Agenda item:

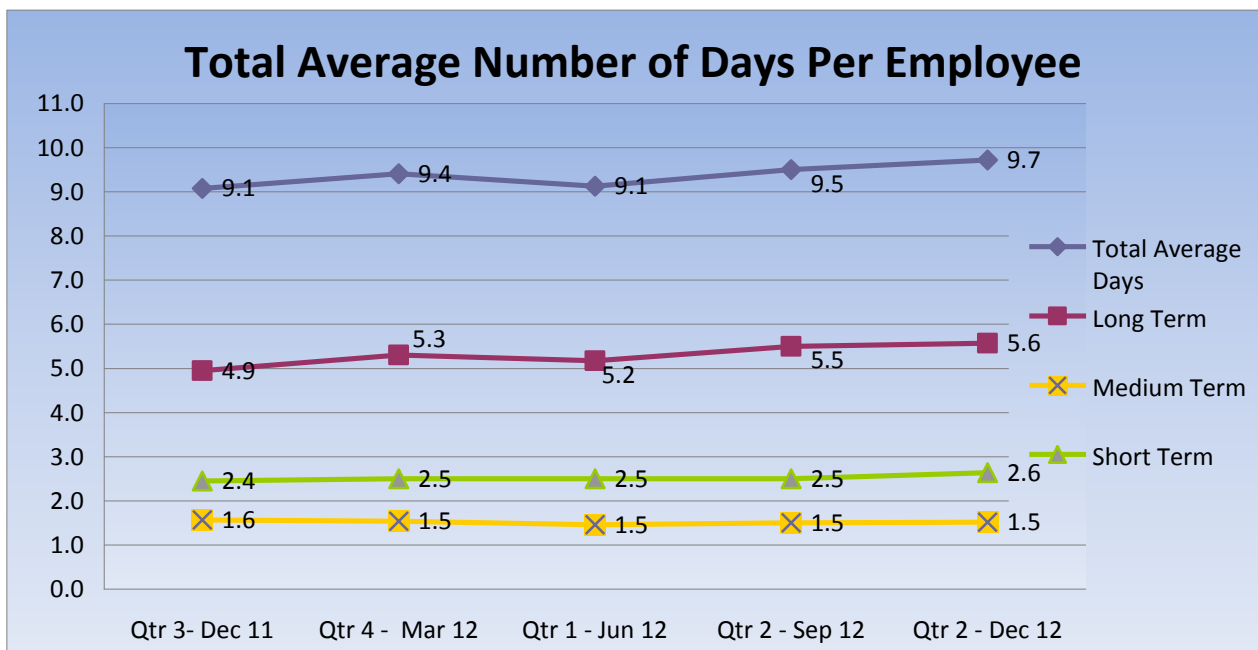|	
Decision maker:	Employment Committee
Subject:	Sickness Scorecard for Members
Date of decision:	19 February 2013
Report by:	Jon Bell - Head of HR, Legal and Performance
Wards affected:	n/a
Key decision (over £250k):	n/a

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

3.1 It has come to my attention that, in the report provided to members on 15th January 2013, the headcount used to calculate the sickness level for quarter 2 was understated due to a technical problem. The figures for quarter 2 have now been recalculated, which show the correct level of sickness. The current sickness absence data is showing that there has been a increase in the average number of sickness days per employee from 9.5 days in the previous quarter to 9.7 days in this quarter. This average is a increase from the previous comparable quarter at 9.1 days.

