

Agenda Item	18.
Report No	RES/30/17

HIGHLAND COUNCIL

Committee: Corporate Resources Committee

Date: 14 June 2017

Report Title: Corporate Development - Statutory Performance Indicators, Quarterly and Annual Performance Report

Report By: Depute Chief Executive / Director of Corporate Development

1. Purpose/Executive Summary

- 1.1 This report provides the Corporate Development Service quarterly Statutory Performance Indicator and supporting analysis for quarter 4 of 2016/17 relating to sickness absence. It also provides an annual summary of performance data relating to sickness absence and the annual Statutory Performance Indicator relating to the percentage of females in the top 2% and 5% of earners for 2016/17.
- 1.2 The average number of days lost per employee for Corporate Development for the fourth quarter of 2016/17 was 1.4 days. This is a reduction of 0.4 days compared with the same period in 2015/16 and is 1.4 days less than the Highland Council average. Across the Highland Council the average number of working days lost per employee in 2016/17 was 10.4 days for non-teaching staff and 6.8 days for teaching staff. This represents an increase of 0.8 days for non-teaching staff and 0.7 days for teaching staff. Individual Services are required to report their sickness absence indicators to the relevant Strategic Committees for scrutiny by members.
- 1.3 Across the Highland Council the average number of working days lost per employee for the fourth quarter of 2016/17 was 2.8 days for non-teaching staff and 2.2 days for teaching staff. There is no change in these figures compared with the same period for 2015/16.
- 1.4 The average number of days lost per employee for Corporate Development for 2016/17 was 6.1. This is a decrease of 2.3 days in relation to 2015/16 and is significantly below the Highland Council non-teaching average of 10.4 days.
- 1.5 60% of all employees in the top 5% or earners are women. This is an improving trend as set out in the data trends.

2. Recommendations

2.1 Members are asked to:

- i. Consider the progress in relation to the Statutory Performance Indicators.

3. Quarterly Statutory Performance Data – Sickness Absence

3.1 The average number of days lost per employee for Corporate Development for the fourth quarter of 2016/17 was 1.4 days. This is a further reduction of 0.4 days compared with the same period in 2015/16 and is 1.4 days less than the Highland Council average of 2.8 days. The three most prevalent reasons for all absence in Corporate Development for the quarter were;

- Cold/Flu (30% of all days absence)
- Heart-related - blood pressure, circulation (10% of all days absence)
- Surgical operations/hospitalisation (9% of all days absence)

Of all absence from Corporate Development that began during the quarter none of the days lost are due to long term absence (28 days or more as defined in policy).

3.2 Across the Highland Council the average number of working days lost per employee for the fourth quarter of 2016/17 was 2.8 days for non-teaching staff and 2.2 days for teaching staff. There is no change in these figures compared with the same period for 2015/16. The three most prevalent reasons for all absence across the Highland Council for the quarter were;

- Cold/Flu (17% of all days absence)
- Stress (11% of all days absence)
- Anxiety and Depression (10% of all days absence)

Of all absence from the Highland Council that began during the quarter, 60% of the days lost are due to long term absence (28 days or more as defined in policy).

3.3 Annual data trends for Q4 (January - March) comparing performance in Corporate Development in relation to the Highland Council is available at Appendix 1.

3.4 Across the Council, the most prevalent reasons for long term absence are related to mental health. Episodes of long term absence are managed in accordance with Highland Council policy and with guidance from medical practitioners and the occupational health service. A statistical breakdown of long term absence by employee group for Q4 of 2016/17 is shown in Appendix 2.

3.5 Detailed statistics have been used to highlight repetitive absences and to manage long term and repetitive absences. Line managers, supported by HR Services, meet with individual employees whose absences are giving cause for concern. These meetings are designed to be supportive to individual staff, and to ensure that any specific actions are identified, such as a referral to Occupational Health.

4. 2016/17 Annual Statutory Performance Data – Sickness Absence

4.1 The average number of days lost per employee for Corporate Development for 2016/17 was 6.1 days lost. This is a decrease of 2.3 days in relation to 2015/16 and is significantly below the Highland Council non-teaching average of 10.4 days.

4.2 Across the Highland Council the average number of working days lost per employee in 2016/17 was 10.4 days for non-teaching staff and 6.8 days for teaching staff. This represents an increase of 0.8 days for non-teaching staff and 0.7 days for teaching staff. Annual trends in sickness absence are set out in Appendix 3, however all Services are required to report their sickness absence indicators to the relevant Strategic Committees for scrutiny by members.

4.3 Comparative 2016/17 data for other Scottish Local Authorities is not yet available but in 2015/16 Highland Council was ranked in the 1st quartile and 4th of 32 Scottish Local Authorities.

4.4 Although individual Service management teams are responsible for managing down their sickness absence, Corporate Development plays an important role in supporting this objective. During 2016/17 significant resources have been directed towards improving attendance.

- The Learning & Development team have delivered updated attendance management training to over 600 managers.
- An Attendance Support Officer was recruited to support managers to improve attendance at work. To date the officer has worked with 123 managers on individual cases. This post was filled for 6 months and is currently vacant. Consideration is being given to recruiting for a further period.
- The Human Resources team have significantly improved the process for the administration of referrals to our Occupational Health service.

5. 2016/17 Annual Statutory Performance Data – Women in the top 2% and 5% of earners

5.1 The data relating to the percentage of women in the top 2% and 5% of non-teaching employee earners is as follows:

	<i>Percentage of Women (Non-teaching)</i>	
	2015/16	2016/17
<i>In the top 2%</i>	40.0%	43.2%
<i>In the top 5%</i>	47.2%	51.7%

5.2 A comparison of the 2016/17 data shows an increase of 3.2% in the number of women in the top 2% of non-teaching earners and of 4.5% on the number of women in the top 5%.

- 5.3 Comparable 2016/17 figures for other Scottish Local Authorities are not yet published for the top 5% (and are no longer recorded for the top 2%). In 2015/16, across all Scottish Local Authorities 51.9% of employees in the top 5% of non-teaching earners were women. At 47.2% Highland Council were ranked 27th. The improvements in 2016/17 should lead to a significant improvement in our ranking.
- 5.4 Annual data trends relating to the percentage of female employees in the top 2% and 5% of non-teaching earners is available at Appendix 4.
- 5.5 The data relating to the percentage of women in the top 2% and 5% of all employee (including teaching) earners is as follows:

	<i>Percentage of Women (All Employees)</i>	
	2015/16	2016/17
<i>In the top 2%</i>	59.8%	61.0%
<i>In the top 5%</i>	58.1%	60.0%

- 5.6 As outlined in our Equal Pay Statement the Highland Council is committed identifying and eliminating any unfair, unjust or unlawful practices that impact on pay. The Council continues to support women to attain management roles through Women in Management training. This programme aims to provide female managers, or those aspiring to be managers, with the necessary tools and techniques to increase their personal effectiveness, establish goals and identify and overcome potential barriers.

6. Implications

- 6.1 There are no resource, legal, Community (Equality, Poverty and Rural), climate change/carbon clever, Risk or Gaelic implications arising from this report.

Designation: Depute Chief Executive / Director of Corporate Development

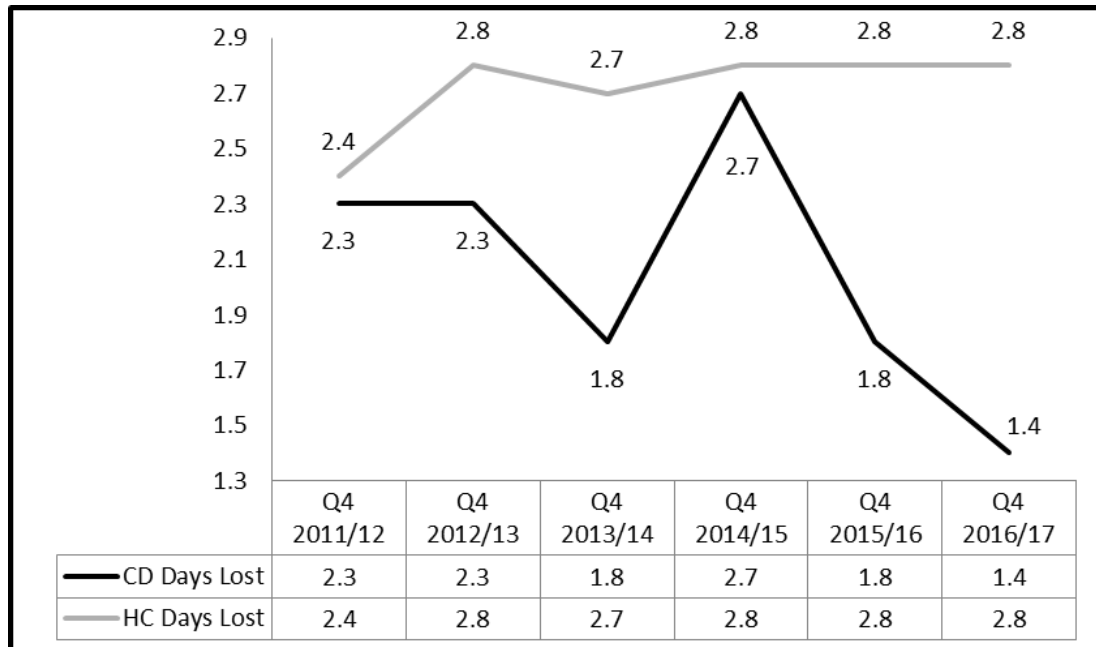
Date: 31 May 2017

Author: J Murdo MacDonald, HR Manager , Craig Rankin, HR Adviser

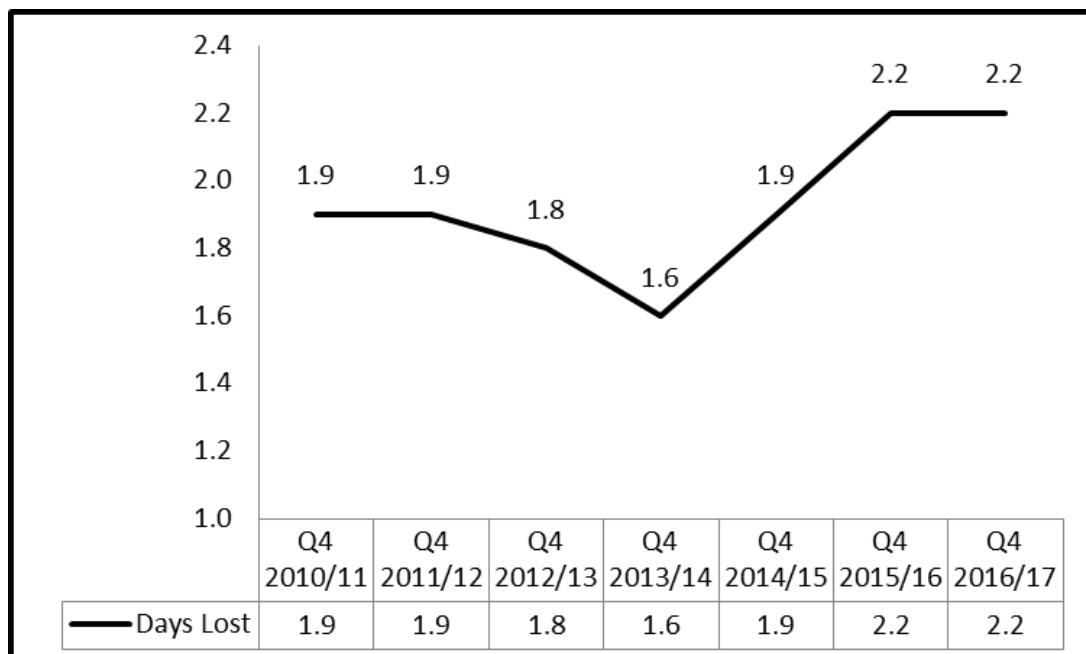
Background Papers:

Absence Statutory Performance Indicators – Data Trends

(i) Q4 (January – March) Sickness Absence Indicator (Non-Teaching Staff)



(ii) Q4 (January - March) Sickness Absence Indicator (Teaching Staff)

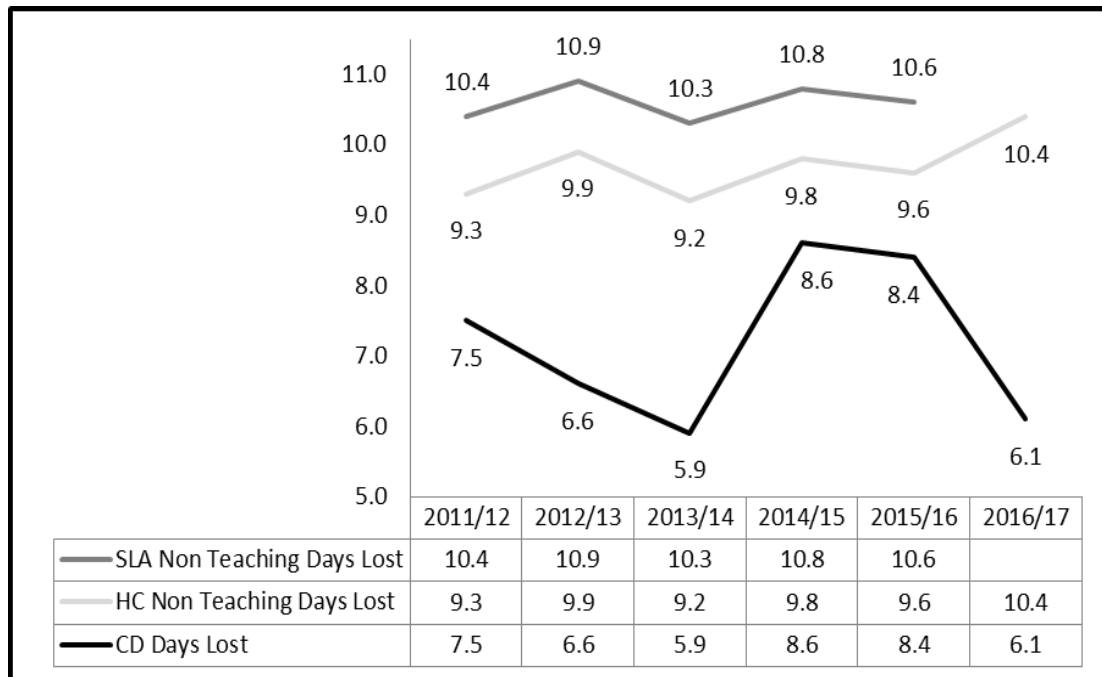


Absence Data Analysis – Long Term Absence Q4 2016-17

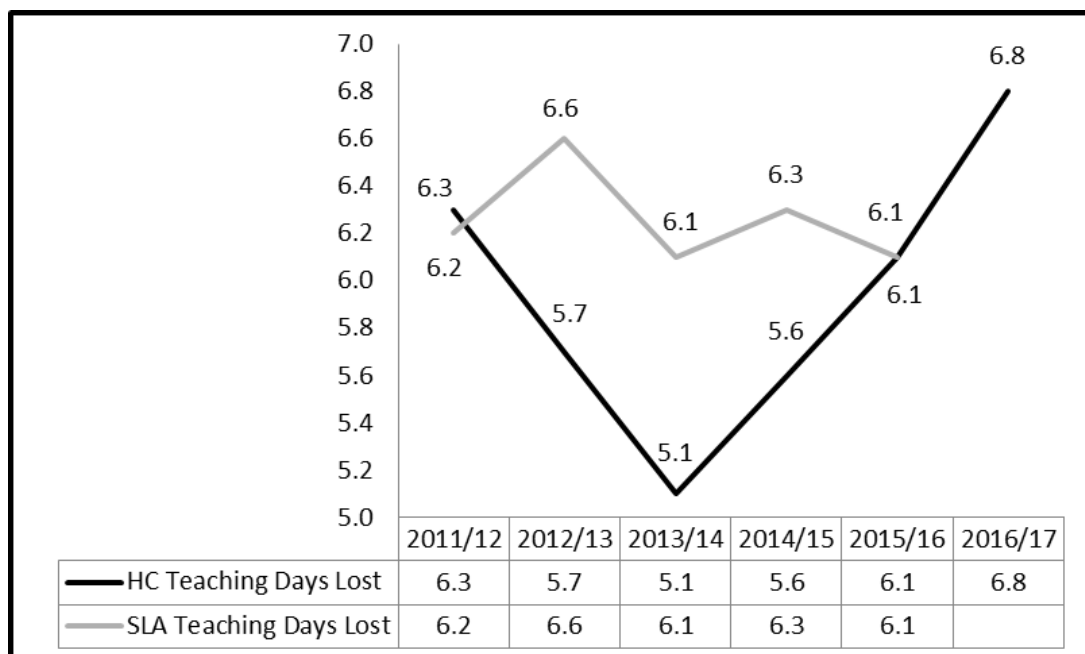
	FTE	Total Days Absence	Long Term Absence Days	Long Term Absence (%)
Non Teaching				
Care & Learning	2985.7	9532.3	7721.2	81%
Community Services	1204.1	3472.8	2674.1	77%
Corporate Development	269.2	323.5	0.0	0%
Development & Infrastructure	378.5	611.7	507.7	83%
Finance	499.9	848.8	543.2	64%
Teaching Staff				
Care & Learning	2494.1	5366.8	3756.7	70%

Absence Statutory Performance Indicators – Data Trends

(i) Annual sickness absence trend 2011 – 2017 (Non Teaching Staff)

