

Report sponsor: Simon Riley, Strategic Director
of Corporate Resources
Report author: Adele Ashmore, Acting Strategic
HR Manager

Attendance Management Update Quarter 2 2022/23

Purpose

- 1.1 To provide an update on the Council's performance on attendance management at Quarter 2, 2022/23.

Recommendations

- 2.1 To note that the Council's performance on attendance management for Quarter 2 2022/23 was 3.57 days lost for each full-time equivalent colleague (FTE) against a target of 2.62 days. This shows an increase against the Quarter 1 period actual of 3.24 FTE days lost.
- 2.2 To note that if the COVID-19 (Suspected and Confirmed) illnesses were removed from the attendance management data, the Quarter 2 performance would be 5.91 FTE days lost against a current year end position of 6.82 FTE days lost.
- 2.3 To support that all colleagues accept that they understand and have read the revised Attendance Management Policy (DCC Central Policy) approved at the last Personnel Committee through the Council's E-learning system.

Reason

- 3.1 To ensure that Personnel Committee is aware of the Quarter 2 performance for the year 2022/23.

Supporting information

- 4.1 We continue to keep the focus on the health and wellbeing of our colleagues.
- 4.2 We will now progress the roll out of the new Managing Attendance Policy (DCC Central Policy) presented at the last Personnel Committee which was ratified at Corporate Day of Business on the 19 October 2022.

- 4.3 Communications through the Council's Managers Intouch bulletin will inform Managers of the Policy and the approach that all colleagues will be required to accept the Policy through the E-learning module to confirm understanding and acceptance of the Policy and associated changes.

4.4 Attendance Management Performance for Quarter 2 2022/23

The top three reasons for absence in Quarter 1 with a comparison to the Quarter 2 2022/23 information is as below:

Quarter 1 2022/23

1. Covid-19 related illness 14.48%.
2. Stress/Anxiety – 13.27%
3. Musculoskeletal – 11.93%

Quarter 2 2022/23

1. Stress/Anxiety: 14.72%
2. Musculoskeletal: 13.52%
3. COVID-19 related illness: 13.33%

Whilst the top three reasons for absence in Quarter 2 remain the same as reported in Quarter 1, musculoskeletal has seen the biggest increase over the quarter. Effective from the 1 August 2022, COVID 19 has been reintroduced back into the Council's Attendance Management process, it was anticipated at the last Committee that the COVID-19 absence reason would decrease which is reflected in this quarter's results.

Please see the Directorate data and comparison to the 2021 outturn as shown below:

Directorate	FTE days lost Quarter 1	FTE days lost Quarter 2	FTE days lost Quarter 3	FTE days Quarter 4 year end position	2022/23 - FTE End of Year Forecast
Communities and Place	3.33	7.80	-	-	15.59
2021/22	2.82	3.35	3.91	14.12	
Corporate Resources	2.14	4.21		-	8.41
2021/22	1.45	2.04	2.41	8.33	
People Services	3.81	7.63		-	15.26
2021/22	2.66	3.22	4.23	14.43	
Overall year end forecast					13.64
Overall year end actual 2021/22					12.81
Overall year-end target					10.5

All

Directorates have reported an FTE day loss greater than the previous year's quarter.

The overall year end forecast at the end of Quarter 2 is exceeding the year end for 2021/22 at 13.64 FTE days. A revised approach to Attendance Management has been ratified through the Council's policy approval process. A communications plan is being developed to empower Managers to manage robustly setting zero targets for absence.

Whilst there remains uncertainty with regards to the likelihood, timing and severity of any potential future wave of Influenza/COVID-19 over the winter period, HR and Occupational Health review on an ongoing basis the approach to guidance in collaboration with Public Health and Health and Safety.

The HR Advisors continue to work with Heads of Service, on service specific action plans, to look at hot spots and to encourage wellbeing and health as a priority for all colleagues. These actions include, but aren't limited to;

- Monitoring of departmental teams/targets
- Service action plans owned by the Head of Service, supported by advice and coaching as appropriate from HR Business Partners
- Bite-size coaching presentations delivered by HR to support managers to confidently manage attendance
- Reporting to Service Directors on the departmental teams performance.

The joint work by the HR team and Head of Service is reported to the Directors as part of their Departmental Leadership meetings.

4.5 Occupational Health and Wellbeing approach

Occupational Health continues to perform above industry benchmarks with its delivery of Occupational Health appointments for colleagues. We are currently well within our service level agreement, delivering appointments within eight days or less.

Management reports are issued within 48 hours of the appointment attended, and 100% performance is currently achieved.

The focus now is on Menopause, in addition to our Menopause Friends Group we want to support our wider colleagues and senior managers by providing further information to raise awareness of the subject. We want to recognise the diverse symptoms, understand more about the importance of menopause health and explore the support options available as part of our wider wellbeing offer. We've commissioned some menopause awareness sessions from an external provider in November, with a couple of workshops for both senior leaders and all colleagues.

Public/stakeholder engagement

5.1 Public and Stakeholder engagement has not been required for this report.

Other options

6.1 Do nothing. This is not considered to be a viable option, as the council is committed to supporting colleagues to take personal ownership of their wellbeing.

Financial and value for money issues

7.1 None arising from this report.

Legal implications

8.1 None arising from this report.

Climate implications

9.1 None arising from this report.

Other significant implications

10.1 None arising from this report.

This report has been approved by the following people:

Role	Name	Date of sign-off
Legal Finance Service Director(s)	Simon Riley, Strategic Director of Corporate Resources	24/10/22
Report sponsor Other(s)	Liz Moore, Head of HR	24/10/22

Background papers: List of appendices:
