

**WIRRAL COUNCIL**

**EMPLOYMENT AND APPOINTMENTS COMMITTEE**

**30 JANUARY 2012**

<b>SUBJECT:</b>	<b>MANAGING ATTENDANCE</b>
<b>WARD/S AFFECTED:</b>	<b>ALL</b>
<b>REPORT OF:</b>	<b>DIRECTOR OF LAW, HR AND ASSET MANAGEMENT</b>
<b>RESPONSIBLE PORTFOLIO HOLDER:</b>	<b>COUNCILLOR ADRIAN JONES</b>
<b>KEY DECISION?</b>	<b>NO</b>

**1.0 EXECUTIVE SUMMARY**

- 1.1 The purpose of the report is to update The Employment and Appointments Committee on the current position around attendance management.

**2.0 RECOMMENDATION/S**

- 2.1 That members note the content of the report and current sickness absence data.

**3.0 REASON/S FOR RECOMMENDATION/S**

- 3.1 To ensure members are aware of current sickness absence data and of developments in the management of attendance at work.

**4.0 BACKGROUND AND KEY ISSUES**

**4.1 Analysis of Performance**

A breakdown of sickness absence figures for quarter three and comparative data for 2008/9, 2009/10 and 2010/11, by quarter and by full year, is shown at Appendix One.

Sickness levels for quarter three (2.42 days) shows an improvement against previous years (2.85, 2.97 and 3.40).

The projected figures for 2011/12 have been calculated at 8.72 against a target for the year of 9.80 days.

## **4.2 Improving Performance**

- 4.2.1 We have reported to previous committees the improvements already put in place to address attendance levels across the authority. As this month's figures demonstrate, these initiatives are continuing to show some improvement in levels of attendance. These will be further supported this quarter through a detailed work plan to address key areas across the Council where stress is identified as an issue.
- 4.2.2 The Employment and Appointments Committee in November 2011 asked if the Council could learn from the best performers from other Local Authorities and organisation's in other sectors whose absence data shows lower levels of absence. This is being progressed and a report will be brought to a future Committee.

## **4.3 Employee Health and Well Being**

Work continues to implement the Fit4Wirral Action Plan, working alongside the Director of Public Health. This quarter focuses on the theme 'New Year New You'. Activities will include:-

- An employee roadshow delivered jointly with Wirral Community Health NHS Trust's Health Promotion Team taking key health and well being messages and support to employees across the borough.
- A work plan to address key areas across the Council where stress is identified as an issue.
- A new Fit4Wirral website, a central point for all health and well being information, advice and support for employees.
- The development of Fit4Wirral Champions who will inspire, motivate and raise the profile of health and well being across the Council.
- The Flu vaccination programme is continuing until the end of January 2012 with the Council providing seasonal flu vaccinations to key groups of staff aimed at front line employees and those caring for vulnerable people to help ensure continuity of services throughout the winter. Vaccinations are being delivered through mobile units and our Occupational Health Unit in Birkenhead.

## **5.0 RELEVANT RISKS**

- 5.1 Failure to pro-actively manage sickness absence through early intervention, improved management information and health and well being initiatives could leave the Council open to legal challenge and increased costs.

## **6.0 OTHER OPTIONS CONSIDERED**

- 6.1 None

## **7.0 CONSULTATION**

- 7.1** Consultation with the Trade Unions has taken place regarding the revised Attendance Management Policy.

## **8.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS**

- 8.1** There are no specific implications arising out of this report.

## **9.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS**

- 9.1** There are no specific implications arising out of this report.

## **10.0 LEGAL IMPLICATIONS**

- 10.1** There are no specific implications arising out of this report.

## **11.0 EQUALITIES IMPLICATIONS**

- 11.1** There are no specific implications arising out of this report.

### **11.2** Equality Impact Assessment (EIA)

- (a) Is an EIA required? No  
(b) If 'yes', has one been completed?

## **12.0 CARBON REDUCTION IMPLICATIONS**

- 12.1** There are no implications arising out of this report.

## **13.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS**

- 13.1** There are no planning and community safety implications arising out of this report.

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## **APPENDICES**

Appendix One: BVPI Absence figures by Quarter for Departments

## **REFERENCE MATERIAL**

## **SUBJECT HISTORY (last 3 years)**

<b>Council Meeting</b>	<b>Date</b>
A Managing Attendance Report is submitted to The Employment and Appointments Committee quarterly	
The Employment and Appointments Committee	<b>22 November 2011</b>

Absence figures by Quarter for Departments based on BVPI formula (16 Jan 2012)																									
Days Lost per FTE	2006-07	2007-08	2008-09					2009-10					2010-11					2011-12							
Department	Year	Year	Q1	Q2	Q3	Q4	Year	Q1	Q2	Q3	Q4	Year	Q1	Q2	Q3	Q4	Year	Q1	Q2	Q3	Q4	Year			
Adult Social Services	18.23	16.73	5.38	5.51	6.64	5.67	23.21	4.87	4.57	5.57	4.94	19.95	4.36	4.89	5.29	5.34	19.88	2.73	3.11	4.25		14.04			
Children and Young People	8.72	10.61	2.95	2.37	3.18	2.97	11.47	2.58	2.10	3.12	2.74	10.53	2.60	2.03	2.97	2.84	10.44	2.59	2.08	2.48		9.45			
Finance	9.31	9.95	2.41	2.94	3.87	3.34	12.55	2.78	3.13	4.09	4.14	14.14	2.93	2.98	3.13	2.68	11.72	1.73	2.08	2.51		8.65			
Law, HR & Asset Management	N/A	N/A	1.80	2.52	2.67	2.42	9.41	1.93	1.64	2.11	2.34	8.02	2.33	2.03	1.75	1.52	7.64	1.14	2.51	2.81		9.06			
Regen, Housing & Planning	5.82	7.28	1.67	1.65	3.03	2.21	8.56	1.46	1.64	2.05	1.51	6.66	1.53	1.32	2.32	1.62	6.80	1.88	1.60	2.59		8.48			
Technical Services	8.41	9.10	2.87	3.73	3.96	3.65	14.21	3.10	3.09	3.17	3.58	12.94	3.00	3.27	3.46	2.30	12.03	2.47	3.31	3.28		12.12			
Teachers	6.33	5.43	1.88	1.04	2.49	2.31	7.72	1.43	0.68	1.73	1.68	5.52	1.58	0.79	1.88	1.97	6.22	1.48	0.73	1.51		5.12			
Managed Schools	7.52	9.95	2.10	2.10	2.10	2.10	8.39	2.13	2.13	2.13	2.13	8.54	2.53	2.53	2.53	2.53	10.12	2.52	2.52	2.52		9.91			
Total	9.21	9.79	2.76	2.49	3.40	3.08	11.74	2.49	2.11	2.97	2.79	10.35	2.52	2.16	2.85	2.70	10.22	2.15	1.91	2.42		8.72			
Actuals at scheduled time	9.21	9.79						10.10						8.80						10.22					
Target	9.40	8.90						8.50						10.00						9.80					

## Notes

2008-09 onwards recalculated based on Organisation Structure at August 2011

Targets are based on calculation at scheduled time, not the higher figure including late returns.