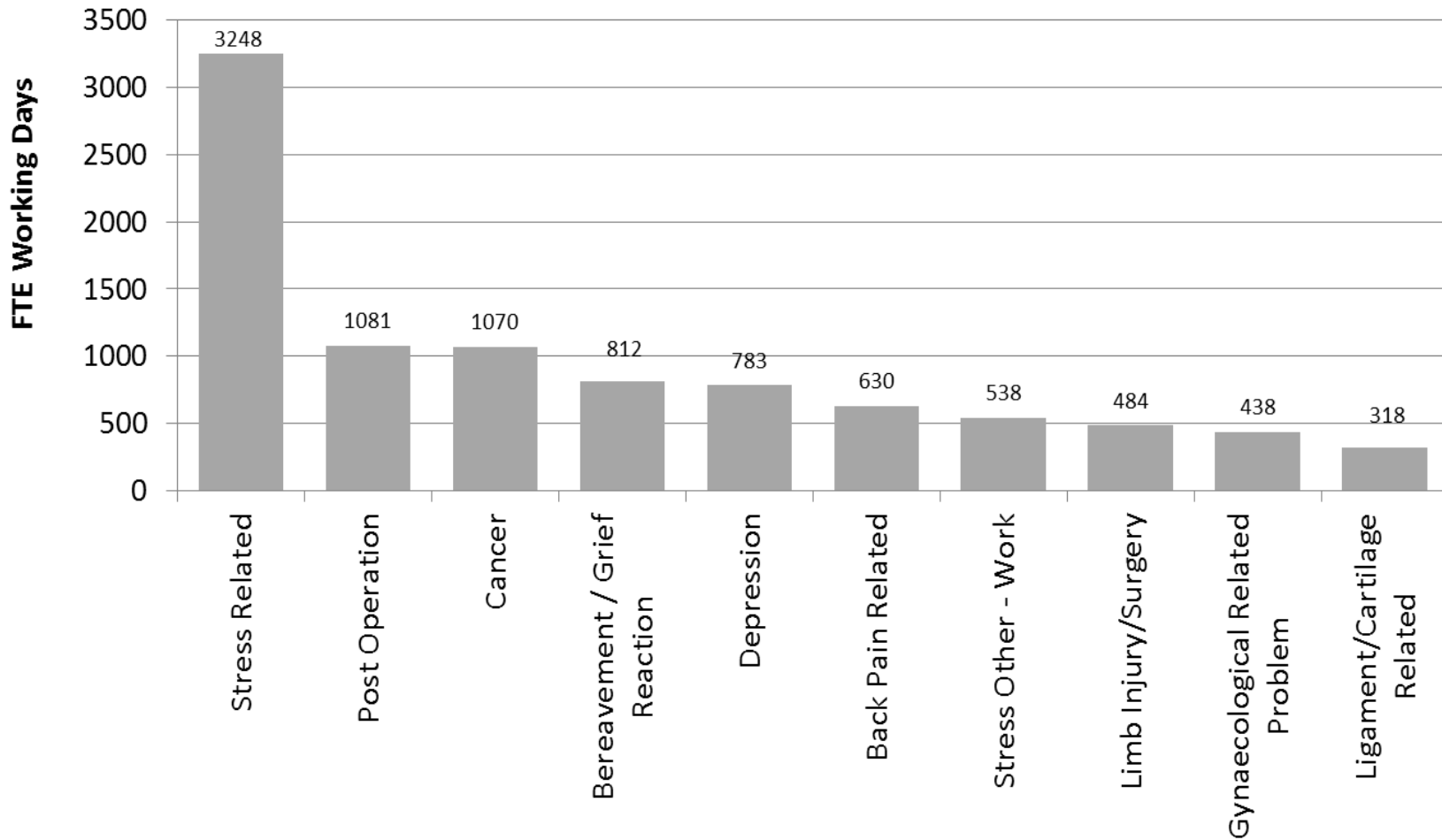




TABLE 13

### Ill Health Leavers 1st April 2015 to 30<sup>th</sup> September 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					
ELL	3	1			2
SCHOOLS	2				1
SSHH			1	2	3
ENV		3			2
FCS		1			
<b>Totals</b>	<b>5</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>8</b>

### Ill Health Leavers 1st April 2016 to 30th September 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					
ELL	3	2			2
SCHOOLS	4	2			1
SSHH	2	2			2
ENV	1				1
FCS	1				
<b>Total</b>	<b>11</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>