

WIRRAL COUNCIL
EMPLOYMENT & APPOINTMENTS COMMITTEE

27 JANUARY 2011

SUBJECT:	MANAGING ATTENDANCE
WARD/S AFFECTED:	ALL
REPORT OF:	DIRECTOR OF LAW, HR AND ASSET MANAGEMENT
RESPONSIBLE PORTFOLIO HOLDER:	COUNCILLOR SIMON HOLBROOK
KEY DECISION? <i>(Defined in paragraph 13.3 of Article 13 'Decision Making' in the Council's Constitution.)</i>	NO

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 RECOMMENDATION/S

2.1 Employment & Appointments Committee is asked to:

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

3.0 REASON/S FOR RECOMMENDATION/S

3.1 To update Employment & Appointments Committee on ongoing improvements.

4.0 BACKGROUND AND KEY ISSUES

4.1 Analysis of Performance

A breakdown of sickness absence figures for Quarter three and comparative data for 2006/7, 2007/8, 2008/9 and 2009/10, by quarter and by full year, is shown at Appendix One.

Sickness levels for Quarter three (2.70 days) show an overall improvement against both previous years (2.92) and (3.17).

The projected figures for 2010/11 have been calculated at 9.80 days against a target for the year of 9.8 days.

4.2 Benchmarking Data

The Chartered Institute of Public Finance and Accountancy (CIPFA) have recently published their Public Sector Value for Money Indicators Report for Human Resources 2009/10. The data compares Wirral's performance with other similar authorities in the North West. Published data relating to average working days per employee per year lost through sickness absence is attached as Appendix Two. The data shows Wirral Council to have slightly above average Sickness Absence for 2009/10. The current performance would bring Wirral in line with average performance, based on the 2009/10 analysis.

4.3 Improving Performance

The report to the Employment & Appointments Committee in November 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.

4.4.1 Policy Review and Implementation

Attendance Management Policy Review

This work has continued and a verbal update will be provided to Committee.

4.4.2 Occupational Health

This is the subject of a separate report to this Employment and Appointments Committee.

4.4.3 Employee Health and Well Being

Wirral's health and well being framework, 'Fit4Wirral' continues to develop with the launch this month of the Fit4Wirral webpage: a 'one stop shop' for all health and well being advice, information and events across the Council delivered in conjunction with a range of partners including NHS Wirral.

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 proposals for 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.

REPORT AUTHOR: Chris Hyams
Head of HR and Organisational Development
Telephone: (0151) 691 8587
Email: chrishyams@wirral.gov.uk

APPENDICES

Appendix 1 BVPI Absence figures by Quarter for Departments

Appendix 2 CIPFA Average working days per employee per year through sickness absence data

REFERENCE MATERIAL

CIPFA Public Sector Corporate Services VfM Indicators Human Resources 2009/10

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
A managing attendance report is submitted to Employment and Appointments Committee quarterly	

BVPI Absence figures by Quarter for Departments																	
Days Lost per FTE	2006-07	2007-08	2008-09					2009-10					2010-11				
Department	Year	Year	Q1	Q2	Q3	Q4	Year	Q1	Q2	Q3	Q4	YTD	Q1	Q2	Q3	Q4	YTD
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	3.72	4.16	4.31		16.18
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	2.69	2.08	2.88		10.32
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	1.40	1.15	1.78		5.98
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	2.93	3.03	3.08		11.91
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	2.84	2.55	2.21		9.64
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	2.72	2.96	3.06		11.56
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	1.55	0.79	1.83		5.86
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	2.10		8.25
Total	9.21	9.79	2.63	2.52	3.17	2.82	10.95	2.48	2.11	2.92	2.71	10.22	2.47	2.11	2.70		9.80
Actuals at scheduled time	9.21	9.79					10.10					8.80	YTD Estimate based on Q1 - Q3				
Target	9.40	8.90					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

HRP5 Average working days per employee (full time equivalent) per year lost through sickness absence

Rationale and expected impact on behaviour

Looks at the effectiveness of the HR function in terms of impact on the overall levels of sickness absence in the organisation through development of processes and procedures, and training for managers. Organisations should aim to reduce the number of days lost through sickness absence over time.

