

PERFORMANCE SCRUTINY PANEL – 21ST AUGUST 2018

Supplementary report of the Head of Strategic Support

Lead Member: Councillor Poland

ITEM 06 2018-19 QUARTER 1 PERFORMANCE MONITORING
REPORT & 2017-18 ANNUAL REPORT - SICKNESS UPDATE

Sickness figures are reviewed on a monthly basis and reported quarterly as part of the Corporate Performance Management process.

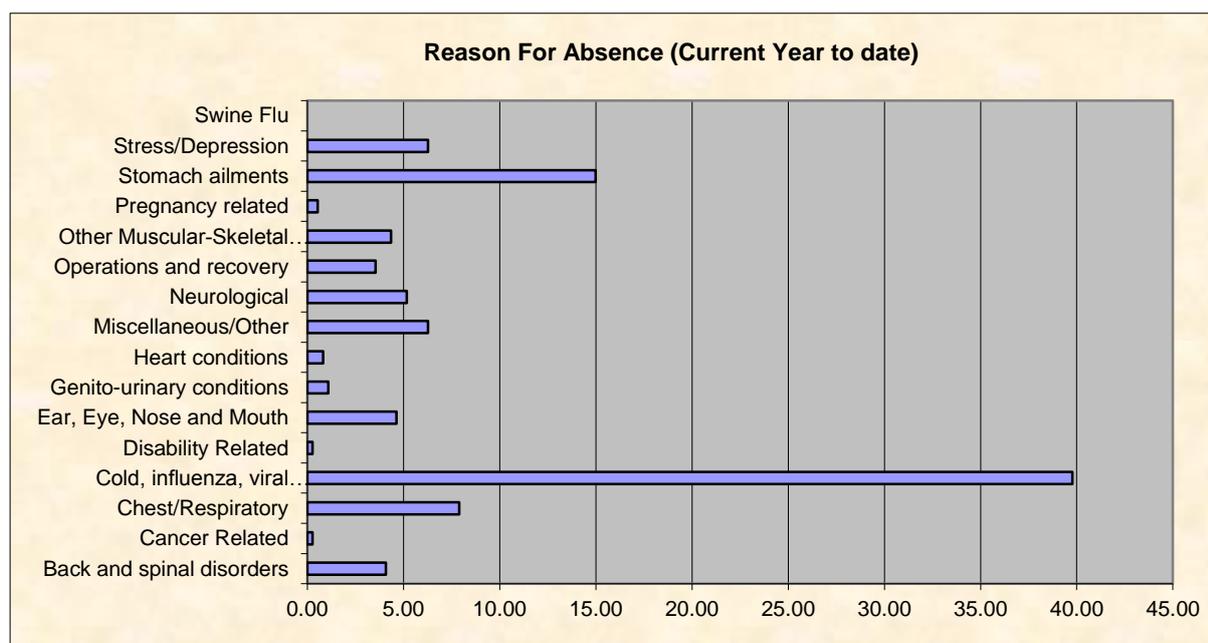
The targets and outturn figures for the last 5 years are outlined below;

	Target	Outturn
2017/18	7.5 days	7.69 days
2016/17	7.5 days	8.85 days
2015/16	7.5 days	10.27 days
2014/15	7.5 days	8.48 days
2013/14	7.5 days	9.06 days

During 2017 / 18 the main reason for sickness was cold, influenza, viral infection. Stomach ailments was the second reason for absence during that year and chest / respiratory issues was third. This is highlighted on the table below.

This pattern is generally seen each month.

Stress / depression is a category which is carefully reviewed - when a stress related absence or reoccurrence of a stress related absence is reported managers are requested to pay further attention / investigation.



The Attendance Management Policy was reviewed and refreshed in 2015 and agreed by the Personnel Committee on the 4th August 2015. The policy has a 4 stage process;

- Stage 1 – Preliminary Action
- Stage 2 – Formal Action
- Stage 3 – Final Action
- Stage 4 – Attendance Management Hearing

All managers were required to attend a briefing session on the new policy.

Line managers are responsible for managing sickness of staff. However, HR provides a supporting role.

On a monthly basis HR receive a report from the iTrent system identifying who has reported as sick. HR send a message out to managers who have staff who are identified on the report as having triggered 3 (or more) instances of sickness in a 6 month period.

HR advise that they need to manage the employee in line with the Attendance Management Policy and offer support with this.

As of 13th August, HR is currently assisting managers with 13 live attendance cases;

- 10 cases – Informal Stage
- 2 cases – Formal Stage 2
- 1 case – Stage 3 Hearing

In addition to managing sickness through the policy there is a range of support mechanism in place within the council which managers can explore. These are;

- a) Referral to Occupational Health
- b) Rehabilitation / Phased Return to Work Plan
- c) Reduction in Hours
- d) Flexible Working
- e) Temporary Redeployment
- f) Preferential Treatment Status
- g) Reasonable Adjustments
- h) Amica Counselling Service

The council has also introduced other measures to address sickness such as flu vouchers and the installation of sanitising hand gel throughout Southfields.

At a County level the sickness figures for 2017/18 were shared at the District HR Managers Meeting. These are outlined below;

Authority	Sickness
Blaby	8.46 days
Charnwood	7.69 days
Harborough	Not available
Hinckley and Bosworth	10.4 days
Melton	4.91 days
North West Leicestershire	10.3 days
Oadby and Wigston	9.1 days
Rutland	6.9 days