

Decision maker: Employment Committee
Subject: Sickness Scorecard for Members
Date of decision: 2nd December 2010
Report by: Kay White - Head of Human Resources
Wards affected: n/a
Key decision (over £250k): n/a

1. Purpose of report

This report is designed to provide an overall analysis of sickness absence within each service and Portsmouth City Council overall. This report excludes schools, internal agency and all casuals.

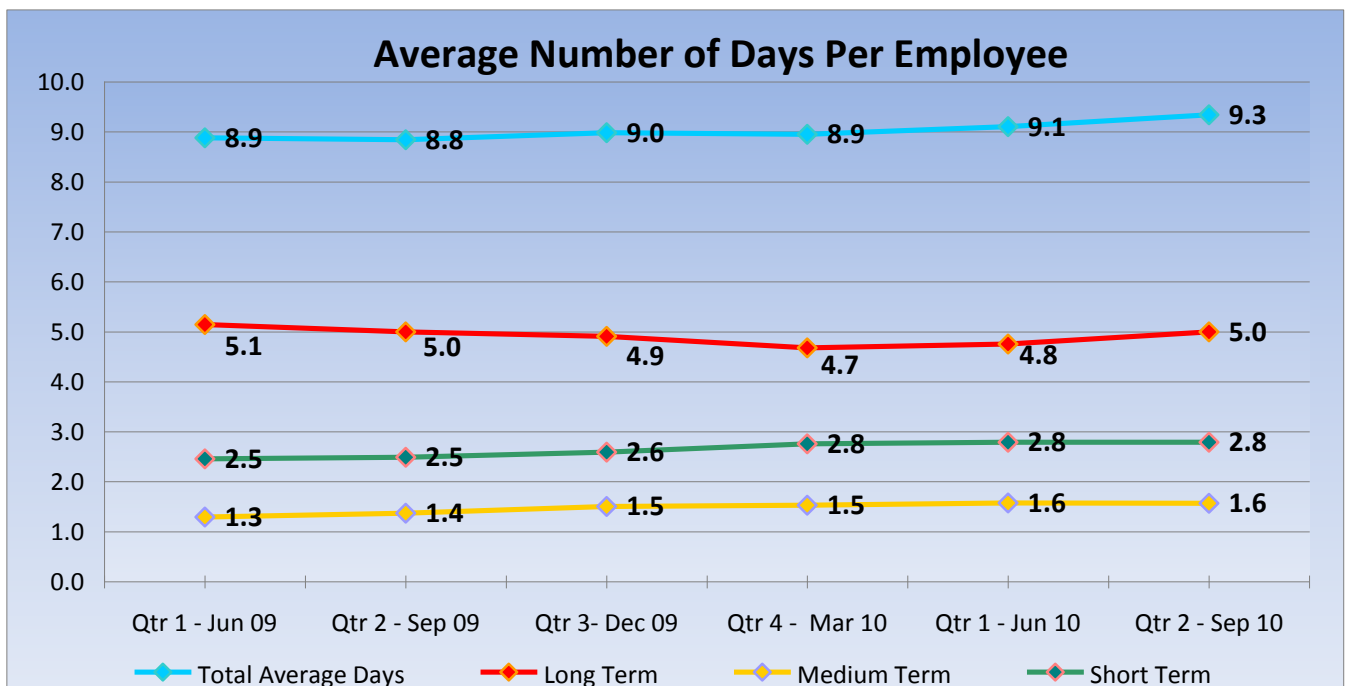
2. Recommendations

It is recommended that:

The sickness absence figures continue to be reviewed on a regular basis

3. Average number of sickness absence days per employee (Excluding Schools)

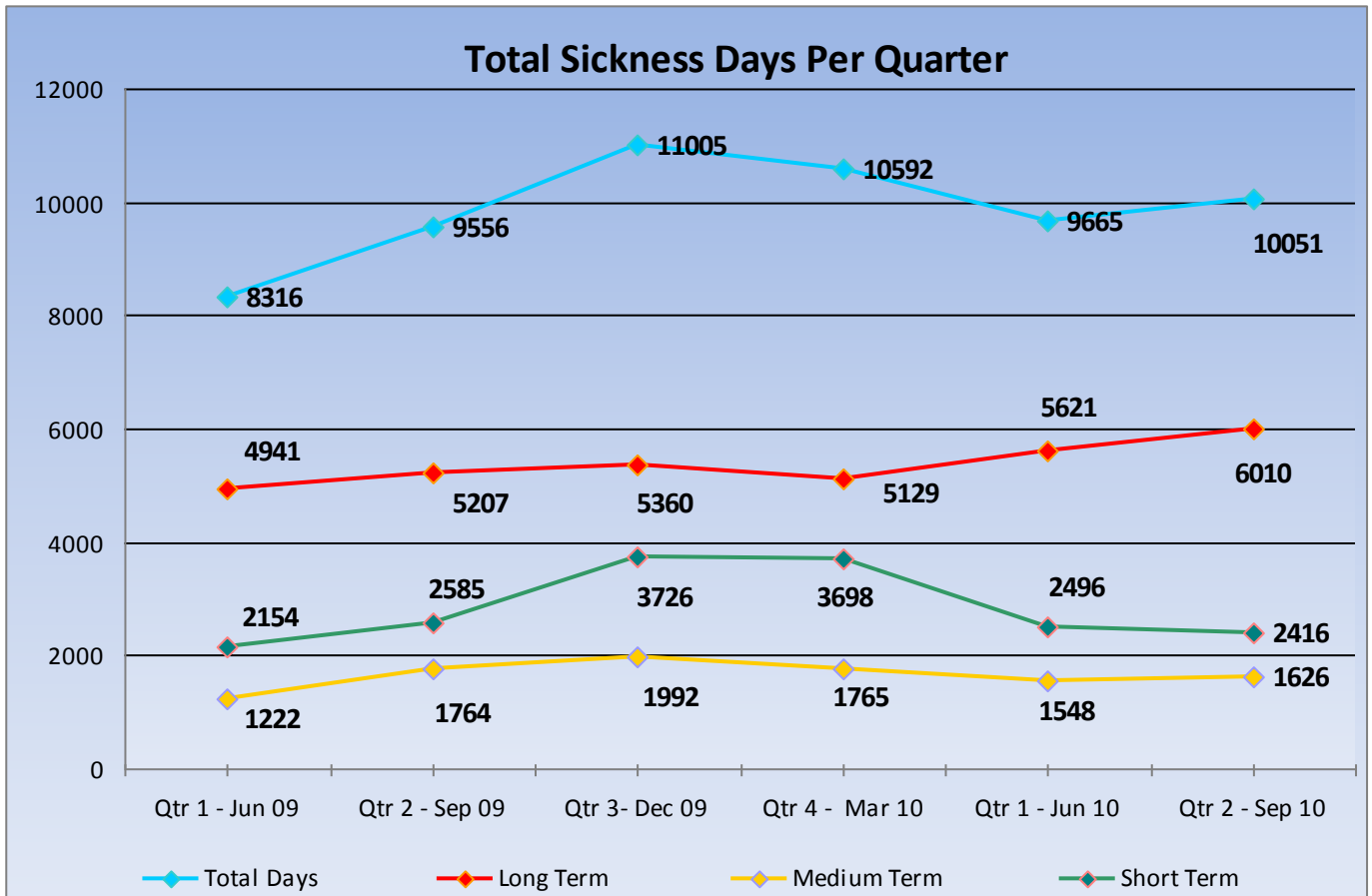
3.1 The current sickness absence data is showing that there has been an upward turn in the average number of sickness days per employee from 9.1 days in the previous quarter to 9.3 days an increase of 0.2 days. This average is more than the previous comparable quarter at 8.8 days.



Long Term 21 days or more
 Medium Term 9-20 days
 Short Term Up to 8 days

4. Total number of sickness absence days lost in the quarter (Excluding Schools)

4.1 The current sickness absence data is showing that there has been an upward turn in the number of sickness days taken in quarter 2 from 9665 days in the previous quarter to 10051 an increase of 386 days. This average is less than the previous comparable quarter.



Long Term 21 days or more Medium Term 9-20 days Short Term Up to 8 days

5. Overall Summary

- 5.1 As discussed at 5th October Employment Committee one of the implications of the change in sickness absence reporting to include short, medium and long term average sickness days was that it was likely to make the overall level of absence appear worse.
- 5.2 The number of average days could increase due the redundancys being made and the possibility of those left going absent. Managers need to be extra vigilant of staffs well-being during the periods of uncertainty caused by the budget position and government austerity measures.
- 5.3 A recent report showed that across the UK an average of 10.3 days were lost to sickness absence within Local Authorities. It also revealed that local authorities where they had a headcount of 1000 to 4999 average number of days was standing at 11.4 compared to that of a local authority that had a workforce of 250 to 1000 which average number of days sickness stood at 7.9.
- 5.4 A request has been made to include sickness absence figures for comparison with surrounding authorities. Unfortunately the answers were not satisfactory to make a robust comparison in this report. There are now better contacts with certain authorities and in the next quarterly report clearer comparisons will be shown.

6. Sickness Scorecard

At 5 October 2010 Employment Committee members were advised that this report would include more data on overall sickness and sickness by service. This is the same information that is being sent to Heads of Service and those Members who are meeting with Heads of Service to discuss sickness absence.

