

## Appendix 1 - Absence levels by Service.

### Workforce Information Report

#### Employment Committee Summary for the Period 01/6/2013 to 01/6/2014

Monthly Absence Report			Total		Long-Term		Medium-Term		Short-Term		Average per person per year from previous report
	Avg Headcount	Working Days Lost To Sickness	% Working Time Lost	Average per person per year	Working Days Lost To Sickness	Average per person per year	Working Days Lost To Sickness	Average per person per year	Working Days Lost To Sickness	Average per person per year	
Service											
Adult Social Care	856.00	8000.99	5.12%	9.35	4575.55	5.35	1382.05	1.61	2043.40	2.39	9.64
Chief Executive Service	20.00	19.00	0.39%	0.95	0.00	0.00	10.00	0.50	9.00	0.45	0.81
Children's Social Care and Safeguarding	371.00	3985.92	4.91%	10.74	2323.59	6.26	647.47	1.75	1014.85	2.74	10.82
City Development and Cultural Services	231.00	887.42	2.19%	3.84	395.89	1.71	61.29	0.27	430.24	1.86	4.47
Corporate Assets, Business and Standards	180.00	1635.83	4.29%	9.09	1035.66	5.75	179.63	1.00	420.53	2.34	8.65
Customer, Community and Democratic Services	131.00	863.09	3.00%	6.59	468.20	3.57	162.87	1.24	232.01	1.77	7.20
Education and Strategic Commissioning	246.00	1373.59	2.91%	5.58	754.97	3.07	153.45	0.62	465.18	1.89	5.29
Finance	176.00	1381.34	3.68%	7.85	776.38	4.41	221.96	1.26	383.00	2.18	7.31
Health, Safety and Licensing	147.00	1037.98	3.25%	7.06	525.66	3.58	136.71	0.93	375.61	2.56	7.95
Housing and Property Services	781.00	7235.62	4.26%	9.26	4047.64	5.18	1262.38	1.62	1925.60	2.47	9.91
HR, Legal and Performance	143.00	611.71	1.87%	4.28	314.20	2.20	102.55	0.72	194.96	1.36	5.24
Information Services	118.00	430.53	1.52%	3.65	123.00	1.04	130.50	1.11	177.03	1.50	5.04
Integrated Commissioning Unit	33.00	78.81	1.13%	2.39	23.00	0.70	14.00	0.42	41.81	1.27	1.68
Port	85.00	1051.39	5.05%	12.37	755.03	8.88	120.31	1.42	176.05	2.07	14.20
Revenues and Benefits	144.00	1259.58	4.00%	8.75	435.93	3.03	321.51	2.23	502.14	3.49	8.54
Transport and Environment	333.00	2935.39	5.23%	8.81	1740.37	5.23	554.06	1.66	640.96	1.92	7.53
Schools	4227.00	27017.64	4.59%	6.39	11806.61	2.79	4467.05	1.06	10743.99	2.54	5.08
PCC Exc Schools	3995.00	32788.20	4.03%	8.21	18295.08	4.58	5460.75	1.37	9032.37	2.26	8.47
Total (inc Schools)	8222.00	59805.85	4.27%	7.27	30101.69	3.66	9927.80	1.21	19776.36	2.41	6.72

This table summarises absence information held on the Oracle EBS system. It excludes information held on Casual Workers, Agency Workers and Councillors.

There are three absence measures used in the table above: % working time lost, Average Working Days lost Per Person per year and Number of incidents per person per year.

% Working time Lost takes the maximum Working Time available (Contractual FTE x Number of Days in Period) and shows the % of that time lost to Sickness. This measure takes into account actual working time lost.

Average Days per Person per Year divides the number of days lost in the period by the number of people in the group. (Long-Term are 21 days or longer, Short-term are 7 days and under). This measure is based on average headcount and so ignores FTE.

Number of Incidents per Person per Year is the number of separate incidents/occasions divided by the number of people in the group. This measure ignores the length of the absence to look at frequency (this helps 'level the field' for people with underlying medical condition and provides balance).

### Workforce Information Report