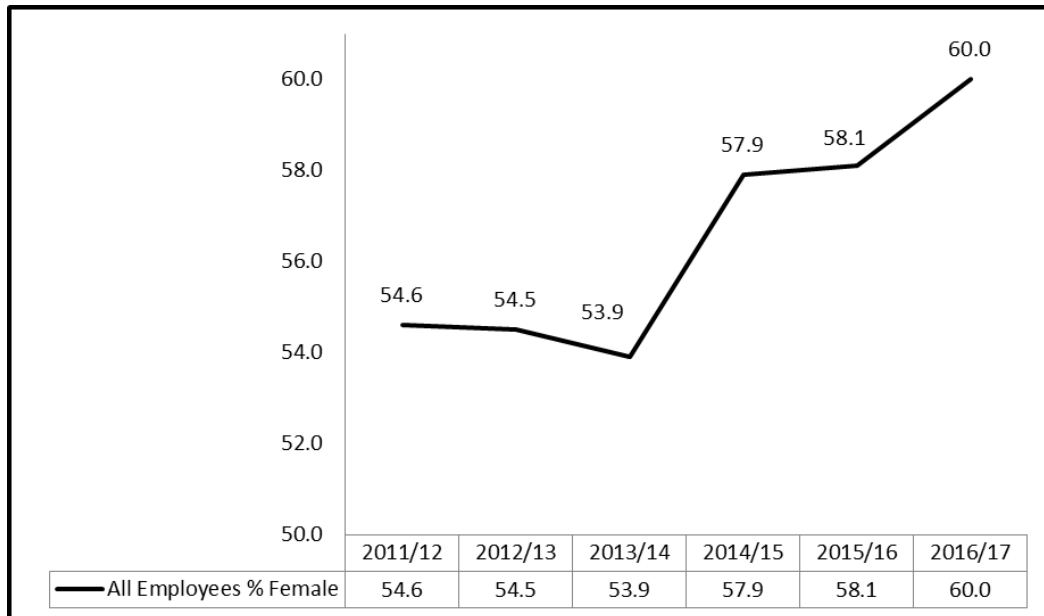


(ii) Annual sickness absence trend 2011 – 2017 (Teaching Staff)

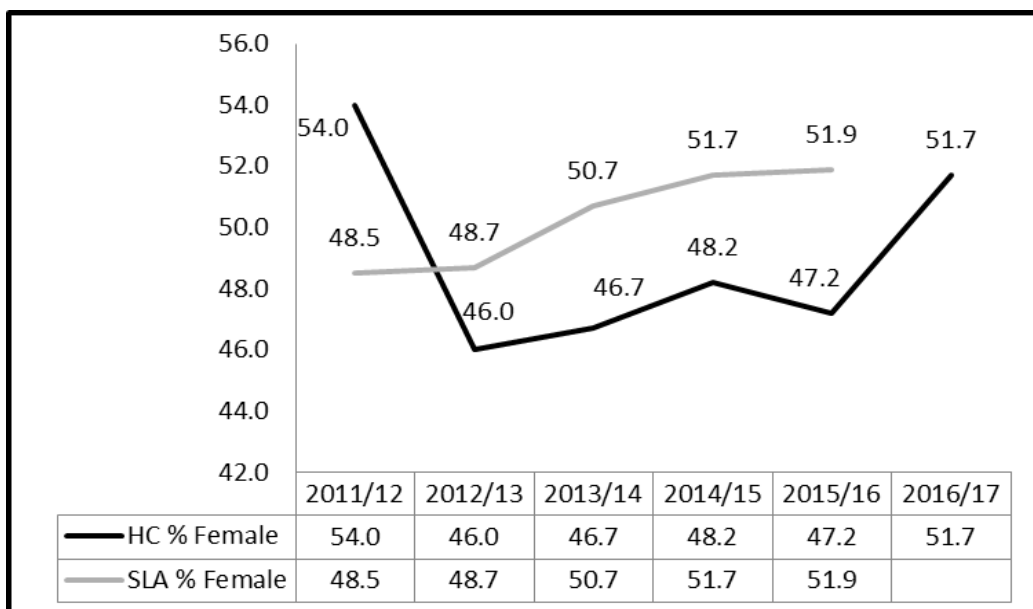


Percentage of Women in top 5% of Earners – Data Trends

(i) All Employees



(ii) Non-teaching Employees



(The drop in the percentage of women in the top 5% of non-teaching earners between 2011/12 and 2012/13 was due to the transfer of a significant number staff to NHS Highland to support Integrating Care in the Highlands.)