Total Average Number of Days Per Employee

	Qtr 3- Dec 11	Qtr 4 - Mar 12	Qtr 1 - Jun 12	Qtr 2 - Sep 12	Qtr 2 - Dec 12
Total Average Days	9.1	9.4	9.1	9.5	9.7
Long Term	4.9	5.3	5.2	5.5	5.6
Short Term	2.4	2.5	2.5	2.5	2.6
Medium Term	1.6	1.5	1.5	1.5	1.5

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 3 from 9752 days in the previous quarter to 9925 a increase of 173 days. This is also 175 days more than the comparable quarter in 2011 .
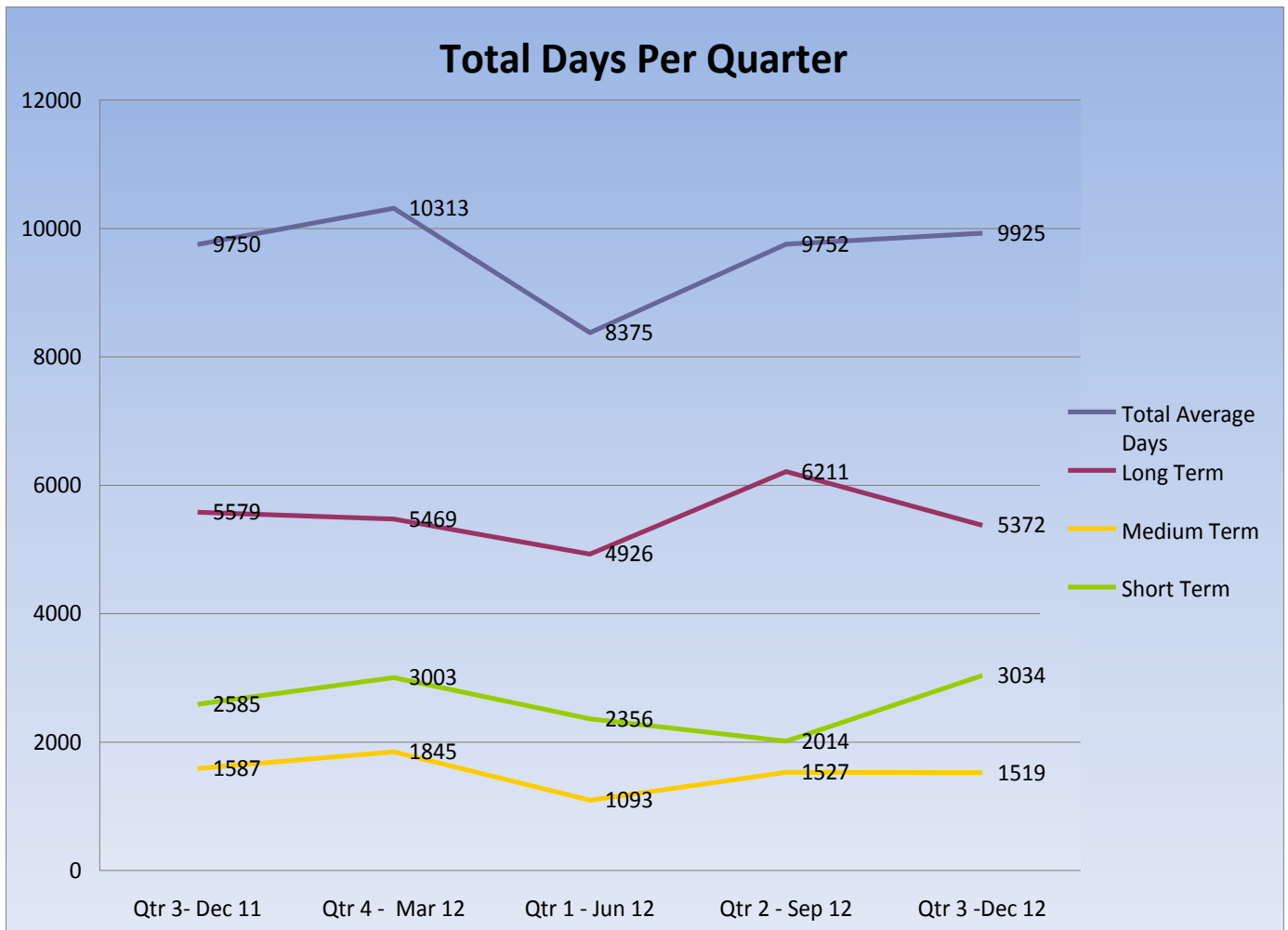
Long Term 21 days or more   Medium Term 9-20 days   Short Term Up to 8 days

5. Sickness Scorecard - Sickness absence broken down into service Quarter 3

	Headcount	Total Days Lost - In Quarter					% of working days lost				Top Reason for Sickness		
		Overall Days	Long	Medium	Short	Long Term incidences	Overall Days	Long Term	Medium Term	Short Term	Reason	Days	%
Adults Social Care	859	2580	1531	361	688	29	4.6%	2.7%	0.6%	1.2%	Psychological - stress, anxiety and depression Total	505	**19.6%**
Children's Social Care	395	1037	586	194	257	11	4.0%	2.2%	0.7%	1.0%	Psychological - stress, anxiety and depression Total	222	**21.4%**
City Development and Culture	252	475	332	37	106	5	2.9%	2.0%	0.2%	0.6%	Psychological - stress, anxiety and depression Total	181	**38.0%**
Community Housing and Regeneration	174	246	23	80	143	1	2.1%	0.2%	0.7%	1.2%	Virus (inc colds, coughs and influenza) Total	112	**45.7%**
Community Safety	117	206	108	18	80	1	2.7%	1.4%	0.2%	1.0%	Cancer and tumours Total	50.3	**24.4%**
Customer and Democratic Service	146	212	89	57	67	3	2.2%	0.9%	0.6%	0.7%	Gastrointestinal (inc stomach and bowel) Total	62.3	**29.3%**
Education	261	575	353	76	146	6	3.3%	2.0%	0.4%	0.8%	Psychological - stress, anxiety and depression Total	233	**40.5%**
Financial Services	188	356	131	60	165	2	2.9%	1.1%	0.5%	1.3%	Psychological - stress, anxiety and depression Total	97.9	**27.5%**
Housing Management	686	1969	914	336	719	18	4.3%	2.0%	0.7%	1.6%	Virus (inc colds, coughs and influenza) Total	494	**25.1%**
HR, Legal and Performance Improvement	157	260	146	18	96	2	2.5%	1.4%	0.2%	0.9%	Virus (inc colds, coughs and influenza) Total	53.1	**20.4%**
Information Solutions	124	302	215	11	75	3	3.7%	2.6%	0.1%	0.9%	Virus (inc colds, coughs and influenza) Total	105	**34.7%**
Port	91	363	210	66	88	5	6.0%	3.5%	1.1%	1.5%	Musculoskeletal (Lower limb) Total	68.9	**19.0%**
Revenues & Benefits	164	523	258	76	189	5	4.8%	2.4%	0.7%	1.7%	Psychological - stress, anxiety and depression Total	137	**26.1%**
Transport and Environment	317	820	477	130	213	12	3.9%	2.3%	0.6%	1.0%	Psychological - stress, anxiety and depression Total	247	**30.1%**
PCC Total (Excluding Schools)	**3931**	**9925**	**5372**	**1519**	**3034**	**103**	**3.8%**	**2.1%**	**0.6%**	**1.2%**	**Virus (inc colds, coughs and influenza)**	**3872**	**39.0%**

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 -**Please note a breakdown cannot be produced for individual services due to the recent changes to PCC's overall structure. This will be provided in the next report.**
Long Term Incidences	The number of incidences contributing to long term sickness absence
% 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 Virus including colds, coughs and influenza losing 3872 days.

6.2   PCC current percentage of working time lost due to sickness absence is 3.8% which is 0.1% lower than quarter 2.

6.3   The area where the highest percentage of sickness lost was the Port losing 6% of working time to sickness absence. The lowest was Community Housing and Regeneration currently at losing 2.1% of working time to sickness absence.

6.4   A new column entitled long term incidences has been added to the sickness scorecard. This identifies the number of sickness incidences that contribute to the total number of days lost to long term sickness absence within that quarter.

7. Equality Impact Assessment (EIA)

This report has undergone an effective Equality Impact Assessment

8. Legal Implications

There are no immediate legal implications arising from this report

9. 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: