Please see enclosed the Sickness Balanced Scorecard for July 2014 for SBC,
CE, CCS, RHR and WB. Also see attached the sick days per FTE from August 13 to July 14.

	CE		CCS		RHR		WB		Total	
Number of staff overall	**70**		**333**		**223**		**524**		**1150**	
Staff sick for at least 1 day	**36**	51.4%	**92**	27.6%	**90**	40.4%	**238**	45.4%	**456**	39.7%
Staff that met the 6 day sickness trigger	**8**	11.4%	**24**	7.2%	**28**	12.6%	**70**	13.4%	**130**	11.3%
Staff had stage 1 meeting when 6 day trigger met	**3**	37.5%	**10**	41.7%	**12**	42.9%	**25**	35.7%	**50**	38.5%
Staff with further absence after stage 1 meeting	**0**	0.0%	**2**	20.0%	**6**	50.0%	**12**	48.0%	**20**	40.0%
If further sickness, stage 2 meeting taken place	**0**	-	**0**	0.0%	**1**	16.7%	**3**	25.0%	**4**	20.0%
Staff with further sickness after stage 2 meeting	**0**	-	**0**	-	**1**	100.0%	**2**	66.7%	**3**	75.0%
Staff that have had a Director Review	**0**	-	**0**	-	**0**	0.0%	**0**	0.0%	**0**	0.0%
Managers attended or booked onto absence course	**13**	100.0%	**66**	100.0%	**53**	100.0%	**101**	95.3%	**233**	97.9%

How can I improve this?
- Use the tracker sheets that are sent to AD's / Head of Service on a monthly basis, which lists which managers have managed sickness in line with the policy.
- Ensure managers are returning the completed tracker sheets within the deadline.

■ % of staff that were absent   ■ % of staff that hit the 6 day trigger
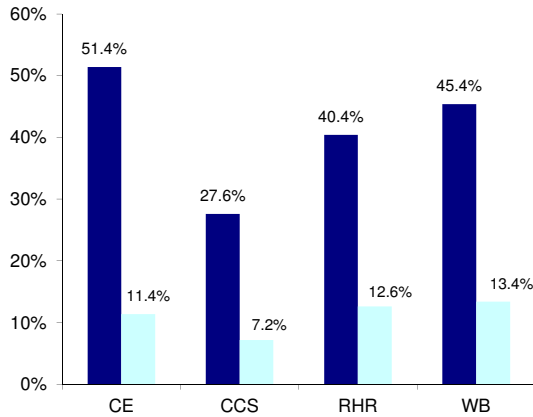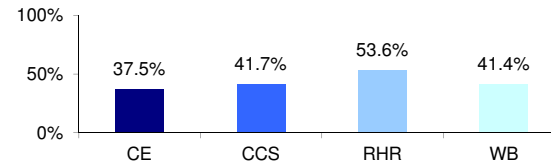

Overall Sickness Management Score **64.6**
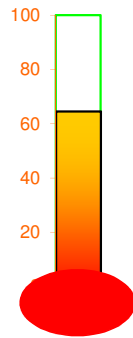
% of staff that met the 6 day trigger referred to OH

How can I improve this?
- Speak to all managers who have staff at 5 Days sick to encourage occupational health referrals at an early stage

The Overall Score has components weighted at:
50% Applying Policy
25% Course Attendance
25% OH Attendance.

% of staff who failed to attend booked OH appointment
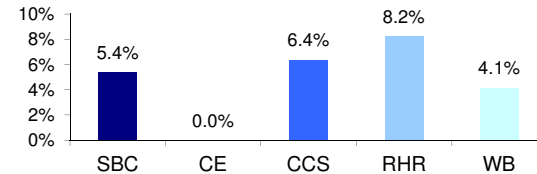
Please note this % relates to the period stated above.

Sickness Balanced Scorecard - July 2014 Report
SBC (Feb 14 - July 14)

Percentage of sick days per reason

HR has received feedback regarding this area and have therefore commissioned a report for reasons of sickness within SBC; and how we can use this important information to improve staff wellbeing.

Number of sick days per FTE (Monthly)
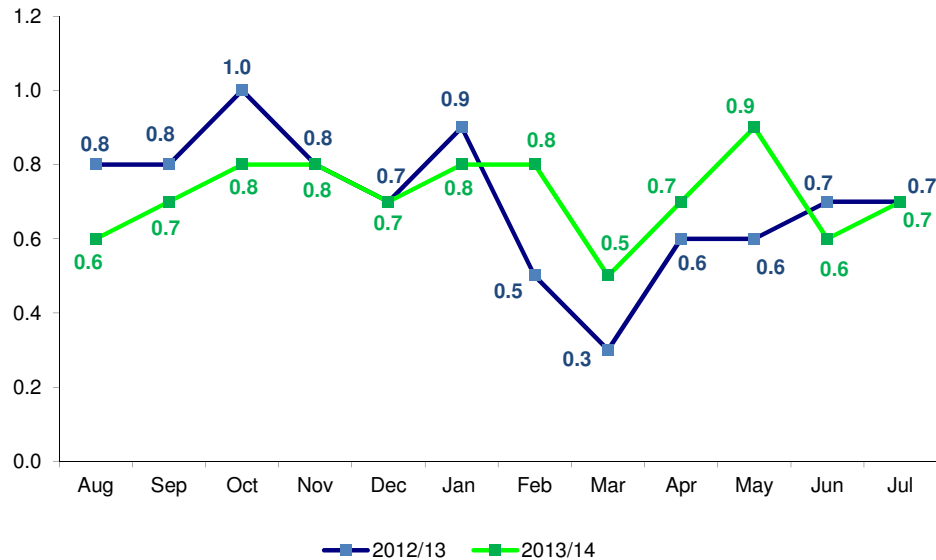
Actuals	
Year to Date Number of Days (August 13 - July 14)	8.6
Average Per Month (Days)	0.72

| Council Targets	
Year to Date Target for Sep 2014 (Days per year)	6.8
Year to Date Target for Sep 2014 (Average Per Month)	0.57

Sickness Balanced Scorecard - July 2014 Report
Chief Executive (Feb 14 - July 14)

	Executive Office		Policy		Communications		HR Services		Legal Services		Corp Memb Serv		Learning & Dev		Total	
Number of staff overall	**3**		**13**		**9**		**16**		**8**		**15**		**6**		**70**	
Staff sick for at least 1 day	1	33.3%	9	69.2%	6	66.7%	2	12.5%	4	50.0%	9	60.0%	5	83.3%	36	51.4%
Staff that met the 6 day sickness trigger	0	0.0%	2	15.4%	1	11.1%	1	6.3%	1	12.5%	2	13.3%	1	16.7%	8	11.4%
Staff had stage 1 meeting when 6 day trigger met	0	-	1	50.0%	0	0.0%	1	100.0%	0	0.0%	0	0.0%	1	100.0%	3	37.5%
Staff with further absence after stage 1 meeting	0	-	0	0.0%	0	-	0	0.0%	0	-	0	-	0	0.0%	0	0.0%
If further sickness, stage 2 meeting taken place	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-
Staff with further sickness after stage 2 meeting	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-
Staff that have had a Director Review	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-
Managers attended or booked onto absence course	-	-	1	100.0%	2	100.0%	3	100.0%	2	100.0%	4	100.0%	1	100.0%	13	100.0%

■ % of staff that were absent   ■ % of staff that hit the 6 day trigger
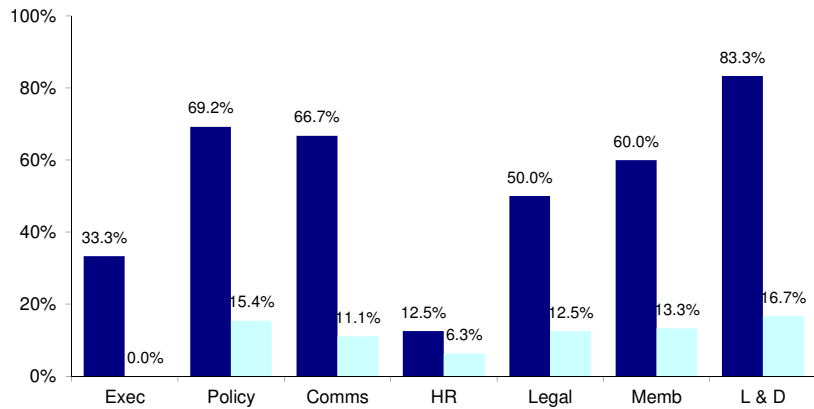
Overall Sickness Management Score **68.8**

The Overall Score has components weighted at:
50% Applying Policy
25% Course Attendance
25% OH Attendance.

% of staff who met the 6 day trigger referred to OH

% of staff who failed to attend booked OH appointment

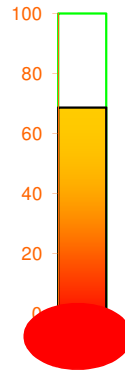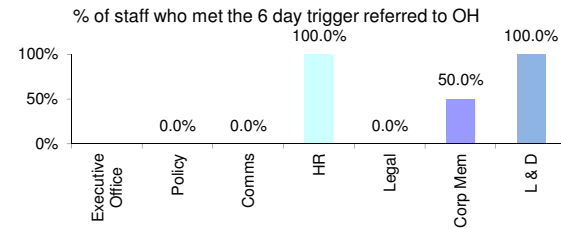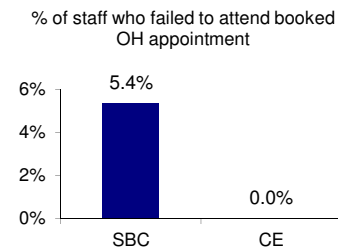Please note this % relates to the period stated above.

How can I improve this?
- Use the tracker sheets that are sent to AD's / Head of Service on a monthly basis, which lists which managers have managed sickness in line with the policy.
- Ensure managers are returning the completed tracker sheets within the

How can I improve this?
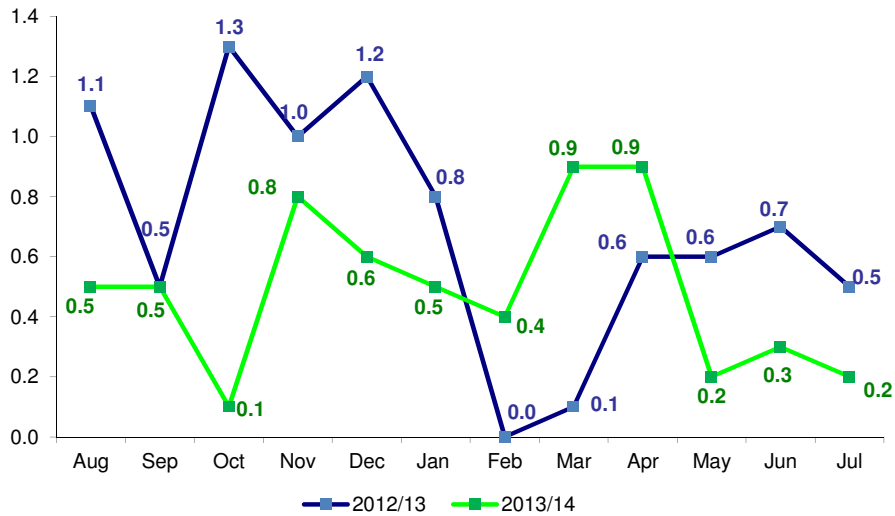- Speak to all managers who have staff at 5 Days sick to encourage occupational health referrals at an early stage

Percentage of sick days per reason (1st Feb - 31st July)

HR has received feedback regarding this area and have therefore commissioned a report for reasons of sickness within SBC; and how we can use this important information to improve staff wellbeing.

Number of sick days per fte (monthly)

Actuals	
Year to Date Number of Days (August 13 - July 14)	5.9
Average Per Month (Days)	0.49

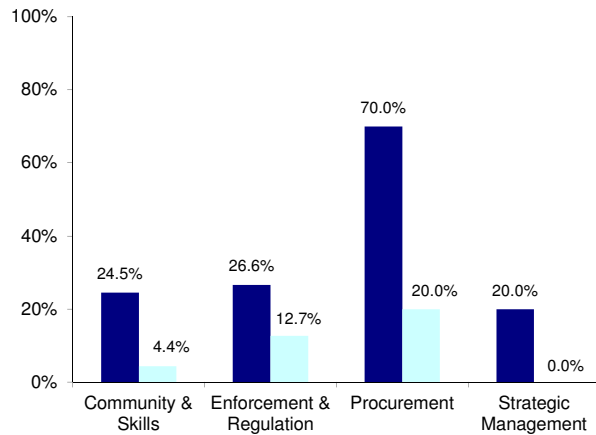| Council Targets	
Year to Date Target for Sep 2014 (Days per year)	6.8
Year to Date Target for Sep 2014 (Average Per Month)	0.57

Sickness Balanced Scorecard - July 2014 Report
Customer & Community Services (Feb 14 - July 14)

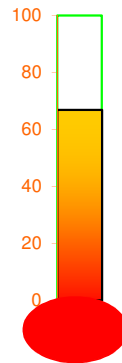|	Community & Skills		Enforcement & Regulation		Procurement		Strategic Management		Total	
Number of staff overall	**229**		**79**		**20**		**5**		**333**	
Staff sick for at least 1 day	56	24.5%	21	26.6%	14	70.0%	1	20.0%	92	27.6%
Staff that met the 6 day sickness trigger	10	4.4%	10	12.7%	4	20.0%	0	0.0%	24	7.2%
Staff had stage 1 meeting when 6 day trigger met	6	60.0%	2	20.0%	2	50.0%	0	-	10	41.7%
Staff with further absence after stage 1 meeting	1	16.7%	0	0.0%	1	50.0%	0	-	2	20.0%
If further sickness, stage 2 meeting taken place	0	0.0%	0	-	0	0.0%	0	-	0	0.0%
Staff with further sickness after stage 2 meeting	0	-	0	-	0	-	0	-	0	-
Staff that have had a Director Review	0	-	0	-	0	-	0	-	0	-
Managers attended or booked onto absence course	35	100.0%	31	100.0%	-	-	-	-	66	100.0%

How can I improve this?
- Use the tracker sheets that are sent to AD's / Head of Service on a monthly basis, which lists which managers have managed sickness in line with the policy.
- Ensure managers are returning the completed tracker sheets within the deadline.

Overall Sickness Management Score **66.9**

■ % of staff that were absent ■ % of staff that hit the 6 day trigger

The Overall Score has components weighted at:
50% Applying Policy
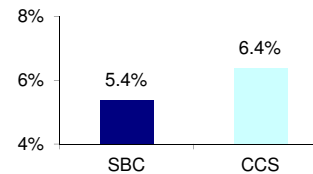25% Course Attendance
25% OH Attendance.

% of staff that met the 6 day trigger reffered to OH

How can I improve this?
- Speak to all managers who have staff at 5 Days sick to encourage occupational health referrals at an early stage

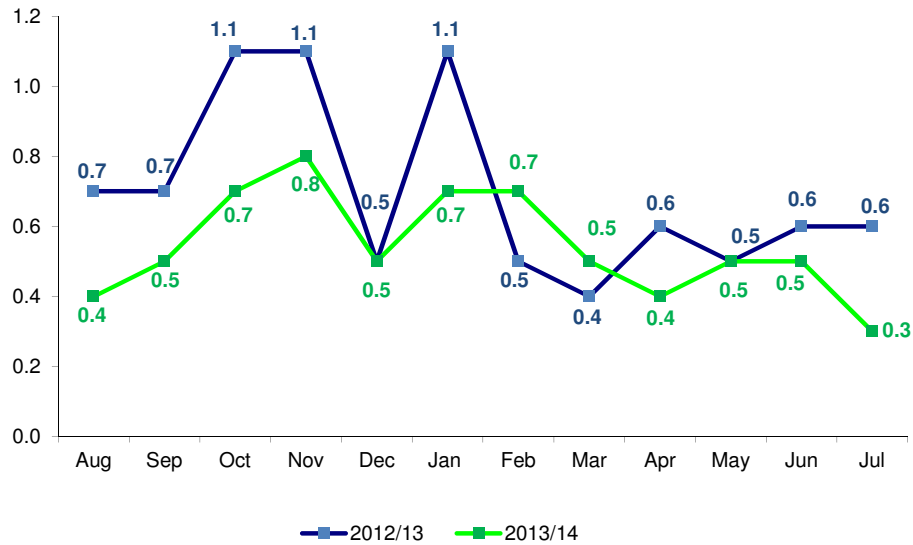% of staff who failed to attend booked OH appointment

Please note this % relates to the period stated above.

Percentage of sick days per reason (1st Feb - 31st July)

HR has received feedback regarding this area and have therefore commissioned a report for reasons of sickness within SBC; and how we can use this important information to improve staff wellbeing.

Number of sick days per fte (monthly)

Legend: 2012/13, 2013/14

| Actuals	
Year to Date Number of Days (August 13 - July 14)	6.5
Average Per Month (Days)	0.54

Council Targets	
Year to Date Target for Sep 2014 (Days per year)	6.8
Year to Date Target for Sep 2014 (Average Per Month)	0.57

Sickness Balanced Scorecard - July 2014 Report
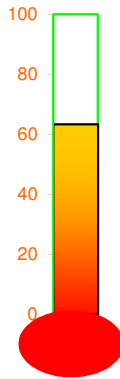## Resources Housing & Regeneration (Feb 14 - July 14)

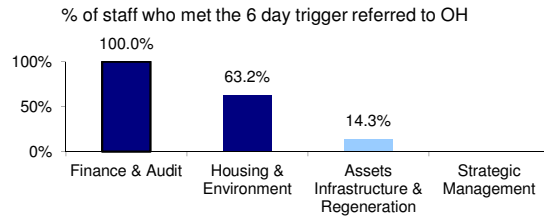|	Finanace and Audit		Housing & Environment		Asset Inf & Regeneration		Strategic Management		Total	
Number of staff overall	**33**		**116**		**69**		**5**		**223**	
Staff sick for at least 1 day	7	21.2%	**58**	50.0%	23	33.3%	2	40.0%	90	40.4%
Staff that met the 6 day sickness trigger	2	6.1%	**19**	16.4%	7	10.1%	0	0.0%	28	12.6%
Staff had stage 1 meeting when 6 day trigger met	2	100.0%	**6**	31.6%	4	57.1%	0	-	12	42.9%
Staff with further absence after stage 1 meeting	2	100.0%	**3**	50.0%	1	25.0%	0	-	6	50.0%
If further sickness, stage 2 meeting taken place	0	0.0%	**1**	33.3%	0	0.0%	0	-	1	16.7%
Staff with further sickness after stage 2 meeting	0	-	**1**	100.0%	0	-	0	-	1	100.0%
Staff that have had a Director Review	0	-	**0**	0.0%	0	-	0	-	0	0.0%
Managers attended or booked onto absence course	14	100.0%	**23**	100.0%	16	100.0%	-	-	53	100.0%

■ % of staff that were absent ☐ % of staff that hit the 6 day trigger
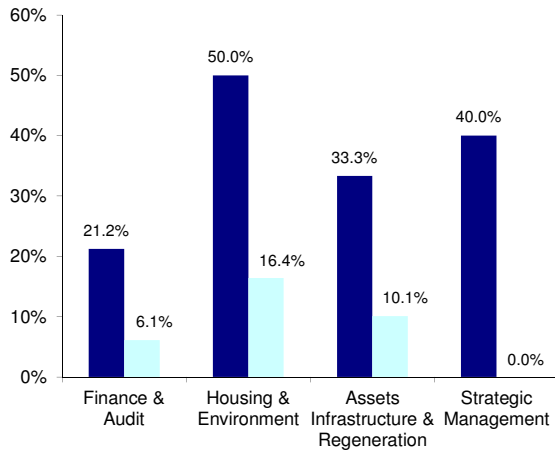
Overall Sickness Management Score **63.4**

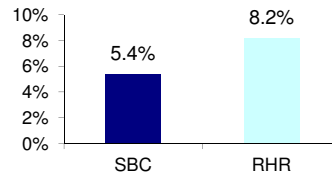The Overall Score has components weighted at:
50% Applying Policy
25% Course Attendance
25% OH Attendance.

% of staff who met the 6 day trigger referred to OH

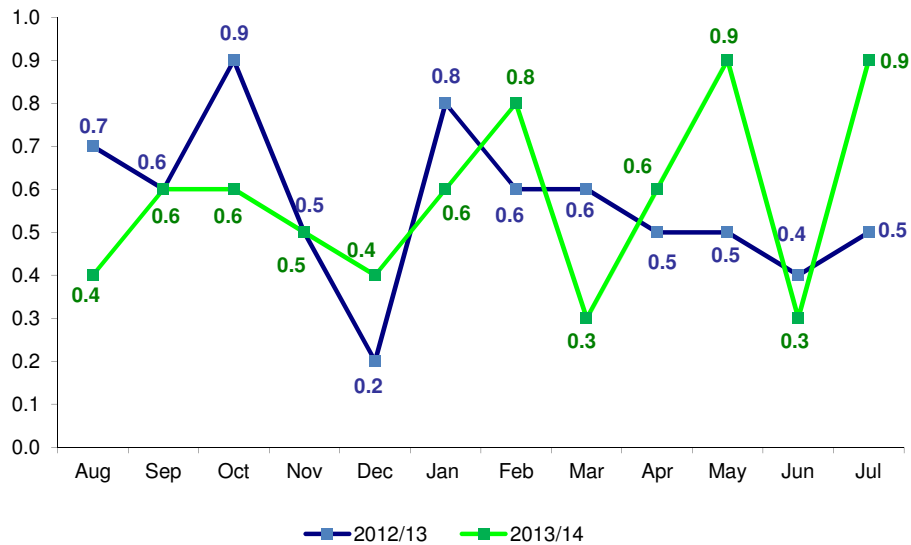% of staff who failed to attend booked OH appointment

Please note this % relates to the period stated above.

Sickness Balanced Scorecard - July 2014 Report
Resources Housing & Regeneration (Feb 14 - July 14)

Percentage of sick days per reason (1st Feb - 31st July)

HR has received feedback regarding this area and have therefore commissioned a report for reasons of sickness within SBC; and how we can use this important information to improve staff wellbeing.

Number of sick days per fte (monthly)

Actuals	
Year to Date Number of Days (August 13 - July 14)	6.9
Average Per Month (Days)	0.58

Council Targets	
Year to Date Target for Sep 2014 (Days per year)	6.8
Year to Date Target for Sep 2014 (Average Per Month)	0.57

Sickness Balanced Scorecard - July 2014 Report
Wellbeing (Feb 14 - July 14)

	Early Years & School Srvs		Adult Social Care		Children & Families		Care Group Commissioning		Public Health		Total	
Number of staff overall	**70**		**250**		**170**		**24**		**10**		**524**	
Staff sick for at least 1 day	23	32.9%	125	50.0%	76	44.7%	13	54.2%	1	10.0%	238	45.4%
Staff that met the 6 day sickness trigger	5	7.1%	43	17.2%	19	11.2%	3	12.5%	0	0.0%	70	13.4%
Staff had stage 1 meeting when 6 day trigger met	2	40.0%	20	46.5%	3	15.8%	0	0.0%	0	-	25	35.7%
Staff with further absence after stage 1 meeting	1	50.0%	9	45.0%	2	66.7%	0	-	0	-	12	48.0%
If further sickness, stage 2 meeting taken place	1	100.0%	2	22.2%	0	0.0%	0	-	0	-	3	25.0%
Staff with further sickness after stage 2 meeting	0	0.0%	2	100.0%	0	-	0	-	0	-	2	66.7%
Staff that have had a Director Review	0	-	0	0.0%	0	-	0	-	0	-	0	0.0%
Managers attended or booked onto absence course	10	100.0%	40	93.0%	43	95.6%	5	100.0%	3	100.0%	101	95.3%

How can I improve this?
- Use the tracker sheets that are sent to AD's / Head of Service on a monthly basis, , which lists which managers have managed sickness in line with the policy.
- Ensure managers are returning the completed tracker sheets within the deadline.

Bar chart: % of staff that were absent / % of staff that hit the 6 day trigger
- Early Years, School Srvs & Special Needs: 32.9% / 7.1%
- Adult Social Care: 50.0% / 17.2%
- Children & Families: 44.7% / 11.2%
- Care Group Commissioning: 54.2% / 12.5%
- Public Health: 10.0% / 0.0%

Overall Sickness Management Score **64.3**

The Overall Score has components weighted at:
50% Applying Policy
25% Course Attendance
25% OH Attendance.

% of staff that met the 6 day trigger referred to OH
- Early Years, School Srvs & Special Needs: 60.0%
- Adult Social Care: 46.5%
- Children & Families: 31.6%
- Pers, Comm & P'ships: 0.0%
- Public Health:

How can I improve this?
- Speak to all managers who have staff at 5 Days sick to encourage occupational health referrals at an early stage

% of staff who failed to attend booked OH appointment
- SBC: 5.4%
- WB: 4.1%

Please note this % relates to the period stated above.

Sickness Balanced Scorecard - July 2014 Report
Wellbeing (Feb 14 - July 14)

Percentage of sick days per reason (1st Feb - 31st July)

HR has received feedback regarding this area and have therefore commissioned a report for reasons of sickness within SBC; and how we can use this important information to improve staff wellbeing.

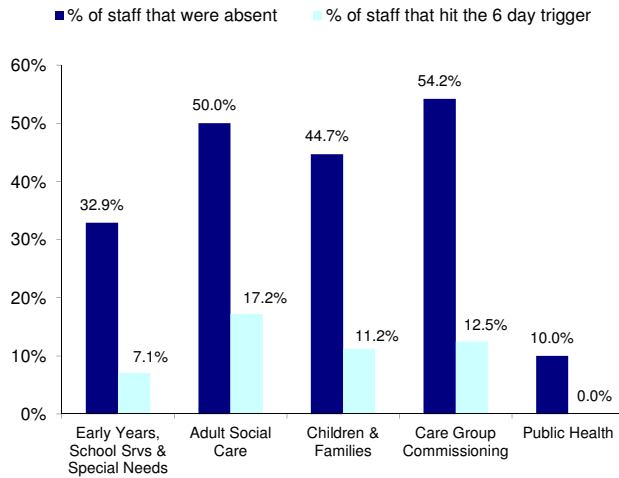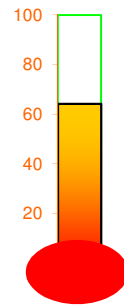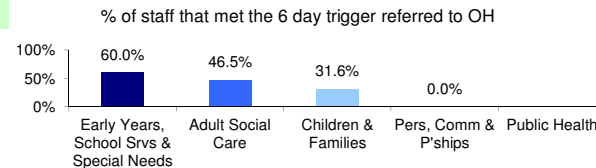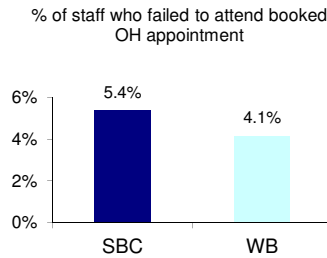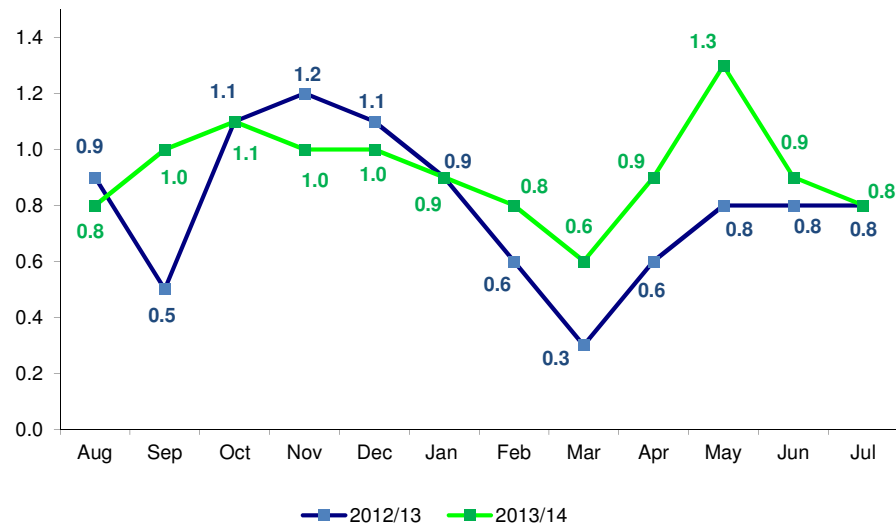### Number of sick days per FTE (Monthly)

Actuals	
Year to Date Number of Days (August 13 - July 14)	11.1
Average Per Month (Days)	0.93

Council Targets	
Year to Date Target for Sep 2014 (Days per year)	6.8
Year to Date Target for Sep 2014 (Average Per Month)	0.57

Sick Days per FTE in SBC August 2013 to July 2014