Sickness Scorecard - Sickness absence broken down into service Quarter 2

	Headcount	Total Days Lost				Average Days				% of working days lost				Top Reason for Sickness		
		Days	Long	Medium	Short	Days	Long	Medium	Short	Days	Long Term	Medium Term	Short Term	Reason	Days	Days
Adults Social Care	913	2337	1379	351	606	10.4	5.6	1.8	3.0	3.9%	2.3%	0.6%	1.0%	Psychological	566	24.24%
Asset Management	122	181	102	31	48	11.5	7.0	2.0	2.5	2.2%	1.3%	0.4%	0.6%	Respiratory Problems	52	28.78%
Audit and Performance Improvement	46	11	0	0	11	2.3	0.4	0.8	2.1	0.4%	0.0%	0.0%	0.4%	Gastrointestinal	3	26.81%
Children & Young People	126	169	129	21	18	6.1	3.3	1.5	1.7	2.0%	1.6%	0.3%	0.2%	Musculoskeletal	64	38.24%
Children's Social Care	359	826	536	76	214	10.1	5.3	1.6	3.1	3.5%	2.3%	0.3%	0.9%	Psychological	266	32.23%
Community Housing & Regeneration	246	219	80	61	78	6.5	3.5	0.8	2.1	1.3%	0.5%	0.4%	0.5%	Virus	51	23.36%
Community Safety	109	485	343	75	68	12.9	7.5	1.6	3.3	6.7%	4.8%	1.0%	0.9%	Virus	115	23.77%
Culture	262	343	245	39	59	4.8	2.5	0.9	1.6	2.0%	1.4%	0.2%	0.3%	Virus	91	26.60%
Customer and Democratic Service	116	157	65	36	56	6.5	2.7	1.2	2.6	2.1%	0.8%	0.5%	0.7%	Genitourinary	65	41.40%
Environment and Public Protection	72	136	88	12	36	9.6	6.2	0.9	2.5	2.9%	1.9%	0.3%	0.7%	Musculoskeletal	58	42.79%
Financial Services	189	485	328	75	82	10.4	5.5	1.5	2.6	3.9%	2.6%	0.6%	0.7%	Psychological	110	22.61%
Health Improvement & Development	77	60	21	10	29	4.2	4.0	0.7	1.8	1.2%	0.4%	0.2%	0.6%	Virus	25	41.05%
Housing Management	524	2157	1159	490	508	16.4	8.4	3.2	4.8	6.2%	3.4%	1.4%	1.5%	Psychological	381	17.65%
Human Resources	113	291	227	23	40	8.2	4.7	1.2	2.3	3.9%	3.0%	0.3%	0.5%	Ear/nose/throat	41	14.11%
Information Solutions	114	240	157	0	83	9.4	5.4	0.7	3.4	3.2%	2.1%	0.0%	1.1%	Musculoskeletal	70	29.23%
Learning and Achievement	344	408	187	101	120	4.1	1.3	0.8	2.0	1.8%	0.8%	0.4%	0.5%	Virus	68	16.59%
Legal Licensing and Registrars	59	122	98	5	19	10.2	7.8	0.9	1.6	3.1%	2.5%	0.1%	0.5%	Psychological	65	53.30%
Planning Services	44	56	36	0	20	5.3	1.9	0.7	2.7	1.9%	1.2%	0.0%	0.7%	Psychological	36	64.29%
Port	94	249	180	33	35	13.2	9.5	1.7	1.9	4.0%	2.9%	0.5%	0.6%	Musculoskeletal	59	23.73%
Revenues & Benefits	183	532	236	134	162	9.7	4.0	2.0	3.7	4.4%	2.0%	1.1%	1.3%	Psychological	110	20.76%
Transport and Street Management	295	587	414	51	123	9.1	5.5	1.4	2.2	3.0%	2.1%	0.3%	0.6%	Musculoskeletal	108	18.31%
PCC Total (Excluding Schools)	4424	10051	6010	1626	2416	9.3	5.0	1.6	2.8	3.4%	2.1%	0.6%	0.8%			

Sickness Score Card Key

Column	Description
Headcount	The headcount of all employees and how this is distributed across the services.
Total Days Lost	The number of days taken within that service broken further down into long, medium and short term absences
Average Days	The average number of days per employee taken again broken down into each service area
% of Working Days lost	Out of the days that could have been worked the percentage to which was lost to sickness absence
Top Reason for Sickness	The top reason for sickness in each service it also calculates the percentage of sickness days lost due to this reason.

7. Sickness Scorecard Summary

- 7.1 The top reason for sickness across PCC was psychological losing 1534 days.
- 7.2 PCC current percentage of working time lost due to sickness absence is 3.4% which is 0.1% higher than quarter 1 but is 0.1% lower than the comparable 2009 quarter 2.
- 7.3 The area where the highest percentage of sickness lost was community safety losing 6.7% of working time to sickness absence. The lowest was audit and performance improvement service currently at losing 0.4% of working time to sickness absence.
- 7.4 Many organisations within the public sector use sickness overall percentage figure as a target for sickness. Currently the NHS are aiming to get there sickness overall percentage to 5% with individual areas to 3%. PCC's overall is currently under 5% and a number of our services are currently at 3% or less.

8. Equality Impact Assessment (EIA)

This report has undergone an effective Equality Impact Assessment

9. City Solicitor's comment

The City Solicitor is satisfied that there are no immediate legal implications arising from this report

10. Head of Finance’s comments

There are no additional financial costs arising from the recommendations in this report.

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Signed by:

Appendices: None

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
Quarterly Sickness Absence Bulletin	HHR File

The recommendation(s) set out above were approved/ approved as amended/ deferred/

rejected by on

Signed by: