

## **WIRRAL COUNCIL**

### **EMPLOYMENT & APPOINTMENTS COMMITTEE – 23 NOVEMBER 2010**

#### **REPORT OF THE DIRECTOR OF LAW, HR & ASSET MANAGEMENT**

##### **MANAGING ATTENDANCE**

---

### **1. Purpose of the Report**

To update the Employment and Appointments Committee on the current position around attendance management.

### **2.1 Current position on sickness for Wirral Council**

The final outturn BVPI absence figure for 2009/10 was 10.22 days. Quarter 1 figures were reported to September's committee as 2.40 days. Quarter 2 figures for 2010/11 are 2.07 days.

### **2.2 Analysis of Performance**

A breakdown of sickness absence figures for Quarter 2 and comparative data for 2006/7, 2007/8, 2008/9 and 2010/11, by quarter and by full year, is shown at Appendix 1.

Sickness levels for Quarter 2 (2.07 days) show an overall improvement against both previous years (2.11 and 2.52).

Year to date figures for 2010/11 have been calculated at 10.05 days against a target for the year of 9.80 days.

### **2.3 Benchmarking Data**

The Chartered Institute of Personnel and Development's Annual Survey Report 2010 has recently been published and although the average level of absence remains similar to last year's figure of 7.7 days per employee, the average level of absence remains highest in the public sector at 9.6 days per employee.

### **3.0 Improving Performance**

The report to the Employment & Appointments Committee in September outlined proposed improvements in the following areas:

- Strengthening of the overall framework for managing attendance including a comprehensive training programme for managers
- Improvements to management information on sickness absence
- Strengthening of the strategic approach to promoting staff welfare and well being

### **3.1 Attendance Management**

This work has continued, a revised Attendance Management Policy has been produced and consultation with the Trade Unions is currently being undertaken. The detailed report outlining final proposed improvements will be brought to the next Employment and Appointments Committee.

### **3.2 Health and Well Being**

Wirral's health and well being programme 'Fit4Wirral', continues to develop and our commitment to workforce health and wellbeing has been further strengthened by signing up to the Workplace Well Being Charter, a statement of intent about our commitment to the health and well being of the people who work for us. A more detailed report will be submitted to the next Employment and Appointments Committee on progress.

### **4.0 Financial implications**

There are no specific financial implications arising out of this report.

### **5.0 Staffing implications**

The new policy will have an impact upon all staff and it is important that managers support employees who are ill in a sympathetic and supportive way.

### **6.0. Equal Opportunities implications**

None arising from this report

### **7.0. Community Safety implications**

None arising from this report

### **8.0. Local Agenda 21 implications**

None arising from this report

### **9.0. Planning implications**

None arising from this report

**10.0. Anti-poverty implications**

None arising from this report

**11.0. Human Rights implications**

None arising from this report

**12.0. Social Inclusion implications**

None arising from this report

**13.0. Local Member Support implications**

None arising from this report

**14.0. Background Papers**

None arising from this report

**15.0. Recommendations**

Employment & Appointments Committee is asked to:

Note the content of the report and benchmarking sickness absence data.

**B Norman**

**Director of Law, HR and Asset Management**

This report was prepared by Chris Hyams, who can be contacted on 691 8590.

APPENDIX 1

<b>BVPI Absence figures by Quarter for Departments</b>																	
<b>Days Lost per FTE</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>					<b>2009-10</b>					<b>2010-11</b>				
<b>Department</b>	<b>Year</b>	<b>Year</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Year</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>YTD</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>YTD</b>
Adult Social Services	18.23	16.73	4.47	4.86	5.50	4.80	20.33	4.27	4.05	4.67	4.25	17.23	3.52	3.89			17.81
Children and Young People	8.72	10.61	3.24	2.63	3.29	3.05	12.01	2.68	2.17	3.20	2.73	10.79	2.68	2.07			10.26
Corporate Services	5.82	7.28	0.22	0.19	1.90	1.40	4.72	1.13	0.44	1.06	0.73	3.36	1.39	1.09			5.40
Finance	9.31	9.95	2.32	2.92	3.69	3.06	11.74	2.46	2.70	3.83	3.89	12.88	2.82	2.88			13.41
Law, HR & Asset Management	N/A	N/A	0.00	0.00	2.57	2.59	9.37	1.80	1.70	2.03	2.08	7.61	2.75	2.49			11.90
Regeneration	8.02	11.73	2.63	2.97	3.44	3.29	12.33	3.17	3.34	3.34	3.39	13.23					
Technical Services	8.41	9.10	2.36	3.63	3.79	3.45	14.33	2.02	1.84	2.25	2.45	8.55	2.58	2.74			12.64
Teachers	6.33	5.43	1.25	0.94	1.89	1.67	5.43	1.46	0.70	1.76	1.73	5.64	1.62	0.85			4.73
Managed Schools	7.52	9.95	2.49	2.49	2.49	2.10	9.59	2.13	2.13	2.13	2.13	8.54	2.10	2.10			8.40
<b>Total</b>	<b>9.21</b>	<b>9.79</b>	<b>2.63</b>	<b>2.52</b>	<b>3.17</b>	<b>2.82</b>	<b>10.95</b>	<b>2.48</b>	<b>2.11</b>	<b>2.92</b>	<b>2.71</b>	<b>10.22</b>	<b>2.44</b>	<b>2.07</b>			<b>10.05</b>
<b>Actuals at scheduled time</b>	<b>9.21</b>	<b>9.79</b>					10.10					8.80	<b>YTD Estimate based on Q1 &amp; Q2</b>				
<b>Target</b>	<b>9.40</b>	<b>8.90</b>					8.50					10.00					9.80

**Notes**

Reported BVPI calculated at scheduled time, 20th of month after quarter

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

## APPENDIX 2



Table 2: Average level of employee absence, all employees by sector breakdowns

		Number of respondents	Average working time lost per year	Average days lost per year
			% Mean	Mean
<b>Manufacturing and production</b>	Agriculture and forestry	1	3.9	8.9
	Chemicals, oils and pharmaceuticals	14	2.5	5.6
	Construction	4	4.3	9.7
	Electricity, gas and water	1	1.7	3.9
	Engineering, electronics and metals	23	3.0	6.8
	Food, drink and tobacco	14	3.8	8.7
	General manufacturing	7	2.2	5.0
	Mining and quarrying	1	4.4	10.0
	Paper and printing	6	2.8	6.3
	Textiles	3	6.1	13.9
<b>Private sector services</b>	Other manufacturing/production	23	2.5	5.8
	Professional services (accountancy, advertising, consultancy, legal, etc)	31	2.1	4.7
	Finance, insurance and real estate	15	2.3	5.1
	Hotels, catering and leisure	3	2.8	6.4
	IT services	19	2.3	5.1
	Call centres	6	6.5	14.8
	Media (broadcasting and publishing, etc)	2	1.5	3.4
	Retail and wholesale	18	2.6	6.0
	Transport, distribution and storage	22	4.1	9.4
	Communications	2	2.2	5.1
<b>Public services</b>	Other private services	34	3.0	6.9
	Central government	11	4.2	9.6
	Education	14	2.7	6.2
	Health	32	4.7	10.6
	Local government	38	4.5	10.3
<b>Voluntary, community and not-for-profit</b>	Other public services	24	3.9	9.0
	Care services	6	4.1	9.3
	Charity services	19	3.5	8.0
	Housing association	22	4.4	10.1
	Other voluntary	14	2.9	6.6