

Attendance Management – Quarter 1- 2021/22

Purpose

- 1.1 To provide an update on the Council's performance on attendance management at Quarter 1 2021/22.

Recommendation

- 2.1 To note that the Council's performance on attendance management for Quarter 1 2021/22 was 2.41 days lost for each full-time equivalent colleague (FTE) against a target of 2.12 days. This shows an improvement against the previous Quarter 4 2020/21 result of 2.54 days lost.
- 2.2 To note that if the COVID-19 (Suspected and Confirmed) illnesses were removed from the attendance management data, the Quarter 1 performance would be 2.19 FTE days lost.

Reason(s)

- 3.1 To ensure that Personnel Committee is aware of the Quarter 1 performance.

Supporting information

4.1 Attendance management performance for Quarter 1 2021/22

The top three reasons for absence in Quarter 1 were; Stress and Anxiety which accounted for 21.37% of total absences, an increase of 1.4% from Quarter 4.

Musculo Skeletal at 13.37%, an increase of just over 3% from Quarter 4 and Covid-19 related absences at 9.25%.

Quarter 1 saw a significant decrease in Covid-19 related absence of 14.5% against Quarter 4. We will continue to monitor this as we move out of the majority of Government restrictions in Quarter 2.

Whilst these remain the same top three absence reasons as they were in Quarter 4, 2020/21, the order has changed with Stress and Anxiety, which was the second highest reason in Quarter 4 2020/21 being the highest reason in Quarter 1. Covid -19 related absences, which was the highest reason for absence in Quarter 4 was the third highest reason in Quarter 1. Musculo skeletal related absence was the second highest reason for absence in Quarter 1.

The days lost per FTE in Quarter 1 shows a decrease from 2.54 in the previous quarter to 2.41 days lost.

Absence across Directorates in Quarter 1

Directorate	FTE days lost in Quarter 1	Target
Communities and Place	2.82	2.03
Corporate Resources	1.45	1.75
People Services	2.66	2.41

Managers are continuing to take a focused approach on attendance management with regular coaching from the HR Team. Service Actions plans owned by the Head of Service and their Management Team will continue to identify opportunities for improvements on attendance across all teams. Heads of Service have appropriate access to detailed information about attendance in their services, on which they base their action plans.

Covid -19 continues to have an impact on absence in Quarter 1 and we will continue to watch closely the absences related to Covid-19 as we move to Stage 4 of the Government Road Map in Quarter 2 and beyond.

4.2 Wellbeing approach

Following our review of Mental Health First Aid (MHFA) activity we have repositioned the current MHFAs as Mental Health Champions (MHCs) taking a more proactive support role supporting managers and colleagues who may not have interacted with them previously in a “first aid” capacity. This is embedding mental health discussions and general support across the organisation, as well as maintaining the profile of this priority subject for us.

We have also identified the need for more male MHCs, some priority areas where we have gaps in our cover and the need for more people in non-managerial positions to volunteer.

We ran a very successful campaign resulting in an additional 60 volunteers, 30 of whom were men, and 44 volunteers were from priority areas. We have now run three cohorts of training which included 10 men, 16 non-managers and covered 20 priority areas. More training is booked to cover the remaining volunteers.

In total we now have 200 trained MHCs and there are enough people on our waiting list to exceed our target of 250 MHCs by the end of March 2022.

Public/stakeholder engagement

5.1 Public 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 directly arising from this report.

Legal implications

- 8.1 None directly arising from this report.

Climate implications

- 9.1 None directly arising from this report.

Other significant implications

- 10.1 None identified.

This report has been approved by the following people:

Role	Name	Date of sign-off
Legal Finance Service Director(s) Report sponsor	Simon Riley, Strategic Director of Corporate Resources	25/8/2021
Other(s)	Liz Moore, Head of HR	25/8/2021
Background papers:	None	
List of appendices:	None	