

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

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**REPORT TO:** Finance & Staffing Portfolio Holder 24 May 2011  
**AUTHOR/S:** Executive Director (Corporate Services) / HR Officer

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### SICKNESS ABSENCE 1 APRIL 2010 – 31 MARCH 2011

#### Purpose

1. The purpose of this report is to provide information on sickness absence for 1 April 2010 – 31 March 2011
2. This is not a key decision but forms part of the regular monitoring reports.

#### Recommendations

3. It is recommended that the Portfolio Holder note the content of the report.

#### Executive Summary

4. The Council must utilise all resources effectively in order to deliver excellent services and value for money to its communities. Managers need to focus on ensuring that they minimise the level of absence and maximise performance.
5. The Portfolio Holder is recommended to note the contents of the report.

#### Background

6. **Sickness statistics**

##### (a) Sickness PI

The sickness PI for the period 1 April 2010 to 31 March 2011 was **12.13** days per FTE against a revised target figure of 13.0 for 2010/11.

(FTE used = 449.28 (2010/11 average))

##### Trend information for BVPI 12 – days sickness per FTE 2010/11

Quarter	Q1	Q2	Q3	Q4
BVPI 12 figure	3.33	6.40	9.96	12.13

Year	05/06	06/07	07/08	08/09	09/10	10/11
BVPI 12 year end figure	10.75	11.15	10.15	12.69	12.65	<b>12.13</b>
FTE at end of year	445.64	441.71	460.38	459.03	448.86	<b>449.28</b>

**(b) Benchmark figures by corporate area**

Area	Number of available working days lost due to sickness		
	QUARTER 4 01/01/11- 31/03/11	QUARTERS 1-4 01/01/11 – 31/03/11	Comments
Planning & New Communities	169.1	491.6	
Corporate Services	67.4	342.4	One Sickness Absence Dismissal
Affordable Homes (ex. SH & DLO)	240.9	905.9	
Sheltered Housing	292.4	1565.4	
DLO	189.0	1042.0	Three Ill Health Retirements & Two Sickness Absence Dismissals
Health & Environment	27.4	122.4	
DSO	168.0	893.0	One Sickness Absence Dismissal
Chief Executives and PAs	3.0	5.0	
Community & Customer Services	11.6	81.6	
<b>Total</b>	<b>1168.9</b>	<b>5449.4</b>	

This has been a drop in sickness absence days recorded since Quarter 3 (1441.5 days in the quarter). **Sickness absence has improved by 18.91 % on last quarter.**

**(c) FTE per department for quarter 4 (01/01/2011 to 31/03/2011)**

Area	FTE at 01/01/2011	Sickness days per person in Quarter 4	FTE at 01/10/2010	Sickness days per person in Quarter 3	+/- change from Q3 to Q4
Planning & New Communities	79.65	2.12	82.75	1.61	Up 0.51
Corporate Services	111.82	0.60	110.26	1.01	Down 0.41
Affordable Homes (ex. SH & DLO)	60.29	4.00	57.43	4.96	Down 0.96
Sheltered Housing	43.82	6.67	42.76	8.51	Down 1.84
DLO	23.5	8.04	23.5	12.17	Down 4.13
Health & Environment	39.42	0.70	39.42	0.36	Up 0.34
DSO (excludes TUPE'd in staff)	68.0	2.47	66.0	3.15	Down 0.68
Chief Executives and PAs	4.0	0.75	5.0	0.00	Up 0.75
Community & Customer	20.4	0.56	20.4	0.49	Up 0.07

Services					
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**(d) Long-term v short-term sickness**

\* Long-term sickness is any period of sickness lasting longer than 20 continuous working days

Department	QUARTER 4 - 01/01/2011 – 31/03/2011 sickness			
	No of days Long term (20+ days)	% of dept absence that = Long Term	No of days Short term	% of dept absence that = Short Term
Planning & New Communities	95.7	56.6%	73.35	43.4%
Corporate services	0.0	0.0%	67.42	100.0%
Affordable Homes	180.0	74.7%	60.94	25.3%
Sheltered Housing	248.5	85.0%	43.92	15.0%
DLO	147.0	77.8%	42.0	22.2%
Health & Environment	0.0	0.0%	27.41	100.0%
DSO	64.0	38.1%	104.0	61.9%
Chief Executives & PAs	0.0	0.0%	3.0	100.0%
Community & Customer Services	0.0	0.0%	11.64	100.0%
<b>Total</b>	<b>735.2</b>	<b>62.9%</b>	<b>433.7</b>	<b>37.1%</b>

Department	QUARTERS 1 TO 4 - 01/04/2010 – 31/03/2011 sickness			
	No of days Long term (20+ days)	% of dept absence that = Long Term	No of days Short term	% of dept absence that = Short Term
Planning & New Communities	130.2	34.8%	361.4	65.2%
Corporate services	0.0	0.0%	342.4	100.0%
Affordable Homes	609.0	67.2%	296.9	32.8%
Sheltered Housing	1186.5	75.8%	378.9	24.2%
DLO	908.0	87.1%	134.0	12.9%
Health & Environment	0.0	0.0%	122.4	100.0%
DSO	421.0	47.1%	472.0	52.9%
Chief Executives & PAs	0.0	0.0%	5.0	100.0%
Community & Customer Services	25.0	30.6%	56.6	59.4%
<b>Total</b>	<b>3279.7</b>	<b>60.2%</b>	<b>2169.7</b>	<b>39.8%</b>

**(e) Sickness absence by reason given – Just Quarter 4 (01/01/11 – 31/03/11) (figures quoted as number of working days lost)**

Reason	Planning & NC	Corporate Services	Affordable Homes	Sheltered Housing	DLO	H&ES	DSO	CEX	Community & Cust Serv	TOTAL
Back	2.0		3.0	71.1	42.0	11.0	6.0			135.1
Chest/respiratory	4.0	2.0	3.0		9.0		33.0			51.0
Ear, nose, mouth, eye	8.0	2.0	1.0	6.0	45.0		7.0			69.0
Face										0.0
Genito-urinary										0.0
Headaches & migraine	13.0	6.5		4.0		1.0	1.0			25.5
Heart, blood pressure, circulation										0.0
Operation & post op recovery							14.0		8.6	22.6
Other	51.0	1.7	65.7			1.0	43.0			162.4
Other Muscular-Skeletal		2.5	66.8		58.0		37.0			164.3
Pregnancy related	5.0		1.0							6.0
Stomach, liver, kidney, digestion	1.0	15.4	6.8	12.0	1.0	3.0	5.0			44.2
Stress, depression & mental health	47.7	1.0	52.0	104.3	33.0	2.0	1.0			241.0
Viral	37.4	36.4	41.6	95.0	1.0	9.4	21.0	3.0	3.0	247.8
<b>Total</b>	<b>169.1</b>	<b>67.5</b>	<b>240.9</b>	<b>292.4</b>	<b>189.0</b>	<b>27.4</b>	<b>168.0</b>	<b>3.0</b>	<b>11.6</b>	<b>1168.9</b>

(f) Sickness absence by reason given – Quarters 1 to 4 (01/04/10 – 31/03/11) (figures quoted as number of working days lost)

Reason	Planning & NC	Corporate Services	Affordable Homes	Sheltered Housing	DLO	H&ES	DSO	CEX	Community & Cust Serv	TOTAL
Back	11.0	3.0	5.0	295.1	281.0	13.0	110.0			718.1
Chest/respiratory	22.0	22.5	8.5	8.0	21.0	16.0	134.0		4.0	236.0
Ear, nose, mouth, eye	8.0	27.5	20.0	23.0	117.0	8.0	15.0			218.5
Face										0.0
Genito-urinary				5.0			3.0			8.0
Headaches & migraine	22.0	18.5	8.0	10.0	1.0	4.0	2.0			65.5
Heart, blood pressure, circulation			2.0	10.0	1.0		31.0			44.0
Operation & post op recovery	14.0	43.0	35.5	171.0	20.0	24.0	74.0		40.6	422.1
Other	74.5	17.7	275.7	72.0	22.0	2.0	152.0			615.9
Other Muscular-Skeletal	5.0	12.5	301.3	47.0	111.0	16.0	50.0			542.8
Pregnancy related	15.0	1.0	8.0	1.0				1.0	16.0	42.0
Stomach, liver, kidney, digestion	37.0	41.9	37.8	32.0	9.0	16.0	47.0	1.0	9.0	180.7
Stress, depression & mental health	108.2	19.0	94.0	710.8	458.0	4.0	192.0			1586.0
Viral	133.4	137.4	110.1	181.0	4.0	19.4	83.0	3.0	12.0	683.3
<b>Total</b>	<b>491.6</b>	<b>342.5</b>	<b>905.9</b>	<b>1565.4</b>	<b>1042.0</b>	<b>122.4</b>	<b>893.0</b>	<b>5.0</b>	<b>81.6</b>	<b>5449.4</b>

## Considerations

7. Service areas collect their own sickness information; this is then provided to HR Payroll and entered on the HR-Payroll system. The monthly reports going to line managers identifying individual sickness patterns for employees in their section and copied to corporate managers and service managers with reports back to HR on action taken seems to be having an effect.
8. During Quarter 1 there was 1 retirement on the grounds of ill health. During Quarter 2 there were 2 dismissals on the grounds of capability due to sickness absence. In Quarter 4 there were 2 Ill-Health Retirement cases and 2 dismissals on the grounds of capability due to sickness absence.

## Implications

9. Financial	Under the Green Book the maximum amount of contractual sick pay after 5 years local government service is 6 months at full pay, 6 months half pay. There are also the financial costs involved in temporary cover in long-term sickness cases to maintain service delivery.
Legal	The Council has an obligation to make reasonable adjustments to allow a disabled employee to continue working or to join the organisation. Sickness records are a protected category under the Data Protection Act provisions in relation to employee records.
Staffing	Sickness absence means duties need to be covered or reallocated to ensure continuity of service delivery
Risk Management	There are minimal levels of risk
Equal Opportunities	There is currently minimal monitoring from an equal opportunity perspective on sickness absence

## Consultations

10. HR service has recalculated the BVPI figure to take into account actual working days lost by full and part time employees. Figures have been presented as actual working days lost rather than percentages.

## Effect on Strategic Aims

11. **Commitment to being a listening council, providing first class services accessible to all:** Reducing the number of days lost to sickness absence will have an impact on improving service delivery for residents.

**Background Papers:** the following background papers were used in the preparation of this report:

Performance Indicators

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