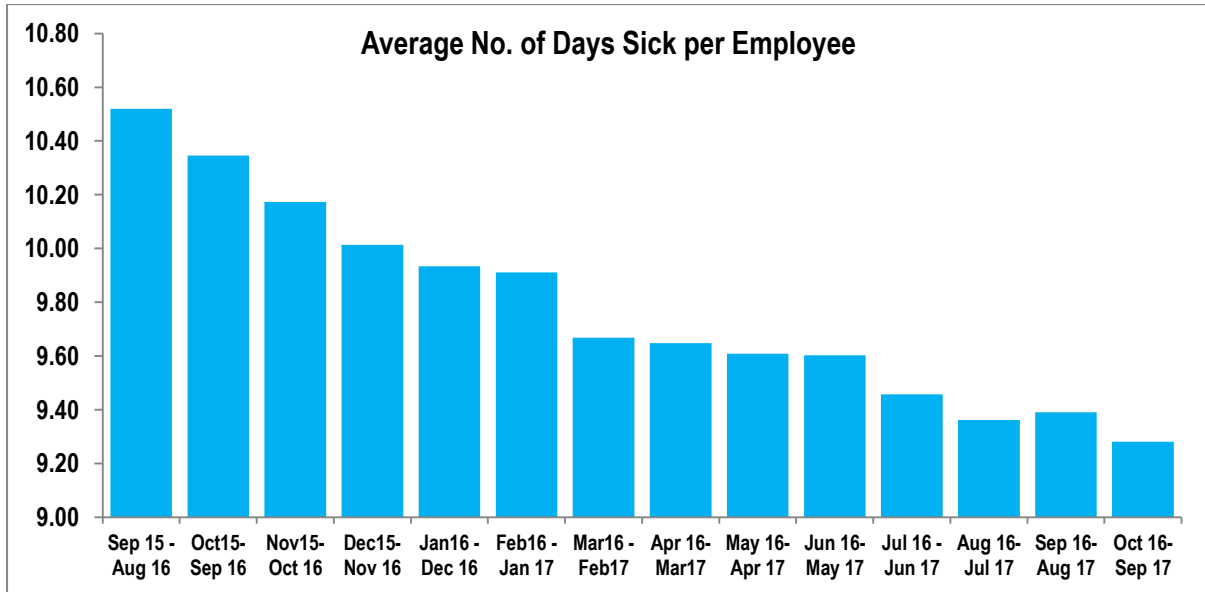


November 2017

**SICKNESS ABSENCE MANAGEMENT**

The average number of days absent per employee has continued to reduce from 10.46 in the financial year 15/16 to 9.28 in the 12 month rolling period from October 2016 to September 2017 – an 11% decrease in just over a year. The overall position for rolling year sickness absence continues to improve with a reduction in days:



Sickness continues to be managed robustly. In 2016, 28 people left the council due to their sickness absence levels. In 2017 so far there have been 17 dismissals as follows:

| Quarters in 2017   | Dismissals for Sickness Absence |
|--------------------|---------------------------------|
| January – March    | 7                               |
| April – June       | 5                               |
| July - September   | 3                               |
| October – December | 2                               |

**Next Steps:**

Significant work continues to be undertaken, focus needs to be sustained by managers to ensure absence levels continue to decrease which will include:

- **Workplace Wellbeing Forum** - a strategic focus will be maintained through the group chaired by Councillor Wendy Brice-Thompson with input from key partners including HR, Public Health, Health and Safety and trade union colleagues;

- **Interactive refresher sessions / Sickness Cases** – HR continue to hold bite size training sessions for managers to be refreshed on the sickness absence policy, entering and managing sickness in oneOracle and how to best utilise the oneOracle dashboards in relation to sickness.
- **Focussed HR support** – HR consultants dedicated to providing sickness absence support to managers are proactively targeting managers to provide focussed advice and guidance in areas with high absence rates.
- **Data analysing** – HR consultants continue to provide a dedicated sickness absence support service and regularly produce sickness data via the dashboards to present to senior management. This data is broken down into various categories highlighting patterns of absence.
- **Day One absence Pilot** – The first phase of the absence monitoring scheme introduced last year, and targeted at services where absence levels are high has helped reduce sickness absences in Catering, and Neighbourhoods by 27%. As a second phase, the pilot is due to launch in Housing Services by the end of November and Children’s services in December 2017. HR has also scheduled management training sessions for managers to provide guidance on how the service works and how to get the best out of the service.
- **Implementation of MedigoldOne** – Managers have benefitted from improved access to occupational health information with the implementation earlier in the year;
- **Workplace Wellbeing** – Free flu jabs are being made available for front line staff who deal directly with the public, such as social workers and Environment staff, in November. It is intended that this will help keep staff safe and well, reducing the threat of flu also helps the Council to ensure business continuity.
- **Review of the sickness procedure**  
A review of the policy has been undertaken and implemented.