

Appendix 2 - Review of Sickness Absence - Port

Current level of Sickness Absence

The average days lost per employee at the Port in the 12 months to 31/05/14 was 12.37 days. This compares to the average days lost per council employee of 8.54 days.

Background

- In January 2014, absence figures were realigned to ensure consistence of data input.
- The number of contracts that are over 37 hours per week is higher than in other Services. Thus, the sickness absence levels are inflated.
- Absence figures are currently input on 3 different systems, Oracle, time and attendance and a separate HR database.
- The current age profile for the Port is 48.2 years compared to corporate figure of 44.5 years. Age can be a contributing factor in type and length of sickness absence.
- 64% of the Port's workforce are shift workers. Shift working can be a contributing factor in type and length of sickness absence.
- The Port is engaging with employees regarding a push towards 8 days. They are still working on a figure of 10 days and 5 incidents as an indicator that an individual's attendance is a concern and worthy of closer monitoring.
- HR is developing a 'Sickness Absence' briefing to Port managers/supervisors.
- 'Return to Work' discussions have been conducted for all periods of sickness absence.
- The introduction of mooring machines will reduce the number of musculoskeletal injuries amongst Quay Assistants.
- Have started to operate Occupational Health referrals for stress and musculoskeletal within the first few days of absence rather than waiting for 21 days.
- 19 Port employees attended the Health Checks in March 2014.
- There have been two 'Manual Handling: Practical Training' courses in the last year.

Areas of High Sickness Absence

There are four areas of concern, where sickness absence levels are higher than the norm.

- Technical Services Group
- Traffic Supervisors
- Freight Security Assistants
- Quay Assistants

Reasons for Absence

The main reasons for sickness are;

- Accident/industrial injury 32%
- Musculoskeletal 18%
- Heart Disorder 12%
- Respiratory problems 11%

Psychological - Stress, anxiety and depression is the eighth highest reason for sickness absence and represents 4 % of the Port's sickness absence.

Sickness Absence Management

The number of warnings issued in the last 12 months;

- Stage 1 11
- Stage 2 1
- Stage 3 1

In addition, over the last 12-18 months there have been 9 long-term sickness absence cases, two were a year in duration. One individual was granted ill health retirement, one has been dismissed, three have retired and one resigned. Two cases are on-going.

Predicted future reductions in sickness absence levels.

The number of days lost in the 12 months to 31 May 2014 was 1051 days.

Over the next six months it is anticipated that 446 days (296 in reference to ex-employees) will be lost from total days lost due to sickness absence. All things being equal, it is predicted that the sickness absence levels will reduce by days, to an average range of 8.4 to 9.4 days per employee by November 2014.

MMD (Shipping Services) Ltd

The average days lost per employee at MMD in the 12 months to 30/04/14 was 7.58 days. There are 181 employees at MMD.

MMD are not a direct comparator to the Port, as MMD do not employ Quay Assistants. 28.70% of employees are office based.

The current age profile for MMD is 44.1 years compared to the Port figure of 48.2 years.

Terms and conditions at MMD are different to Portsmouth City Council. Specifically, MMD do not pay the first 3 days of any period of sickness absence.