Agenda item: 5

Decision maker: Employment Committee

Subject: Sickness Scorecard for Members

Date of decision: 10th January 2012

Report by: Kay White - Head of Human Resources

Wards affected: n/a

Key decision (over £250k):   n/a

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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

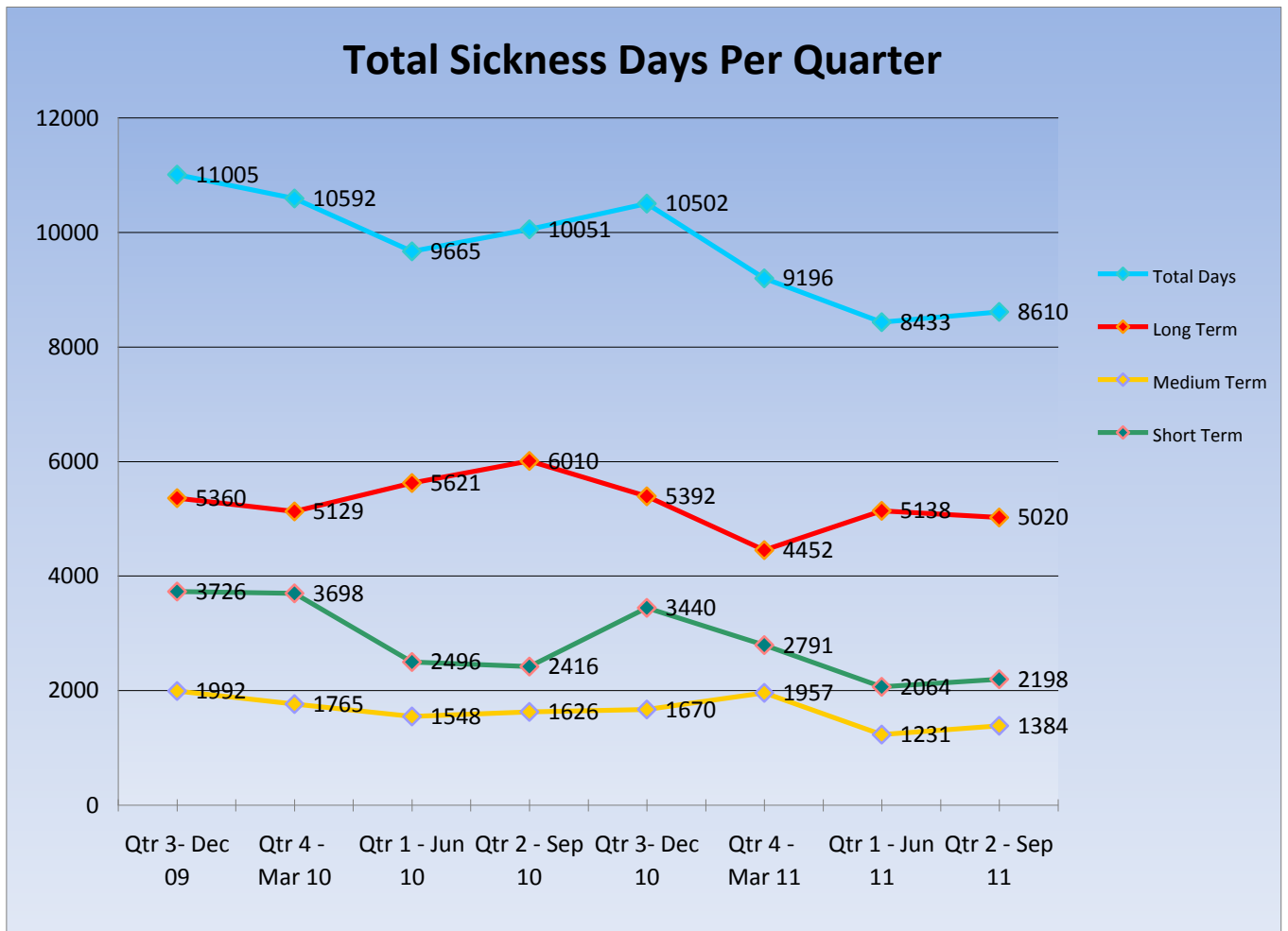3. **Average number of sickness absence days per employee**

   3.1 The current sickness absence data is showing that there has been a upward turn in the average number of sickness days per employee from 8.8 days in the previous quarter to 9.1 days an increaseof 0.3 days. This average is a decrease from the previous comparable quarter at 9.3 days.

Average Number of Days Per Employee chart
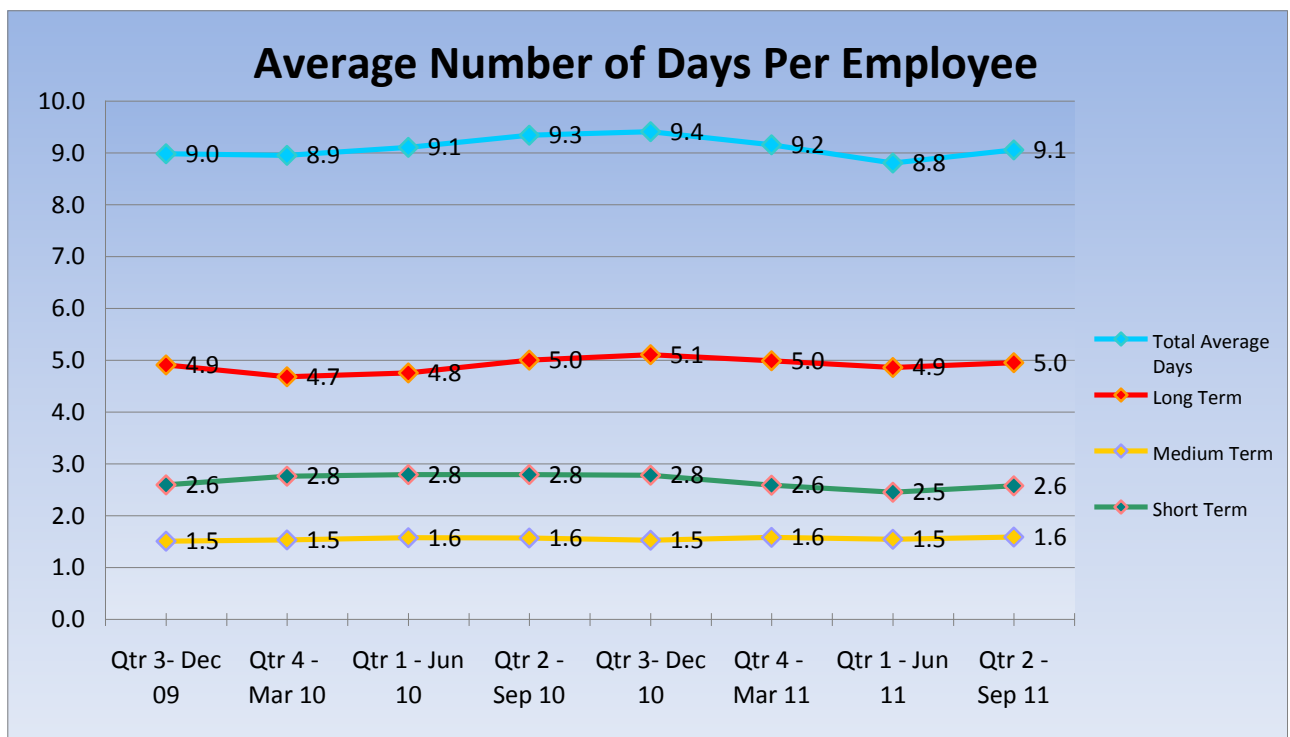
Long Term 21 days or more   Medium Term 9-20 days Short Term Up to 8 days

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 a upward turn in the number of sickness days taken in quarter 2 from 8433 days in the previous quarter to 8610 an increase of 177 days. This is also 1441 days less than the comparable quarter in 2010 .

Total Sickness Days Per Quarter

	Total Days	Long Term	Medium Term	Short Term

Qtr 3- Dec 09: Total 11005, Long Term 5360, Short Term 3726, Medium Term 1992
Qtr 4 - Mar 10: Total 10592, Long Term 5129, Short Term 3698, Medium Term 1765
Qtr 1 - Jun 10: Total 9665, Long Term 5621, Short Term 2496, Medium Term 1548
Qtr 2 - Sep 10: Total 10051, Long Term 6010, Short Term 2416, Medium Term 1626
Qtr 3- Dec 10: Total 10502, Long Term 5392, Short Term 3440, Medium Term 1670
Qtr 4 - Mar 11: Total 9196, Long Term 4452, Short Term 2791, Medium Term 1957
Qtr 1 - Jun 11: Total 8433, Long Term 5138, Short Term 2064, Medium Term 1231
Qtr 2 - Sep 11: Total 8610, Long Term 5020, Short Term 2198, Medium Term 1384

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

5. Sickness Scorecard - Sickness absence broken down into service Quarter 2

	Headcount	Total Days Lost - In Quarter				Average Days - Rolling Year				% 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	812	2255	1449	353	453	10.4	5.9	1.8	2.6	4.2%	2.7%	0.7%	0.8%	Stress anxiety, and mental health	638	28.27%
Asset Management	117	214	143	19	52	8.6	4.5	1.7	2.4	2.8%	1.9%	0.2%	0.7%	Other Musculoskeletal	85	39.81%
Audit and Performance Improvement	38	79	66	0	13	6.4	4.6	0.1	1.7	3.1%	2.6%	0.0%	0.5%	Other Musculoskeletal	44	55.70%
Children's Social Care	399	746	420	142	184	8.8	5.1	1.5	2.3	2.8%	1.6%	0.5%	0.7%	Stress anxiety, and mental health	186	24.87%
Community Housing & Regeneration	163	227	121	23	82	5.7	3.1	1.0	1.6	2.1%	1.1%	0.2%	0.8%	Other Musculoskeletal	109	47.82%
Community Safety	154	397	202	65	130	10.7	5.7	1.8	3.3	3.9%	2.0%	0.6%	1.3%	Other Musculoskeletal	129	32.61%
Culture	252	274	156	9	100	3.9	1.6	0.7	1.6	1.6%	0.9%	0.1%	0.6%	Stress anxiety, and mental health	94	34.30%
Customer and Democratic Service	100	111	46	35	30	3.6	1.1	0.8	1.7	1.7%	0.7%	0.5%	0.5%	Stress anxiety, and mental health	43	38.62%
Education	260	313	164	67	83	3.0	1.5	0.3	1.7	1.8%	1.0%	0.4%	0.5%	Virus (inc colds, coughs and influenza)	95	30.40%
Financial Services	181	280	122	52	106	7.1	3.7	1.3	2.1	2.3%	1.0%	0.4%	0.9%	Other Musculoskeletal	70	25.17%
Housing Management	559	1908	1135	333	441	13.0	6.6	2.5	3.9	5.2%	3.1%	0.9%	1.2%	Other Musculoskeletal	462	24.22%
Human Resources	100	111	45	19	47	5.9	2.3	1.2	2.4	1.7%	0.7%	0.3%	0.7%	Stress anxiety, and mental health	45	40.72%
Information Solutions	122	247	101	48	98	6.6	2.6	1.2	2.8	3.1%	1.3%	0.6%	1.2%	Virus (inc colds, coughs and influenza)	52	21.24%
Legal Licensing and Registrars	49	215	195	5	15	14.7	12.3	1.1	1.4	6.6%	6.0%	0.2%	0.5%	Other	70	32.56%
Planning Services	43	30	0	7	23	7.2	3.3	1.1	2.7	1.1%	0.0%	0.2%	0.8%	Virus (inc colds, coughs and influenza)	11	35.00%
Port	92	217	112	53	52	11.4	8.0	1.0	2.3	3.6%	1.8%	0.9%	0.9%	Other Musculoskeletal	92	42.48%
Revenues & Benefits	172	389	154	75	160	10.2	4.6	1.7	3.9	3.4%	1.4%	0.7%	1.4%	Other Musculoskeletal	82	21.20%
Transport and Street Management	310	597	389	79	129	8.4	5.6	0.9	1.9	2.9%	1.9%	0.4%	0.6%	Other Musculoskeletal	248	41.61%
PCC Total (Excluding Schools)	**3923**	**8610**	**5020**	**1384**	**2198**	**9.1**	**5.0**	**1.6**	**2.6**	**3.3%**	**1.9%**	**0.5%**	**0.8%**	**Other Musculoskeletal**	**2886**	**33.52%**

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.

6. Sickness Scorecard Summary

6.1 The top reason for sickness across PCC was Other Musculoskeletal losing 2886 days.

6.2 PCC current percentage of working time lost due to sickness absence is 3.3% which is 0.3% higher than quarter 1 but is 0.4% lower than the last comparable quarter 2.

6.3 The area where the highest percentage of sickness lost was Legal, Licensing and Registrars losing 6.6% of working time loss due to sickness absence. The lowest was Planning Services currently at losing 1.1% of working time due to sickness absence.

6.4 Due to recent organisational changes Environment & Public Protection and Health Improvement Development Service have been subsumed into various services therefore a number of services headcount may appear higher. This may also reflect in an increased sickness rate from the previous quarter.

7. Review of Services with highest sick absence

7.1 At the last Employment Committee on 4th October 2011 a request was made for one of the services with the highest sickness absence rates to attend which is Housing Management. The scorecard data indicates that this service has 13.0 average rolling days compared with 13.7 in quarter 1.

7.2 There was also a request for the reason Psychological – stress, anxiety and depression to be broken down further. However because of the non disclosure by employees this is difficult to complete at this time.

8. Occupational Health Intervention on Stress Related Absence

8.1 There is a review being undertaken on how to reduce sickness absence further as it appears to be static around an average of 9.0 days. This review will include the impact of Occupational Health and the wellbeing agenda that will be reported to February Employment Committee in a new report format.

9. Available Comparable Data – Local

Authority	Average Number of Days Per Employee Lost to Sickness Absence
Gosport	10.6
Havant	9.9
Southampton	9.4
Portsmouth	9.2
Average	**8.7**

9.1 This table reveals that the average number of days over the four authorities is 8.7 days per employee. Portsmouth is currently above the average, however in quarter 1 it was as low as 8.8.

10. Equality Impact Assessment (EIA)

This report has undergone an effective Equality Impact Assessment

11. Head of Legal, Licensing and Registrars comments

The Head of Legal, Licensing and Registrars is satisfied that there are no immediate legal implications arising from this report

12. 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: