



**South  
Cambridgeshire  
District Council**

<b>Report to:</b>	Employment and Staffing Committee 10 November 2022
<b>Lead Cabinet Member:</b>	John Williams
<b>Lead Officer:</b>	Jeff Membro

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## **Sickness Absence Q2 2022-23**

### **Executive Summary**

1. The Sickness Absence rates (BVPI) for Q2 2022-2023 (see tab A Absence Analysis by Structure) were under target as follows:
  - Depot – 2.97 days per FTE (target – 3 days)
  - Rest of the Council excluding Depot – 1.59 days per FTE (target 1.95)

The top 3 reasons for absence were:

- Stress, Anxiety, and depression
- Covid- 19
- Cancer

We are continuing to focus on mental wellbeing initiatives, and for employees who are absent from work for mental health reasons, the manager is allocated an HR Advisor or BP. This is to ensure we are offering as much support as possible, at an early stage.

### **Key Decision**

2. No.

## Recommendations

3. It is recommended that the Employment and Staffing Committee note this report.

## Reasons for Recommendations

4. This information report forms part of the Employment and Staffing Committee framework for monitoring the Council's staffing resource.

## Details

### Actions/training taken place –

5. Links to further information and support have been sent to all colleagues via e-mail , monthly HR Newsletters, raised in Chief Executive's weekly Vlog, and is available on [Insite](#). Information and support are also being shared at the Depot via manager's and notice boards .

These include:

- Employee Assistance Programme (EAP) – the majority of those using it accessed the self-help workbooks online through Vivup, followed by using the Telephone helpline.
- Able Futures - the Access to Work Mental Health Support Service
- Mental Health First Aiders.
- One to one counselling via Vivup (Telephone) and Evolve (Video)
- Wellness Action Plans
- MyMindPal app

Macmillan recently delivered an in-house training session for line managers and HR colleagues so we can support individuals who are affected by cancer.

In addition to the existing Menopause policy, HR have been putting in place further support including awareness training for both managers and colleagues as well as monthly (currently virtual) Menopause Café's. Further information is signposted on [Insite](#) including webinars for those unable to attend the training.

## Options

6. This report is for information only.

## **Implications**

7. There are no significant implications.

## **Staffing**

8. The staffing implications are considered as part of this report.

## **Equality and Diversity**

9. All Sickness Absence is managed under the Attendance Management Policy, to ensure it is applied in a fair and consistent manner. Reasonable Adjustments are considered for all employees in accordance with the Equality Act (2010). The Attendance Management Policy is currently under review, and an EQIA is in progress.

## **Health & Wellbeing**

10. We use an external Occupational Health Provider as needed. We offer an Employee Assistance Programme (EAP), referred to earlier in this document. This provides employees with support including Counselling and CBT workbooks. DSE assessment information is included in this report.

## **Alignment with Council Priority Areas**

### **A modern and caring Council**

11. Through the Attendance Management Policy, the Council aims to ensure that employees maintain good health and that sickness absence is minimised by offering a safe working environment coupled with flexible working practices, family friendly policies and the positive promotion of employee wellbeing.

12. The HR team are currently reviewing the Attendance Management Policy.

## **Appendices**

Absence analytics package Q2

## **Report Author:**

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