

SLOUGH BOROUGH COUNCIL

REPORT TO: Employment & Appeals Committee **DATE:** 6 June 2013

CONTACT OFFICER: Kevin Gordon, Assistant Director Professional Services

AUTHORS: Karen Stoneham, HR Business Partner
(For all enquiries) (01753) 875781

WARD(S): All

PART 1 **FOR INFORMATION**

REDUCING SICKNESS ABSENCE PERFORMANCE UPDATE

1 Purpose of Report

To provide members with an update on progress of reducing the Council's Sickness absence. The Paper includes appendices with the latest performance figures and the Council's Overall Sickness Absence Balanced Scorecard

2 Recommendation(s)/Proposed Action

For information only

3 Supporting Information

Appendix 1 - graph showing sickness absence rates per month (expressed as Full Time Equivalent Days lost FTE)

Appendix 2 - Council Balanced Scorecard for Sickness up until and including the end of February 2013

Appendix 1 shows that there has been a further decrease in March with an average 0.3 fte absence being reported. Overall, the trendline indicates that the sick days per fte will reduce to 0.45 days a month by the end of August 2013. The projected sick days per fte from 1 September 2012 to 31 August 2013 would be 6.9 fte. This reports a significant improvement and there are early signs that the Council is well on its ways to achieving the overall target reduction to 6 days per fte by 2014/15.

1. Further to the last Employment and Appeals Committee in April, the sickness absence balanced scorecard has now been implemented throughout the Council. It has been positively received and has enabled managers to accurately report on absence and relevant action being taken, in accordance with the absence policy.
2. As a result of the production of the sickness absence balanced scorecard managers have been able to:-
 - better identify those staff that are subject to the absence policy and take appropriate action to ensure compliance;
 - improve monitoring of attendance at Occupational Health appointments to ensure that absence is both supportively and proactively managed; and positively encourage attendance;
 - ensure attendance at the absence training course by all relevant managers and take positive action where appropriate;
 - generally raise awareness and discussion about the importance of this project and the impact of attendance.