

Agenda item:

Title of meeting: Employment Committee

Date of meeting: 16th September 2014

Subject: Sickness Absence - Quarterly Report

Report by: Jon Bell - Head of HR, Legal & Performance

Wards affected: N/A

Key decision: No

Full Council decision: No

1. Purpose of report

The purpose of this quarterly report is to update and inform the Employment Committee on actions being taken that have an effect on the levels of sickness absence across Services.

2. Recommendations

To continue to monitor sickness absence, on a quarterly basis, and to ensure appropriate management action is taken to address absenteeism.

3. Background

- 3.1** In the period from 01 September 2013 to 31 August 2014 the level of sickness absence has slightly increased from 8.26 to 8.97 average days per person per year. This is against a corporate target of an average 8 days per person per year.
- 3.2.** Absence levels by Services for the period from 01 September 2013 to 31 August 2014 compared to figures prepared in June 2014 are attached in Appendix 1.
- 3.3** 6 of the 16 Service areas are over the corporate target of an average 8 days per person per year. 5 Services are over 10 days per person per year.

4. International Ferry Port

At the previous Employment Committee on 17 June 2014, a full review of activities to reduce sickness absence levels at the Port was presented to members. Port management predicted that due to a range of interventions the average sickness absence levels would reduce from 12.37 average days per person in June 2014 to within the range of 8.4 to 9.4 by November 2014.

In September 2014 the average sickness absence levels has decreased to 11.79 average days per person, and is progressing as expected towards the projected target.

The Employment Committee has requested that Martin Putman be invited to attend in the future to answer questions from members about the sickness absence at the Port - unless the average sickness absence is at 10 days or below.

5. Discussions with Unions

Following the Staff Joint Committee on 03 April 2014, the Unions have provided a joint response of their proposals for absence management to the regular monthly meeting with HR for discussion.

A response has been given by HR to the points raised.

6. Occupational Health training

Both managers and HR staff have been given an opportunity to meet with our new provider (NHS) to discuss the service and how both parties can work together and to fully utilise the service,

Sessions are continuing to be booked, with a further 3 sessions due to take place in September 2014.

7. Health and Well Being

7.1 Flu Jabs

Public Health will be co-ordinating the flu jabs vaccination campaign for Winter 2014/15. The cost of vaccinations will be covered by Services.

The campaign hopes to increase on 981 (11.9%) members of staff, including schools, who took advantage of the vaccination during the winter 2013/14 campaign. This promotion will also assist in working days lost to viral illnesses, especially if there is an increased level of flu infections over the winter.

8. Reasons for recommendations

The continued monitoring of sickness absence and the identification of good management practices is an important part of maximising attendance, which will in turn increase productivity, improve engagement and build resilience.

9. Equality impact assessment (EIA)

A preliminary Equality Impact Assessment has been completed.

10. Legal implications

There are no immediate legal implications arising from this report.

11. Finance comments

There is no significant cashable saving resulting from the reduction in sickness absence. However there will be an improvement in productivity in terms of total days worked.

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Signed by:

Appendices:

Appendix 1: Sickness Absence by Service

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

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

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Signed by: