

## ABERDEEN CITY COUNCIL

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<b>COMMITTEE</b>	Staff Governance
<b>DATE</b>	4 May 2018
<b>REPORT TITLE</b>	Sickness Absence update
<b>REPORT NUMBER</b>	RES/18/014
<b>DIRECTOR</b>	Steve Whyte
<b>CHIEF OFFICER</b>	Morven Spalding
<b>REPORT AUTHOR</b>	Neil Yacamini
<b>TERMS OF REFERENCE</b>	5.3

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### **1. PURPOSE OF REPORT**

- 1.1 The report outlines the current sickness rates across the Council and outlines a range of measures to get the figures moving on a downward trend.

### **2. RECOMMENDATIONS**

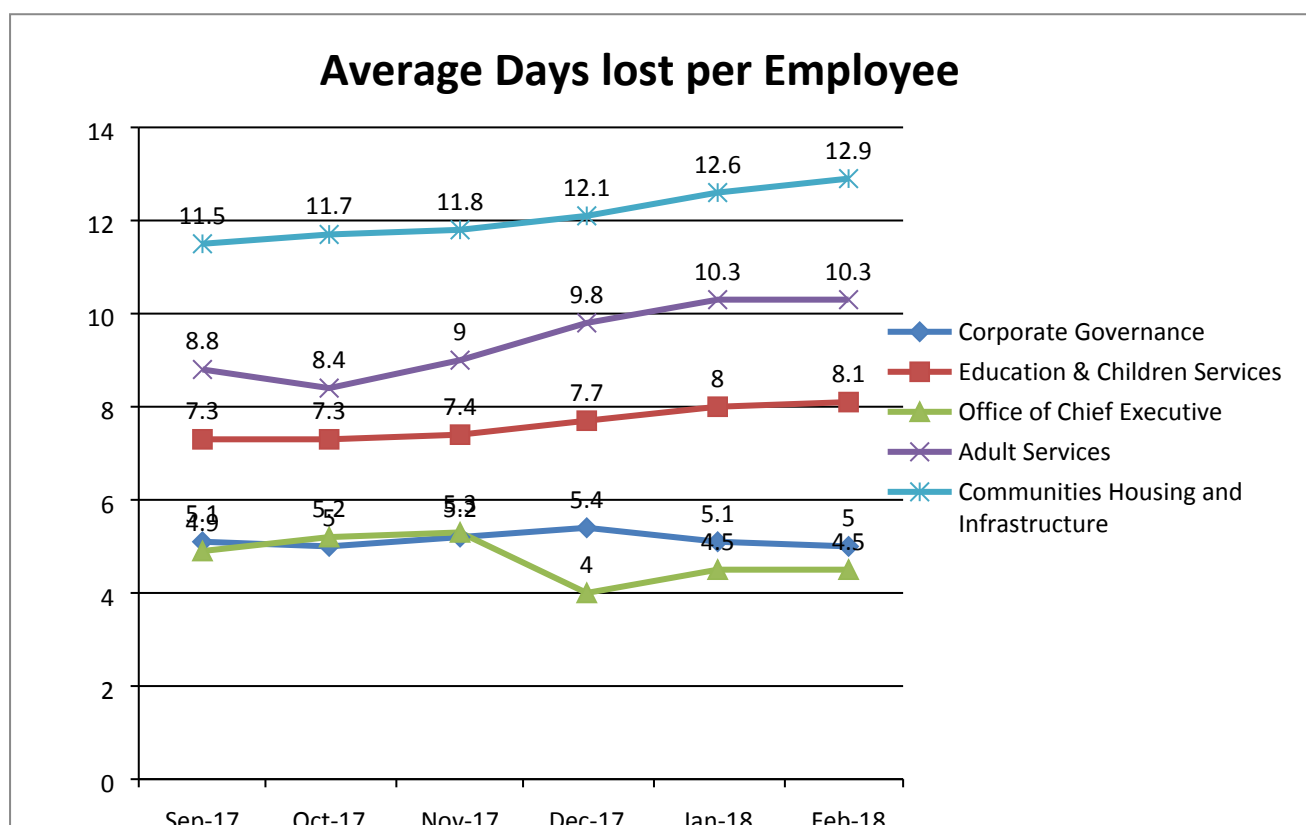
That the Committee:-

- 2.1 note the sickness rates over the past 6 months; and  
2.2 endorse the approaches for reducing sickness absence across the Council.

### **3. BACKGROUND**

- 3.1 This report outlines historical absence information and outlines measures on how absence can be managed more closely by the organisation with the aim of getting the sickness absence figures moving on a downward trend.
- 3.2 In the table below it can be seen that over the past 6 months the sickness rates are showing higher sickness rates in the colder, darker winter months and less sickness in the autumn where daylight is longer. This is not an unusual trend and can be expected. The overall absence days lost per employee currently is 9.7 which has shown an increase in the past three months.

