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Derby City Council

Attendance Management Project Update

Purpose

1.1 The Attendance Management Project Group continues to provide direction in order to support the aim of reducing sickness absence rates in the Council.

1.2 At the end of November 2018, the full time equivalent days lost per employee was 11.78 days over the 12 month rolling period, against a current Council target of 11.5 fte days for 2018/19.

1.3 Data on sickness absence rates is presented to Directorate Management Team meetings and Corporate Leadership Team Performance Board on a monthly basis.

Recommendation

2.1 For Personnel Committee to note the updated absence data and the continued support from the Project Group with the aim of reducing sickness absence rates in the Council.

Reason

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 Project Group has been extended to include Heads of Service and Managers from high absence areas. This will help inform and update the action plan which will be shared with the Corporate Leadership Performance Board.

4.3   Directorate targets are also being developed; meetings with all Directors will be carried out by 28 February 2019 to set service targets. There are 11 services that are currently over the 11.5 days lost target. A review will be carried out to put in place specific support from Health and Wellbeing and HR.

4.4   The review of the service will look at:

- absence Data Trends
- absence Management Practices
- policy/procedural issues
- identifying training/support needs
- quality checking of return to work's, OH referrals, Stress risk assessments

There will be feedback to the Director and Head of Service for each service area.

4.5   Mental Health First Aider training is in place to recruit and Train 100 Mental Health First Aiders. The Council currently has 68 accredited Mental Health First Aiders trained and a further 32 will be trained by 28 February 2019.   A review of the Mental Health First Aider provision will be carried out in March 2019 and a further report presented to CLT on progress.
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4.6   A roadshow was carried out at Stores Road for the Streetpride staff. This roadshow was part of a targeted approach to provide information on health and wellbeing initiatives. A total of 144 staff attended the event across all areas as below:

Derby Homes	10
Grounds	20
Arboriculture	3
Business Support	5
Street Cleansing	40
Fleet Management	5
Refuse	43
Highways	18
Total	**144**

Public/stakeholder engagement

5.1   Not applicable.

Other options

6.1   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 11.5 FTE days lost.

Financial and value for money issues

7.1   Managing attendance in a more consistent and timely way should reduce costs of covering sickness absence, in addition to significantly improving productivity.

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Legal implications

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

Other significant implications

9.1   None identified.

This report has been approved by the following people:

Role	Name	Date of sign-off
Legal		
Finance		
Service Director(s)	Nicola Sykes, Director of HR and OD	20 December 2018
Report sponsor		
Other(s)	Liz Moore, Head of HR	20 December 2018

Background papers:	None	
List of appendices:	None	