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| Agenda Item | 21 |
| Report No | RES/49/17 |

HIGHLAND COUNCIL

Committee: Corporate Resources Committee

Date: 30 August 2017

Report Title: Corporate Development - Statutory Performance Indicators, Quarterly 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 1 of 2017/18 relating to sickness absence.
- 1.2 The average number of days lost per employee for Corporate Development for the first quarter of 2017/18 was 1.1 days. This is a reduction of 0.5 days compared with the same period in 2016/17 and is 1.4 days less than the Highland Council non-teaching average.
- 1.3 Across the Highland Council the average number of working days lost per employee for the first quarter of 2017/18 was 2.5 days for non-teaching staff and 1.7 days for teaching staff. This is a 0.1 days reduction for non-teaching staff and an increase of 0.1 days for teaching staff compared with the same period for 2016/17.

2. Recommendations

- 2.1 Members are asked to:
 - i. Note 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 first quarter of 2017/18 was 1.1 days. This is a further reduction of 0.5 days compared with the same period in 2016/17 and is 1.4 days less than the Highland Council non-teaching average of 2.5 days. The three most prevalent reasons for all absence in Corporate Development for the quarter were;

- Surgical Operations (38% of all days absence)
- Gastroenterological Conditions (11% of all days absence)
- Headache/Migraine (9% of all days absence)

Of all absence from Corporate Development that began during the quarter 67% of the days lost were due to long term absence (28 days or more as defined in policy).

3.2 Across the Highland Council the non-teaching average number of working days lost per employee for the first quarter of 2017/18 was 2.5 days for non-teaching staff and 1.7 days for teaching staff. This is a 0.1 days reduction for non-teaching staff and an increase of 0.1 days for teaching staff compared with the same period for 2016/17. The three most prevalent reasons for all absence across the Highland Council for the quarter were;

- Stress (15% of all days absence)
- Surgical Operations/Hospitalisation (13% of all days absence)
- Anxiety and Depression (11% of all days absence)

Of all absence from the Highland Council that began during the quarter, 71% of the days lost are due to long term absence (28 days or more as defined in policy).

3.3 Annual data trends for Q1 (April - June) 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 Q1 of 2017/18 is shown in Appendix 2.

3.5 The cost of sick pay, including statutory and occupational sick pay is monitored and trends for the quarter are shown at Appendix 3.

3.6 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. Implications

4.1 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

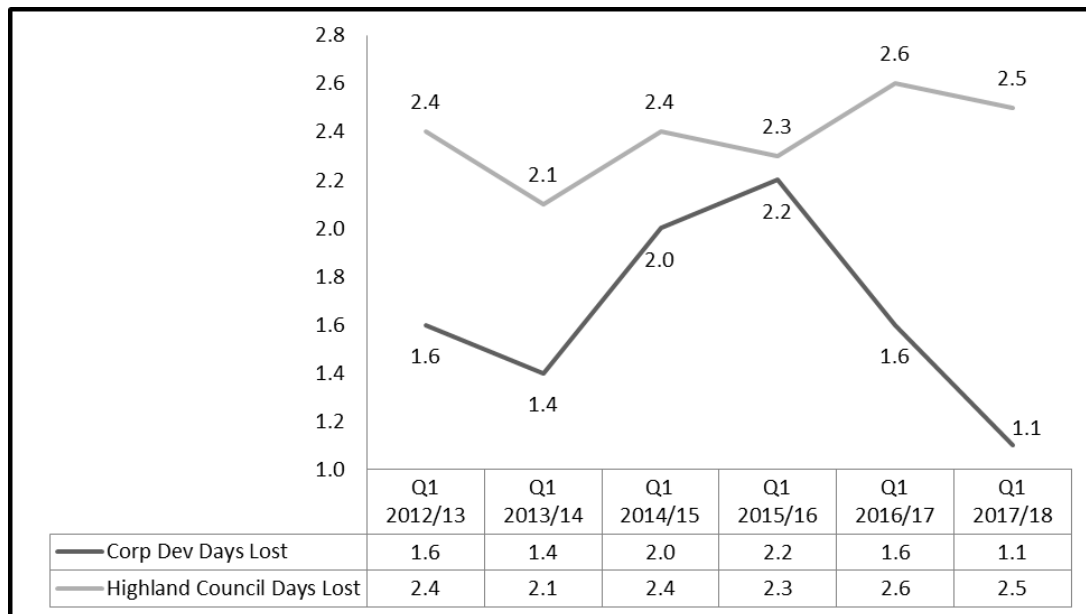
Date: 8 August 2017

Author: J Murdo MacDonald, HR Manager , Craig Rankin, Senior HR Analyst

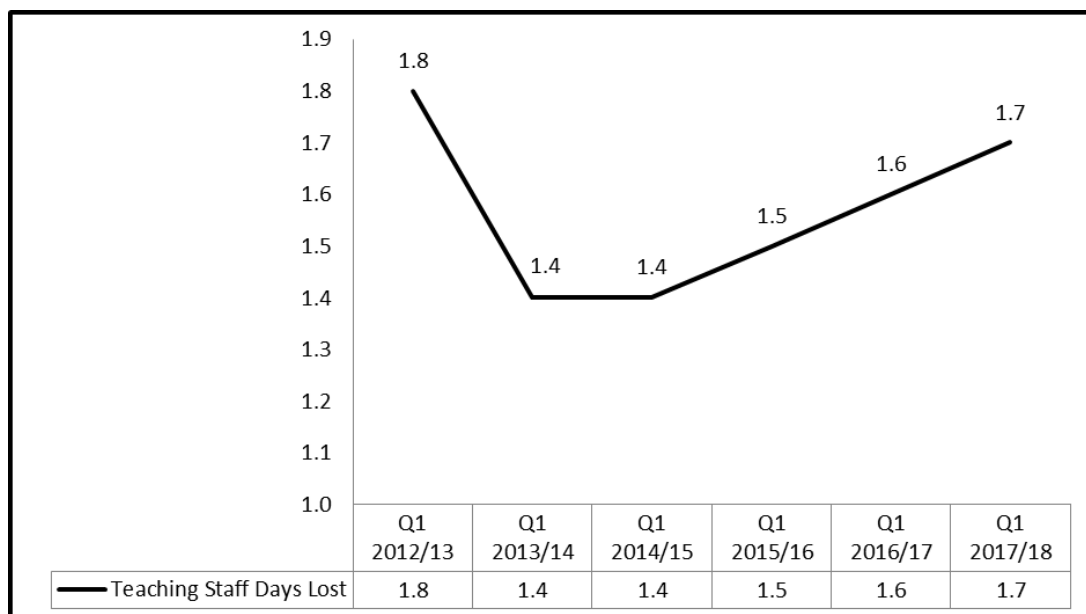
Background Papers:

Absence Statutory Performance Indicators – Data Trends

(i) Q1 (April – June) Sickness Absence Indicator Days Lost (Non-Teaching)



(ii) Q1 (April - June) Sickness Absence Indicator Days Lost (Teaching Staff)



Absence Data Analysis – Long Term Absence Q1 2017-18

| | FTE | Total Days Absence | Long Term Absence Days | Long Term Absence (%) |
|------------------------------|--------|--------------------|------------------------|-----------------------|
| Non Teaching | | | | |
| Care & Learning | 2396.5 | 6136.1 | 4847.5 | 79% |
| Community Services | 1294.0 | 4050.4 | 3159.3 | 78% |
| Corporate Development | 225.8 | 252.1 | 168.9 | 67% |
| Development & Infrastructure | 1086 | 2744.7 | 2058.5 | 75% |
| Finance | 507 | 795.3 | 532.9 | 67% |
| Teaching Staff | | | | |
| Care & Learning | 2465.7 | 4149.2 | 3111.9 | 75% |

Absence Data Analysis – Cost of Sick Pay Q1 (April – June)