### Sickness Rates over the past 6 months



3.3 The table shown below details the breakdown of short term and long term absence across the directorate structure.

Services	DECEMBER		JANUARY		FEBRUARY	
	Short-Term	Long-Term	Short-Term	Long-Term	Short-Term	Long-Term
<b>Corporate Governance</b>	3.1	3.1	3.2	2.6	3.3	2.4
<b>Education &amp; Children Services</b>	3.4	5.4	3.7	5.4	3.8	5.4
<b>Office of Chief Executive</b>	1.5	3.1	2.1	3	2	3.1
<b>Adult Services</b>	4.9	6.3	5.3	6.4	5.3	6.5
<b>CH&amp;I</b>	4.7	9	4.9	9.4	5.1	9.6

3.4 The five main reasons for sickness absence are shown in the table below :-

Reason	December	January	February
Respiratory	395	670	494
Gastrointestinal	232	292	286
Musculoskeletal	100	117	130
Neurological	70	129	119
Psychological	51	67	77

There has been a particular rise in the number of respiratory absences compared with previous months. A rise in these types of absence is not unusual for this time of year although it appears to be a greater increase than in previous years.

3.5 In order to manage sickness effectively managers must apply the Maximising Attendance policy. Line Managers need to ensure that

- return to work meetings are held with employees as soon as possible on their return from a period of absence
- first stage review meetings when employees hit sickness triggers should be arranged and held
- contact should be maintained with those off on long term sick

3.6 Absence should be reported regularly to the Senior Management Team. This must include exception reporting of areas of the service where the maximising attendance policy is not being consistently applied. In addition sickness absence information should also be reported back to Service Health and Safety Committees on a regular basis.

3.7 A further improvement measure is for People and Organisation to work with Services on a monthly basis to ensure long term sickness is being actively managed and to ensure the absence management module within YourHR can be used proactively to identify absences in relation to two of the main causes, musculoskeletal and psychological, and highlight measures such as physiotherapy and the “Time for Talking” Counselling Service which are available for employees.

3.8 In addition to the approaches above there are a number of Health and wellbeing activities which are being utilised to support employees in the workplace on a daily, weekly or monthly basis. The programme for these activities is shown below.

Month	Date	Activity	Location
April	26 <sup>th</sup> April	Pitstop: Sleep (NHS)	4W01 Marischal College
	All Month	Information Campaign: Sleep	Online
May	All Month	Daily Mile / Step Challenge	Everywhere
	All Month	Information Campaign: Physical Activity	Online

<b>June</b>	5 <sup>th</sup> June 6 <sup>th</sup> June	Blood Donation	4W01 Marischal College
	14 <sup>th</sup> June	Pitstop: Carers Awareness (VSA)	3W01 Marischal College
	19 <sup>th</sup> June	Pitstop: Mental Wellbeing (SAMH)	3W01 Marischal College
<b>EVERY WEEK</b>	Everyday	Alternative Therapies	Marischal College Frederick Street Rosemount
	Every Tuesday	Pilates Classes	3W01 Marischal College
	Every Thursday	Tai Chi Class	3W01 Marischal College
	Every Thursday	Yoga Class	3W01 Marischal College
<b>MONTHLY</b>	Every 2 <sup>nd</sup> Tuesday	Mindfulness	4W02 Marischal College
	Every 2 <sup>nd</sup> Wednesday	Onsite Chiropractor Clinic	First Aid Room Marischal College
	Every Last Tuesday	CFine Fruit and Veg Stall	LG Floor Marischal College

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 The main financial implications arising from sickness absence are when alternative resources are required for cover purposes.

#### **5. LEGAL IMPLICATIONS**

- 5.1 There are no direct legal implications arising from the recommendations of this report.

## 6. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M), High (H)	Mitigation
<b>Financial</b>	N/A		
<b>Legal</b>	N/A		
<b>Employee</b>	Risk of low morale if colleagues are absent for a period of time	M	Implementation of maximising attendance policy and Occupational Health Contract to minimise absence levels
<b>Customer</b>	Service Delivery may be affected if absence high in customer facing roles	M	Use of peripheral staffing such as agency or overtime if there is a Service delivery risk
<b>Environment</b>	N/A		
<b>Technology</b>	N/A		
<b>Reputational</b>	Risk to Organisations reputation if absence levels are high.	M	Management of absence levels to ensure that they are kept to as low a level as possible.

## 7. OUTCOMES

<b>Design Principles of Target Operating Model</b>	
	<b>Impact of Report</b>
<b>Workforce</b>	The management of absence levels and the approaches within this report will help to reduce absence levels and to provide support to employees who are absent.

## 8. IMPACT ASSESSMENTS

<b>Assessment</b>	<b>Outcome</b>
<b>Equality &amp; Human Rights Impact Assessment</b>	Not required
<b>Privacy Impact Assessment</b>	Not required

[Children's Rights Impact Assessment/Duty of Due Regard](#)

Not applicable

**9. BACKGROUND PAPERS**

N/A

**10. APPENDICES (if applicable)**

N/A

**11. REPORT AUTHOR CONTACT DETAILS**

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