

**EXECUTIVE SUMMARY**  
**POLICY AND RESOURCES SCRUTINY COMMITTEE**  
**02.12.19**

**SICKNESS ABSENCE MONITORING REPORT**  
**HALF YEAR/Q2 2019/20**

**Purpose:**

To receive sickness absence performance report prior to consideration by Policy & Resources Scrutiny Committee 2<sup>nd</sup> December 2019. To review half year sickness absence departmental performance against targets to maintain focus on continuous improvement.

This performance report provides corporate and departmental performance data and information on sickness absence for the cumulative period Q2 2019/20 financial year. It also summarises a number of actions the People Management Division are leading alongside Departmental responsibilities to support and maintain a continuous reduction in the level of sickness absence.

Policy & Resources Scrutiny Committee has requested that half /full EOY reports are provided to its members to allow them to fulfil their scrutiny role and the attached report will be presented on 2<sup>nd</sup> December 2019.

Departmental sickness absence performance targets have been in place for reporting years 2017/18, 2018/19 and 2019/20 and are reviewed annually based on the performance of the preceding 3 years. Policy & Resources Scrutiny Committee monitor performance against the agreed targets as one of a range of qualitative and quantitative performance measures.

None of the five department have met their Q2 2019/20 performance targets.

Members of the Challenge & Review Attendance Forum chaired by Cllr. Mair Stephens, Deputy Leader with Cllr. Giles Morgan, Chair of P&R Scrutiny, have recommended that for consistency Departmental performance targets are included as a performance measure within all Departmental and Divisional business plans.

**Table 1: Current Departmental Absence Targets**

As a reminder targets were set with reference to performance during 3 preceding reporting periods by weighted average less 5% to enable each department to contribute towards improvement to meet the Authority's overall performance target of 9.6. Whilst there has been improvement during 2018/19 the Authority target of 9.6 was not been achieved and performance has declined during the first 2 quarters of 2019/20.

Department	Current target FTE days lost by average FTE employee headcount	Q2 2019/20	Target performance met?
Chief Executives	3.6	3.8	No
Communities	4.8	6.5	No
Corporate Services	2.5	3.1	No
Education & Children	3.7	3.8	No
Environment	4.7	5.3	No
<b>Authority</b>	<b>4.0</b>	<b>4.62</b>	<b>No</b>

**DETAILED REPORT ATTACHED?** YES

## IMPLICATIONS

**I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :**

**Signed: Paul Thomas Assistant Chief Executive (PMP)**

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>YES</b>	<b>NONE</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>	<b>YES</b>	<b>NONE</b>

**1. Policy, Crime & Disorder and Equalities**

Management of sickness absence supports the strategic aim 'Feeling Fine – Health & Wellbeing'.

**3. Finance**

Related costs of Overtime, replacement costs and sickness pay.

**7. Staffing Implications**

People Management continue to advise and support managers and employees through the sickness absence policy and procedures.

## CONSULTATIONS

**I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below**

**Signed: Paul Thomas, Assistant Chief Executive (People Management)**

- 1. Local Member(s)** Not applicable
- 2. Community / Town Council** Not applicable
- 3. Relevant Partners** Not applicable
- 4. Staff Side Representatives and other Organisations** Not applicable

**Section 100D Local Government Act, 1972 – Access to Information  
List of Background Papers used in the preparation of this report:**

**THERE ARE NONE**