

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

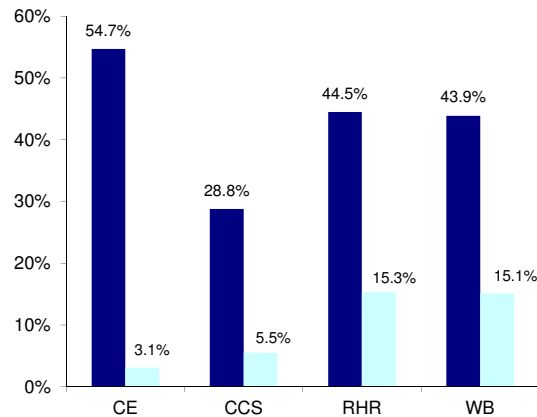
Sickness Balanced Scorecard - December 2014 Report SBC (Jul 14 - Dec 14)

	CE 64	CCS 326	RHR 229	WB 556	Total 1175
Number of staff overall					
Staff sick for at least 1 day	35 54.7%	94 28.8%	102 44.5%	244 43.9%	489 41.6%
Staff that met the 6 day sickness trigger	2 3.1%	18 5.5%	35 15.3%	84 15.1%	144 12.3%
Staff referred to OH	2 100.0%	11 61.1%	10 28.6%	36 42.9%	63 43.8%
Staff had stage 1 meeting when 6 day trigger met	2 100.0%	14 77.8%	13 37.1%	44 52.4%	77 53.5%
Staff with further absence after stage 1 meeting	0 0.0%	1 7.1%	8 61.5%	16 36.4%	27 35.1%
If further sickness, stage 2 meeting taken place	0 -	1 100.0%	4 50.0%	7 43.8%	13 48.1%
Staff with further sickness after stage 2 meeting	0 -	0 0.0%	3 75.0%	3 42.9%	6 46.2%
Staff that have had a Director Review	0 -	0 -	2 66.7%	0 0.0%	2 33.3%
Managers attended or booked onto absence course	13 100.0%	66 100.0%	53 100.0%	101 95.3%	233 97.9%

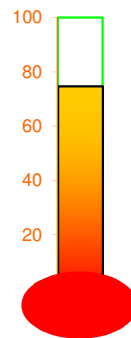
How can I improve this?

- 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

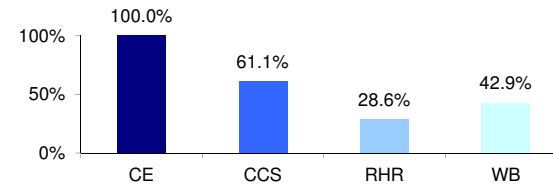


Overall Sickness Management Score **74.7**



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

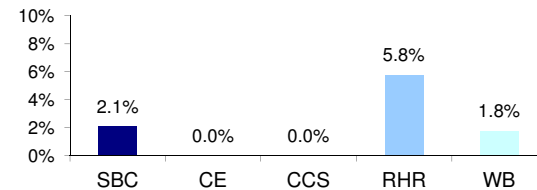
% of staff that met the 6 day trigger referred to OH



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

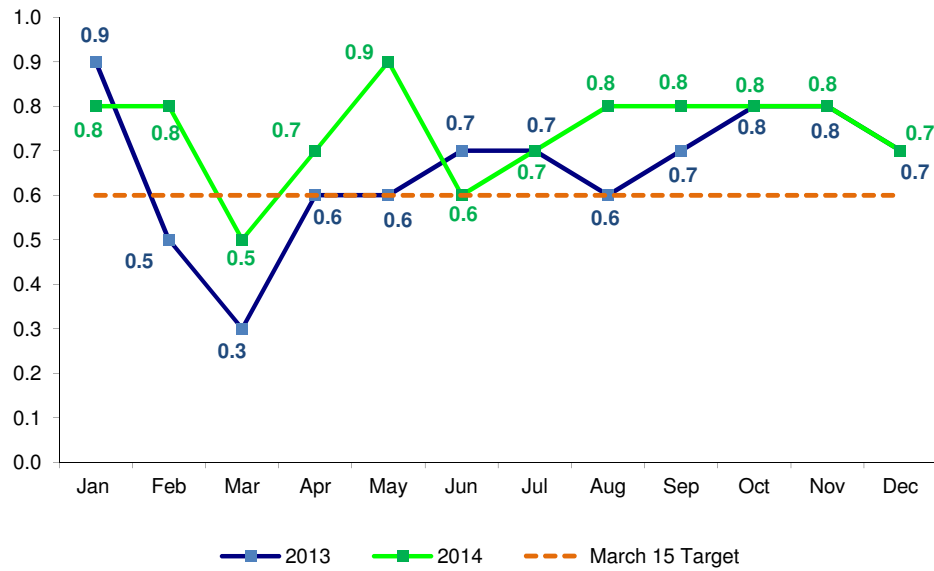
% of staff who failed to attend booked OH appointment



Please note this % relates to the period stated above.

Sickness Balanced Scorecard - December 2014 Report
SBC (Jul 14 - Dec 14)

Number of sick days per FTE (Monthly)



Actuals	
Year to Date Number of Days (January 13 - December 14)	8.9
Average Per Month (Days)	0.74

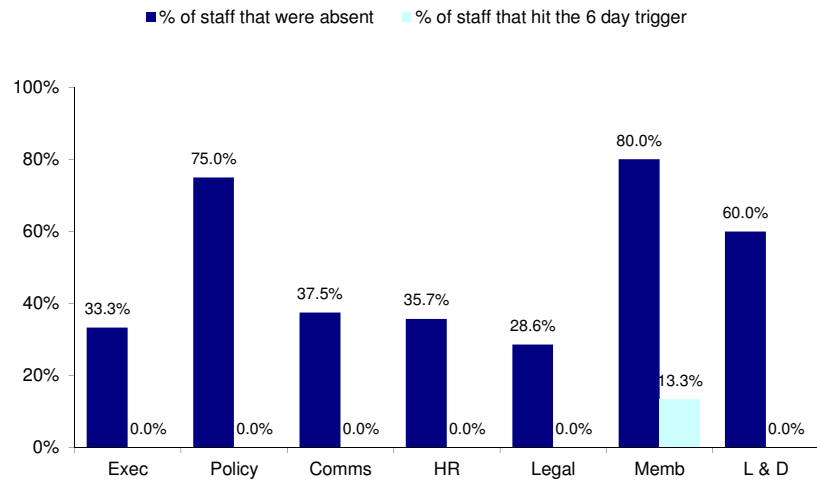
Council Targets	
Year to Date Target for Mar 2015 (Days per year)	6.8
Year to Date Target for Mar 2015 (Average Per Month)	0.6

Sickness Balanced Scorecard - December 2014 Report Chief Executive (Jul 14 - Dec 14)

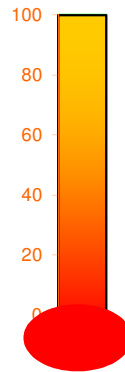
	Executive Office		Policy		Communications		HR Services		Legal Services		Corp Memb Serv		Learning & Dev		Total	
Number of staff overall	3		12		8		14		7		15		5		64	
Staff sick for at least 1 day	1	33.3%	9	75.0%	3	37.5%	5	35.7%	2	28.6%	12	80.0%	3	60.0%	35	54.7%
Staff that met the 6 day sickness trigger	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	2	13.3%	0	0.0%	2	3.1%
Staff referred to OH	0	-	0	-	0	-	0	-	0	-	2	100.0%	0	-	2	100.0%
Staff had stage 1 meeting when 6 day trigger met	0	-	0	-	0	-	0	-	0	-	2	100.0%	0	-	2	100.0%
Staff with further absence after stage 1 meeting	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%

How can I improve this?

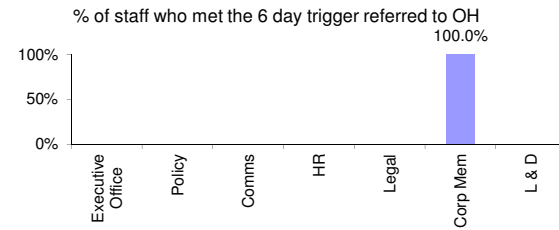
- Use the tracker sheets that are sent to AD's / Head of Service on a monthly basis, which lists which managers have managed sickness in line with the policy.
- Ensure managers are returning the completed tracker sheets within the deadline.



Overall Sickness Management Score **100.0**

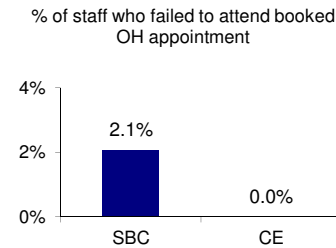


The Overall Score has components weighted at:
50% Applying Policy
25% Course Attendance
25% OH Attendance.



How can I improve this?

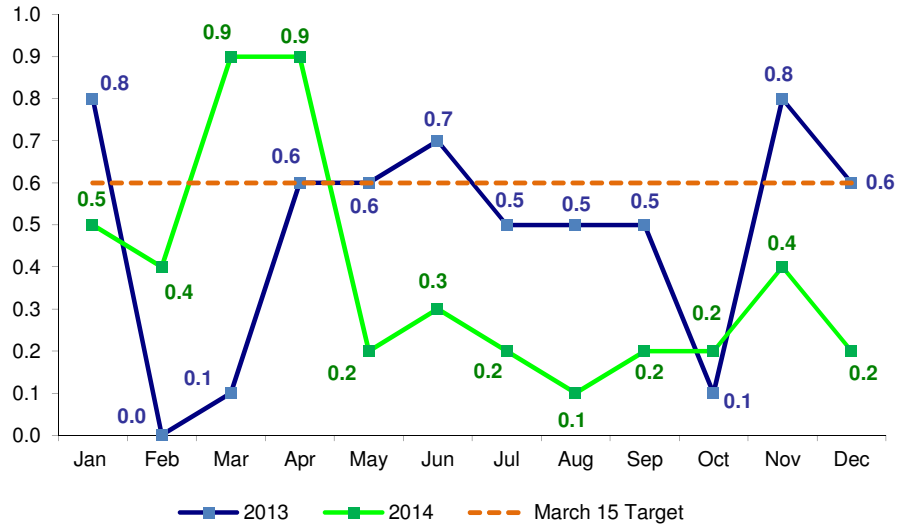
- Speak to all managers who have staff at 5 Days sick to encourage occupational health referrals at an early stage



Please note this % relates to the period stated above.

**Sickness Balanced Scorecard - December 2014 Report
Chief Executive (Jul 14 - Dec 14)**

Number of sick days per fte (monthly)



Actuals	
Year to Date Number of Days (January 13 - December 14)	4.5
Average Per Month (Days)	0.38

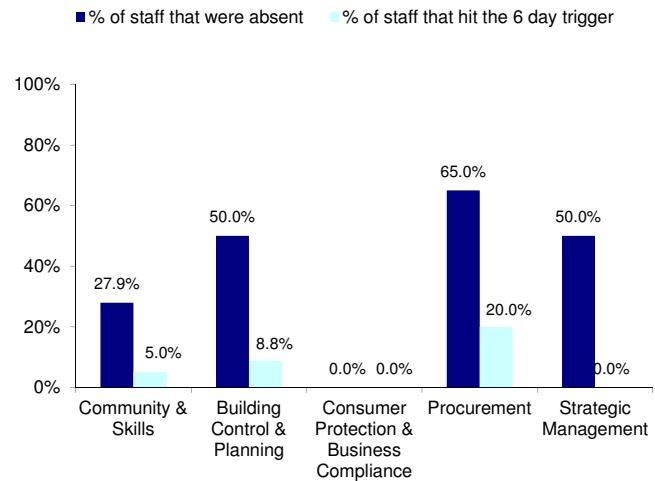
Council Targets	
Year to Date Target for Mar 2015 (Days per year)	6.8
Year to Date Target for Mar 2015 (Average Per Month)	0.6

Sickness Balanced Scorecard - December 2014 Report Customer & Community Services (Jul 14 - Dec 14)

	Community & Skills	Building Control & Planning	Consumer Pro & Business Comp	Procurement	Strategic Management	Total
Number of staff overall	219	34	47	20	6	326
Staff sick for at least 1 day	61 27.9%	17 50.0%	0 0.0%	13 65.0%	3 50.0%	94 28.8%
Staff that met the 6 day sickness trigger	11 5.0%	3 8.8%	0 0.0%	4 20.0%	0 0.0%	18 5.5%
Staff referred to OH	6 54.5%	3 100.0%	0 -	2 50.0%	0 -	11 61.1%
Staff had stage 1 meeting when 6 day trigger met	8 72.7%	3 100.0%	0 -	3 75.0%	0 -	14 77.8%
Staff with further absence after stage 1 meeting	0 0.0%	1 33.3%	0 -	0 0.0%	0 -	1 7.1%
If further sickness, stage 2 meeting taken place	0 -	1 100.0%	0 -	0 -	0 -	1 100.0%
Staff with further sickness after stage 2 meeting	0 -	0 0.0%	0 -	0 -	0 -	0 0.0%
Staff that have had a Director Review	0 -	0 -	0 -	0 -	0 -	0 -
Managers attended or booked onto absence course	35 100.0%	100.0%	100.0%	-	-	66 100.0%

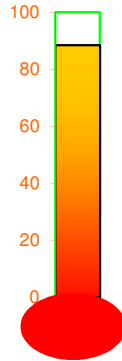
How can I improve this?

- 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.



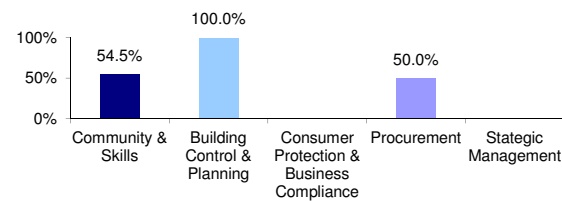
Overall Sickness Management Score

88.5



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

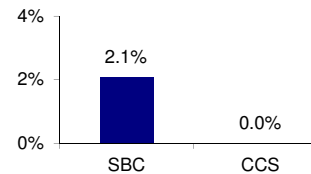
% of staff that met the 6 day trigger referred to OH



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

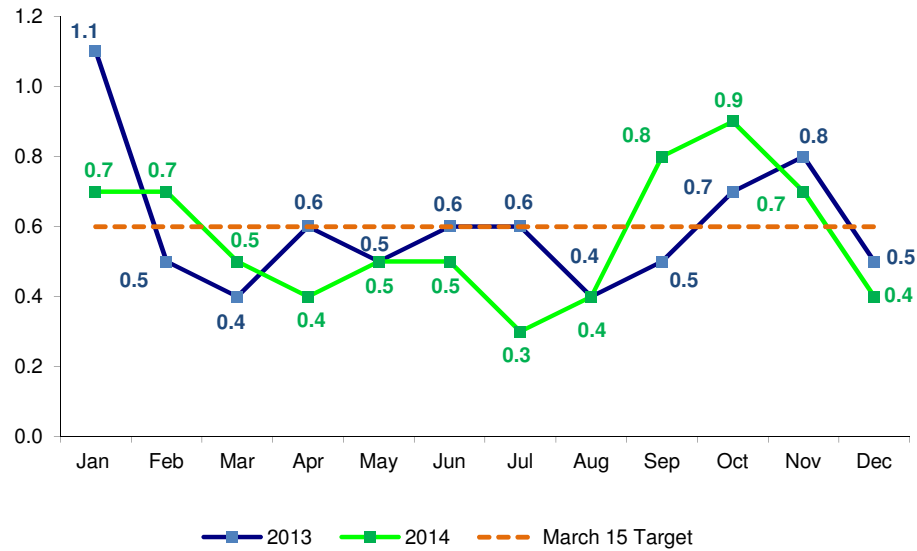
% of staff who failed to attend booked OH appointment



Please note this % relates to the period stated above.

**Sickness Balanced Scorecard - December 2014 Report
Customer & Community Services (Jul 14 - Dec 14)**

Number of sick days per fte (monthly)



Actuals	
Year to Date Number of Days (January 13 - December 14)	6.8
Average Per Month (Days)	0.57

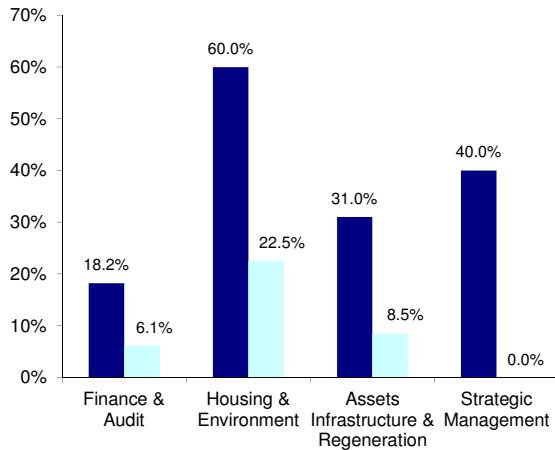
Council Targets	
Year to Date Target for Mar 2015 (Days per year)	6.8
Year to Date Target for Mar 2015 (Average Per Month)	0.6

Sickness Balanced Scorecard - December 2014 Report Resources Housing & Regeneration (Jul 14 - Dec 14)

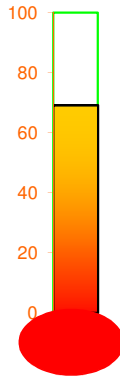
	Finance and Audit	Housing & Environment	Assets, Inf & Regeneration	Strategic Management	Total
Number of staff overall	33	120	71	5	229
Staff sick for at least 1 day	6 18.2%	72 60.0%	22 31.0%	2 40.0%	102 44.5%
Staff that met the 6 day sickness trigger	2 6.1%	27 22.5%	6 8.5%	0 0.0%	35 15.3%
Staff referred to OH	1 50.0%	5 18.5%	4 66.7%	0 -	10 28.6%
Staff had stage 1 meeting when 6 day trigger met	1 50.0%	6 22.2%	6 100.0%	0 -	13 37.1%
Staff with further absence after stage 1 meeting	0 0.0%	5 83.3%	3 50.0%	0 -	8 61.5%
If further sickness, stage 2 meeting taken place	0 -	2 40.0%	2 66.7%	0 -	4 50.0%
Staff with further sickness after stage 2 meeting	0 -	2 100.0%	1 50.0%	0 -	3 75.0%
Staff that have had a Director Review	0 -	1 50.0%	1 100.0%	0 -	2 66.7%
Managers attended or booked onto absence course	14 100.0%	23 100.0%	16 100.0%	- -	53 100.0%

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.

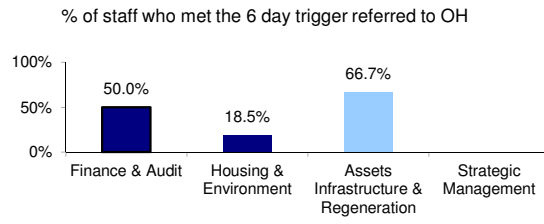
■ % of staff that were absent ■ % of staff that hit the 6 day trigger



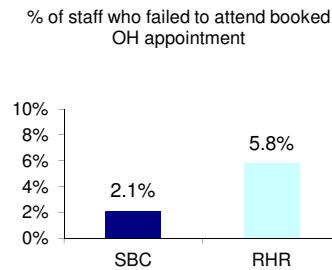
Overall Sickness Management Score **69.2**



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



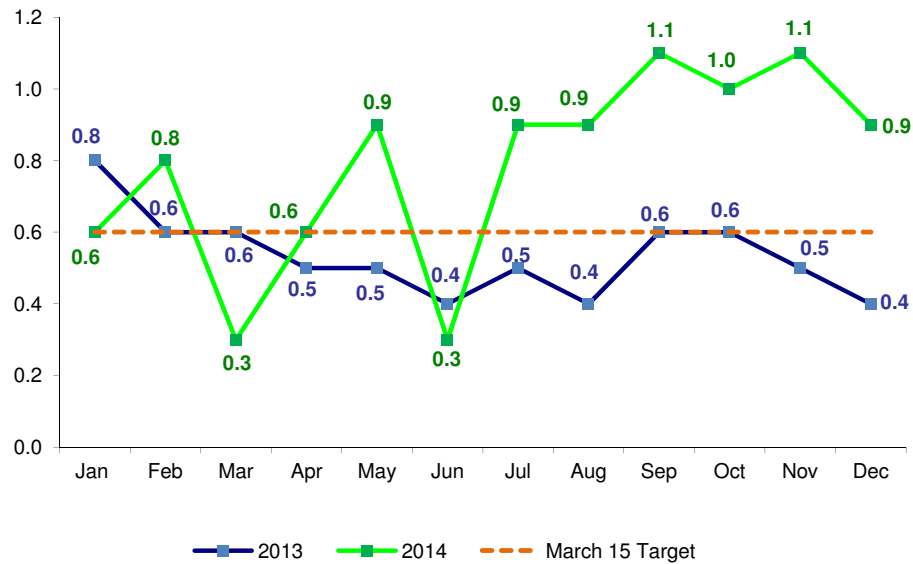
How can I improve this?
 - Speak to all managers who have staff at 5 Days sick to encourage occupational health referrals at an early stage



Please note this % relates to the period stated above.

**Sickness Balanced Scorecard - December 2014 Report
Resources Housing & Regeneration (Jul 14 - Dec 14)**

Number of sick days per fte (monthly)



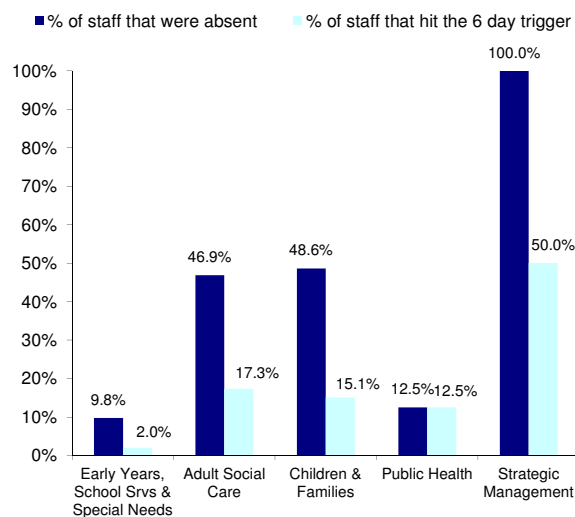
Actuals	
Year to Date Number of Days (January 13 - December 14)	9.4
Average Per Month (Days)	0.78

Council Targets	
Year to Date Target for Mar 2015 (Days per year)	6.8
Year to Date Target for Mar 2015 (Average Per Month)	0.6

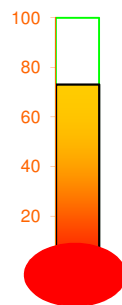
Sickness Balanced Scorecard - December 2014 Report Wellbeing (Jul 14 - Dec 14)

	Early Years & School Svcs	Adult Social Care	Children & Families	Public Health	Strategic Management	Total
Number of staff overall	51	277	218	8	2	556
Staff sick for at least 1 day	5 9.8%	130 46.9%	106 48.6%	1 12.5%	2 100.0%	244 43.9%
Staff that met the 6 day sickness trigger	1 2.0%	48 17.3%	33 15.1%	1 12.5%	1 50.0%	84 15.1%
Staff referred to OH	0 0.0%	26 54.2%	8 24.2%	1 100.0%	1 100.0%	36 42.9%
Staff had stage 1 meeting when 6 day trigger met	0 0.0%	33 68.8%	9 27.3%	1 100.0%	1 100.0%	44 52.4%
Staff with further absence after stage 1 meeting	0 -	13 39.4%	2 22.2%	0 0.0%	1 100.0%	16 36.4%
If further sickness, stage 2 meeting taken place	0 -	6 46.2%	1 50.0%	0 -	0 0.0%	7 43.8%
Staff with further sickness after stage 2 meeting	0 -	3 50.0%	0 0.0%	0 -	0 -	3 42.9%
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%	45 93.8%	43 95.6%	3 100.0%	- -	101 95.3%

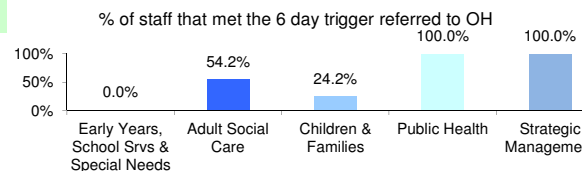
How can I improve this?
 - Use the tracker sheets that are sent to AD's / Head of Service on a monthly basis, which lists which managers have managed sickness in line with the policy.
 - Ensure managers are returning the completed tracker sheets within the deadline.



Overall Sickness Management Score **73.1**

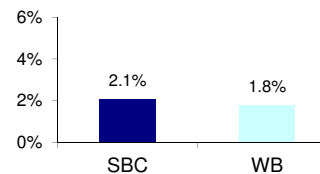


The Overall Score has components weighted at:
 50% Applying Policy
 25% Course Attendance
 25% OH Attendance.



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

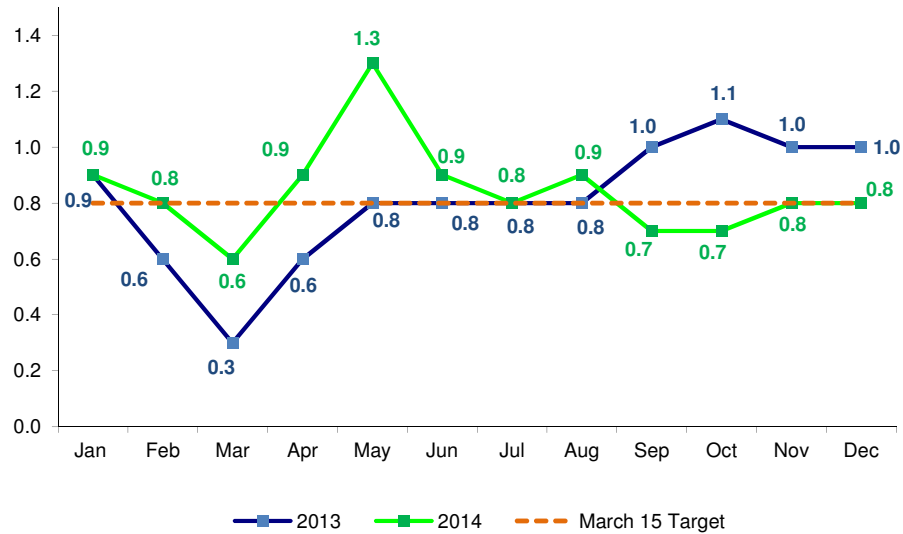
% of staff who failed to attend booked OH appointment



Please note this % relates to the period stated above.

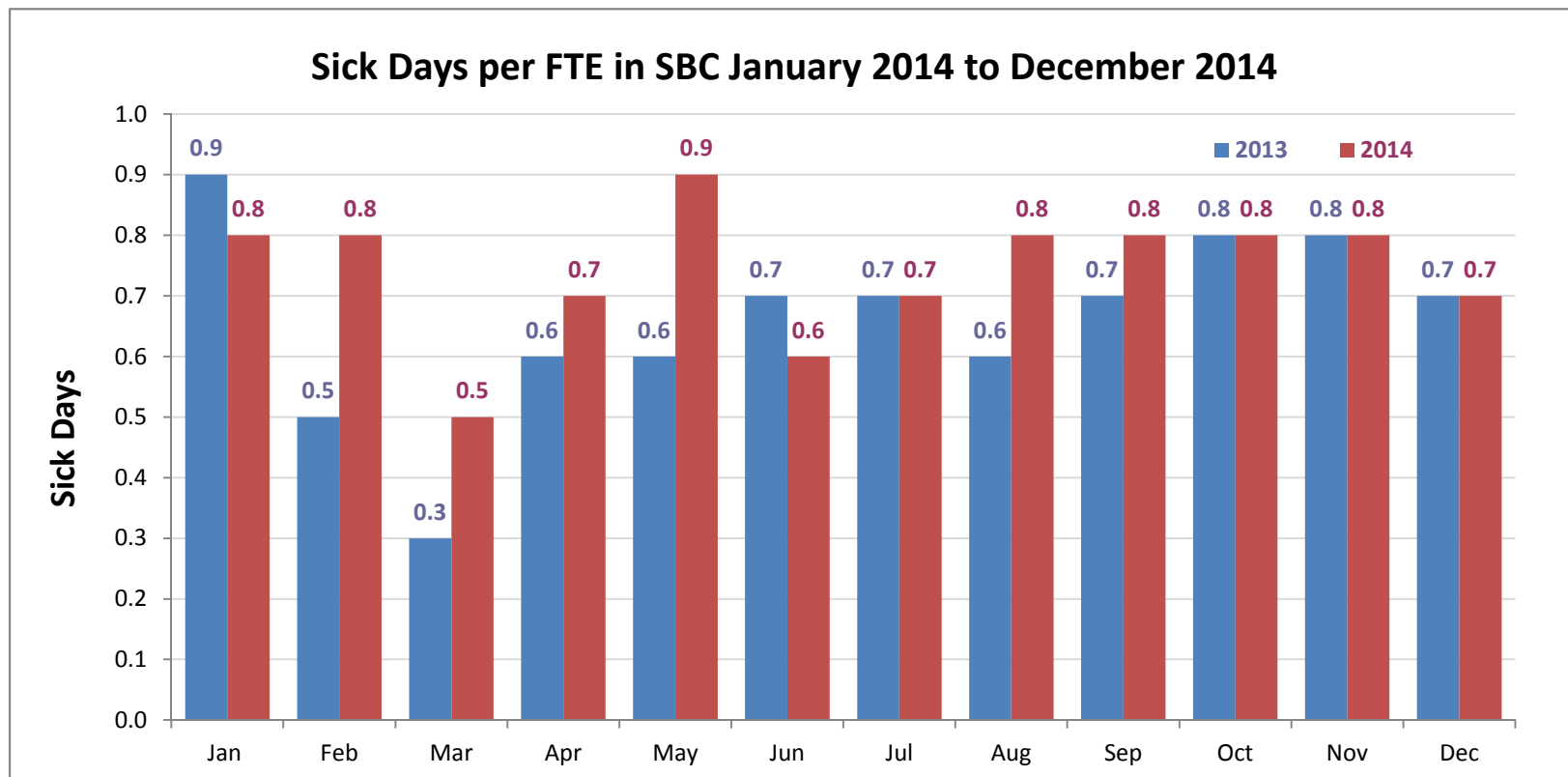
Sickness Balanced Scorecard - December 2014 Report
Wellbeing (Jul 14 - Dec 14)

Number of sick days per FTE (Monthly)



Actuals	
Year to Date Number of Days (January 13 - December 14)	10.1
Average Per Month (Days)	0.84

Council Targets	
Year to Date Target for Mar 2015 (Days per year)	9.4
Year to Date Target for Mar 2015 (Average Per Month)	0.8



In May 2014 the sick days per FTE figure increased to 0.9. Looking at the individual directorate figures, Wellbing had a figure of 1.3 days, an increase of 0.5 days compared to the same period as last year. This impacted on the overall SBC result. February 2014 also had a sharp increase compared to last year. In this case all of the directorates FTE figure increased impacting the overall Slough result.