



Derby City Council

**Personnel Committee
14 November 2018**

ITEM 05

Report of the Strategic Director of Corporate Resources

Attendance Management Project update

SUMMARY

- 1.1 The Attendance Management Project Group continue to work together to provide direction in order to support the reduction in sickness absence rates in the Council.
- 1.2 There has been an improvement in attendance in August compared to the previous month, with 0.94 days lost per full time equivalent employee, or FTE. However the year end forecast is still above the current Council target of 8.4 FTE days lost for each employee. A separate report on the use of the First Care system and the current attendance rates has been prepared for Personnel Committee.
- 1.3 Data on sickness absence rates is presented to Directorate Management Team meetings on a monthly basis, and also to the Corporate Leadership Team Performance Board on a monthly basis.

RECOMMENDATION

- 2.1 For the Committee to note the updated absence data and that the Project Group continues to support the reduction in sickness absence rates in the Council.

REASONS FOR RECOMMENDATION

- 3.1 Personnel Committee have requested that an update on attendance management is a standing agenda item.

SUPPORTING INFORMATION

- 4.1 The Corporate Leadership Team has confirmed their commitment to managers managing attendance and delivering an improvement in performance. Monthly data reports on sickness absence rates are presented to Directorate Management Team meetings, and also to the Corporate Leadership Team Performance Board.

- 4.2 The Project Group continues to meet and the action plan is currently being updated to reflect the current and future priorities. The action plan will be shared with the Corporate Leadership Performance Board.
- 4.3 Directorate targets are being developed which better reflect the current levels of absence in those directorates, as well as taking into account benchmarking information for those services within other authorities. The directorate targets will be incorporated into objectives for managers, as part of the Council's Managing Individual Performance process. Targets for completion of Return to Work discussions will also be built into managers' objectives.
- 4.4 A separate report on the use of the First Care system and detailed attendance rates has been prepared for Personnel Committee.
- 4.5 The mandatory Health, Wellbeing and Attendance Management training for managers has been carried out, and further training for managers is scheduled for the next six months to support them to manage attendance.

The Mental Health First Aider training has been well received, with 40 accredited Mental Health First Aiders now trained, and a further 16 to be trained in November.

Two employee roadshows have been run so far, with the aim of highlighting both health and wellbeing initiatives to employees, and also the importance of managing attendance. A targeted approach is being taken to focus the roadshow where there is specific need. A roadshow is scheduled for Streetpride staff in November, and the directors of the seven different services with the highest absence rates have been contacted with an offer to run a roadshow specific to their service area and staff needs.

OTHER OPTIONS CONSIDERED

- 5.2 Do nothing. This is not considered to be a viable option, as the Council needs to reduce the current levels of sickness absence and work towards achieving the current sickness absence performance target of 8.4 FTE days lost.

This report has been approved by the following officers:

Legal officer Financial officer Human Resources officer Estates/Property officer Service Director(s) Other(s)	Liz Moore, Head of HR Nicola Sykes, Director of HR and OD
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For more information contact: Background papers: List of appendices:	Liz Moore liz.moore@derby.gov.uk 01332 643730 None Appendix 1 Implications
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IMPLICATIONS

Financial and Value for Money

- 1.1 Managing attendance in a more consistent and timely way should reduce costs of covering sickness absence, in addition to significantly improving productivity.
- 1.2 As the action plans for the key lines of activity are developed, any additional resource requirements will be fully costed and developed for consideration.

Legal

- 2.1 There may be an increase in legal challenge dependent on any changes in the Council's approach to managing attendance.

Personnel

- 3.1 Due to a number of changes there is likely to be an impact on priorities and workload in the appropriate support services. Requests for additional resources may need to be developed.

IT

- 4.1 As data is appropriately used by and also shared between departments supporting the corporate project on attendance management, in line with information governance requirements, there may be a requirement for additional support from the ICT service.

Equalities Impact

- 5.1 Equalities considerations were taken into account in the development of the revised Attendance Management Policy introduced in January 2017. The partnership approach to attendance management supports the Council's Equality Policy.

Health and Safety

- 6.1 Overwhelming research demonstrates that improving the health and wellbeing of employees has a positive impact on engagement and attendance.
- 6.2 Managers have a significant impact on the health and wellbeing of their employees and developing their leadership capabilities will help this.

Environmental Sustainability

- 7.1 None arising directly from this report.

Property and Asset Management

8.1 None arising directly from this report.

Risk Management and Safeguarding

9.1 The level of absence within the Council has a critical impact on service delivery.

Corporate objectives and priorities for change

10.1 A modern, flexible and resilient workforce