

**WIRRAL COUNCIL**

**EMPLOYMENT & APPOINTMENTS COMMITTEE**

**7 JUNE 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>KEY DECISION</b>	<b>NO</b>

**1.0 EXECUTIVE SUMMARY**

**1.1 PURPOSE OF THE REPORT**

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

**2.0 BACKGROUND AND KEY ISSUES**

**2.1 Analysis of Performance**

A breakdown of sickness absence figures for Quarter four 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 four, 2011/12 (2.68 days) show an overall improvement against both previous years (2.70) and (2.79).

The projected figures for 2011/12 have been calculated at 9.23 days against a target for the year of 9.80. This compares to 10.23 in 2010/11 and 10.35 in 2009/10.

The 2011/12 end of year final outturn position will be reported to the next committee.

**2.2 Improving Performance**

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 improvements in levels of attendance. These will be further supported this quarter (see 4.4)

**2.3 Benchmarking Data**

The table below shows benchmarking data for other local authorities in the North West region as at December 2011.

<b>Employer</b>	<b>Days Lost as at Dec 2011</b>
<b>Wirral Council</b>	<b>6.55</b>
<b>Sefton Council</b>	<b>9.09</b>
<b>Merseyside Fire Service</b>	<b>6.16</b>
<b>St Helens Council</b>	<b>5.10</b>
<b>Knowsley Council</b>	<b>5.97</b>

2.3.1 In addition to the above benchmarking data, The Employment and Appointments Committed have previously asked for information about approach taken by high performing Local Authorities whose absence data shows lower levels of absence.

1.0.0 Survey results published by North West Employers Organisation for 41 authorities in the North West was previously reported to Employment & Appointments Committee.

2.3.2 The best performing authority for 2010/11 was Hyndburn Council with an absence rate of 6.02 days per employee (a district council with 320 employees). Although figures for 2011/12 are not yet confirmed, Hyndburn expect to report levels under 6 days per employee for this period, representing further continued improvement.

2.3.3 Hyndburn Council attribute this consistent downward trend in days to investment in employee wellbeing which has been cost effective and well worthwhile. This has included the introduction of a Workplace Health Awareness Team to deliver on a number of key activities and wellbeing initiatives culminating in the award of the Workplace Wellbeing Charter 'Excellence' rating, demonstrating their dedication to employee wellbeing and setting an example for individuals and businesses in the Hyndburn region.

2.3.4 Merseyside Fire and Rescue Service has introduced a range of initiatives over the past years to improve levels of attendance including:

- Attendance Incentive/Reward Scheme
- Professional Occupational Health medical services
- Specialist Nurse Advisor (community psychiatric nurse) services
- Physiotherapy
- Private Consultations and diagnostic investigations, such as MRI scans
- Medical Financial Assistance
- Employee Assistance Programme, with Life Management Support
- Counselling services
- Private Sports Health Club membership for 3 month rehabilitation
- Alternative therapies – massage rehabilitation, reiki
- Health promotions arranged by OH such as alcohol awareness, men's health,
- smoking cessation
- Gymnasium facilities on all Fire Stations

2.3.6 The Chartered Institute of Personnel and Development Barometer of trends survey for 2012 reports that the most common methods adopted by employers to manage

short term absence are return to work interviews and the application of triggers. For long term absence return to work interviews and occupational health involvement are the most common methods. Private sector employers are much more likely to restrict sick pay than the public sector and also offer private medical insurance and attendance bonuses or incentives.

## **2.4. 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 'Enhance Your Life and activities will include:-

- Continuation of employee roadshows 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.
- The promotion of 'Five Ways to Wellbeing' (Connect, Be Active, Take Notice, Keep Learning, Give) by encouraging employees to make an individual pledge to make a change to improve their well being with a target of 2012 staff pledges for this Olympic year.
- Featured case studies from employees who have taken action to improve their health and well being.
- Development of a Stress Working Group to take forward key actions relating to Workplace Stress including the recent staff survey results.

## **3.0 RELEVANT RISKS**

- 3.1** 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.

## **4.0 OTHER OPTIONS CONSIDERED**

- 4.1** None

## **5.0 CONSULTATION**

- 5.1** Consultation with the Trade Unions has taken place regarding the revised Attendance Management policy and on Fir4Wirral initiatives.

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

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

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

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

## **8.0 LEGAL IMPLICATIONS**

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

## **9.0 EQUALITIES IMPLICATIONS**

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

9.2 Equality Impact Assessment (EIA)

- (a) Is an EIA required? Yes
- (b) If 'yes', has one been completed?

Yes <http://www.wirral.gov.uk/my-services/community-and-living/equality-diversity-cohesion/equality-impact-assessments/eias-2010/law-hr-asset-management>

## **10.0 CARBON REDUCTION IMPLICATIONS**

10.1 There are no implications arising out of this report.

## **11.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS**

11.1 There are no planning and community safety implications arising out of this report.

## **12.0 RECOMMENDATION/S**

12.1 The Employment & Appointments Committee is asked to:

- Note the content of the report and current sickness absence data.

## **13.0 REASON/S FOR RECOMMENDATION/S**

13.1 To update The Employment & Appointments Committee about ongoing improvements.

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## **APPENDICES**

Appendix 1 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	

Absence figures by Quarter for Departments based on BVPI formula (18 May 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	3.82	4.36	4.85	4.90	17.93	2.69	3.21	4.49	3.83	14.22
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	2.73	2.16	3.07	2.97	10.94	2.58	2.06	2.57	2.76	9.96
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	2.69	11.73	1.74	2.06	2.79	2.59	9.17
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	2.87	2.34	2.07	1.78	9.07	1.14	2.50	2.85	2.75	9.26
Regeneration, 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	1.82	1.95	3.03	1.82	8.62	1.87	1.57	2.85	3.13	9.42
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	2.54	2.85	3.04	2.07	10.50	2.42	3.23	3.22	3.12	11.99
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	6.21	1.49	0.72	1.55	2.19	5.95
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	2.52	10.09
<b>Total</b>	<b>9.21</b>	<b>9.79</b>	<b>2.76</b>	<b>2.49</b>	<b>3.40</b>	<b>3.08</b>	<b>11.74</b>	<b>2.49</b>	<b>2.11</b>	<b>2.97</b>	<b>2.79</b>	<b>10.35</b>	<b>2.52</b>	<b>2.16</b>	<b>2.85</b>	<b>2.70</b>	<b>10.23</b>	<b>2.14</b>	<b>1.90</b>	<b>2.51</b>	<b>2.68</b>	<b>9.23</b>
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					9.80
Change		6.3%					19.9%					-11.8%					-1.2%					-9.8%

#### 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.