

**Resources Committee
26th August 2015**

Agenda Item	9
Report No	RES/ 61/15

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

Report by Depute Chief Executive/Director of Corporate Development

Summary

This report provides quarterly Statutory Performance Indicators for quarter 1 of 2015/16 and annual Statutory Performance Indicators for 2014/15.

1. Background

- 1.1 This report provides the Corporate Development Service quarterly Statutory Performance Indicator and supporting analysis for quarter 1 of 2015/16 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 2014/15.

2. Quarterly Statutory Performance Data – Sickness Absence

- 2.1 The average number of days lost per employee for Corporate Development for the first quarter of 2015/16 was 2.2 days. This is an increase of 0.2 days compared with the same period in 2014/15 and compares with the Highland Council average of 2.3 days. The three most prevalent reasons for all absence in Corporate Development for the quarter were;

- Stress/Depression/Mental Health (47% of all days absence)
- Operation/Hospitalisation (9% of all days absence)
- Stroke (7% of all days absence)

Of all absence from Corporate Development that began during the quarter, 69% of the days lost are due to long term absence (28 days or more as defined in policy).

- 2.2 Across the Highland Council the average number of working days lost per employee for the first quarter of 2015/16 was 2.3 days for non-teaching staff and 1.5 days for teaching staff. This is an increase of 0.1 days in the same period for 2014/15 for non-teaching staff and a decrease of 0.1 days for teaching staff. The

three most prevalent reasons for all absence across the Highland Council for the quarter were;

- Stress/Depression/Mental Health (23% of all days absence)
- Operation/Hospitalisation (11% of all days absence)
- Diarrhoea, Vomiting, Stomach upset (10% of all days absence)

Of all absence from the Highland Council that began during the quarter, 69% of the days lost are due to long term absence (28 days or more as defined in policy).

- 2.3 All Services will report absence statistics to the relevant Strategic Committees. Annual data trends relating to the sickness absence indicator for Q1 (April -June) is available at Appendix 1.
- 2.4 Across the Council, the most prevalent reasons for long term absence are related to mental health and medical issues requiring operations or hospitalisation. 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 2014/15 is shown in Appendix 2.
- 2.5 Detailed statistics are 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.

3. Annual Statutory Performance Data - 2014/15

- 3.1 Due to the relative size of the Corporate Development workforce a small number of incidents of sickness absence can have a significant effect on the indicator. This has been the case in 2014/15 leading to an average 8.6 days lost. This is an increase of 2.7 days in relation to 2013/14, however is below the Highland Council non-teaching average of 9.9 days. These incidents have and are being managed.
- 3.2 Annual trends in sickness absence are set out in Appendix 3. The number of days lost by all Highland Council employees (teaching and non-teaching) in 2014/15 was 8.46 and shows a positive trend. Comparative 2014/15 data for other Scottish Local Authorities is not yet available but in 2013/14 Highland Council was ranked in the 1st quartile and 2nd of 32 Scottish Local Authorities.

- 3.3 At Resources Committee on 27th May 2015 members asked whether there was a significant relationship between levels of absence and employee job satisfaction. Recent results from the 2015 Employee Survey allow comparison of days lost through sickness absence and levels of employee job satisfaction by Service. This data is set out in Appendix 4. Although there is not an exact correlation in terms of the ranking of Services against these indicators it can be noted that the Service with the highest level of absence is the Service with the lowest level of job satisfaction (according to the Employee Survey). National studies suggest that there is a link between high levels of employee engagement (including job satisfaction) and lower levels of sickness absence.
- 3.4 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>	
	2013/14	2014/15
<i>In the top 2%</i>	35.8%	40.2%
<i>In the top 5%</i>	46.7%	48.2%

- 3.5 A comparison of the 2014/15 data shows an increase of 4.4% in the number of women in the top 2% of non-teaching earners and of 1.5% on the number of women in the top 5%.
- 3.6 Comparable 2013/14 figures for other Scottish Local Authorities are not yet published for the top 5% and are no longer recorded for the top 2%. In 2013/14, across all Scottish Local Authorities 50.7% of employees in the in the top 5% of non-teaching earners were women. By comparison with other Scottish Local Authorities Highland Council's indicator has remained in the third quartile for the percentage of women in the top 5% of non-teaching earners.
- 3.7 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. A report by the Depute Chief Executive/Director of Corporate Services to Resources Committee on 25 February 2015 set out improvements in indicators relating to gender pay gaps and women in management positions. 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.

- 3.8 Annual data trends relating to the percentage of female employees in the top 2% and 5% of non-teaching earners is available at Appendix 6.
- 3.9 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>	
	2013/14	2014/15
<i>In the top 2%</i>	48.2%	58.7%
<i>In the top 5%</i>	53.9%	57.9%

4 Implications

- 4.1 There are no financial, legal, risk, equalities or climate change/carbon clever, Gaelic or rural implications arising from this report.

5. Recommendations:

Committee is asked to:

- a) Note the progress in relation to the Statutory Performance Indicators.

Signature:

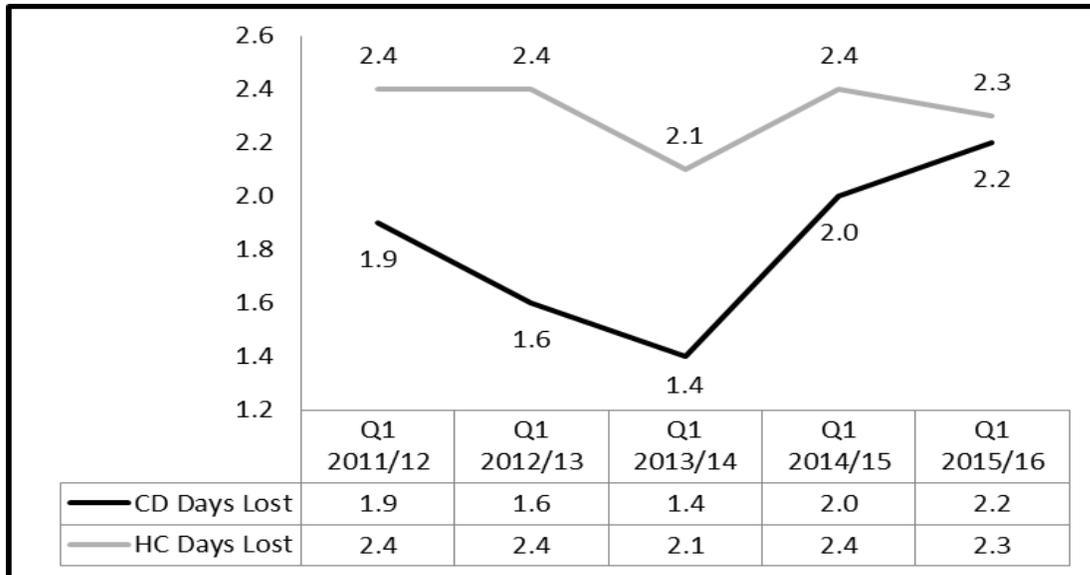
Designation: Depute Chief Executive /
Director of Corporate Development

Date: 8 August 2015

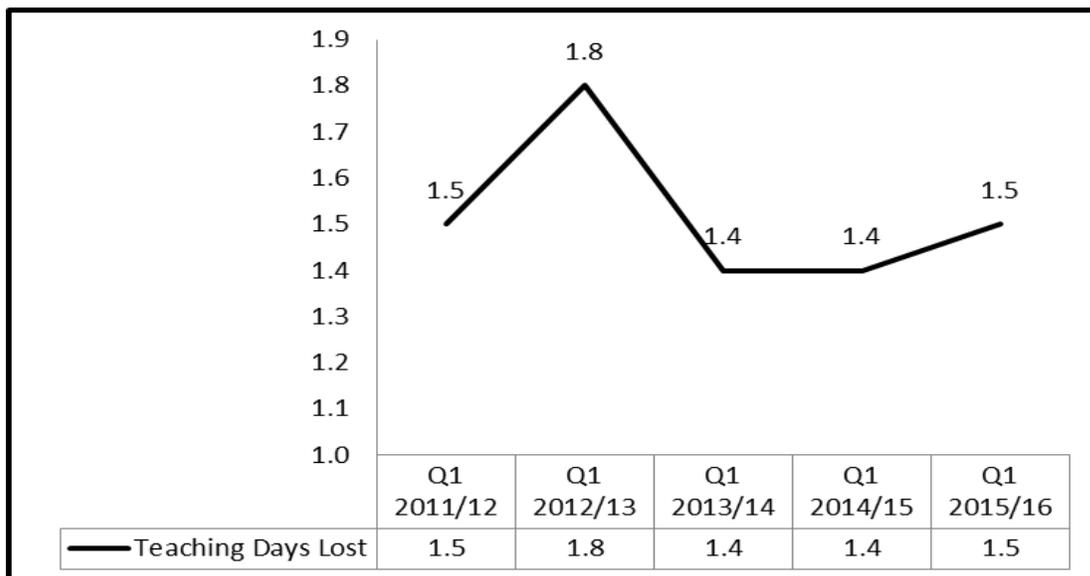
Authors: J Murdo MacDonald, HR Manager
Craig Rankin, HR Adviser

Absence Statutory Performance Indicators – Data Trends

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



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

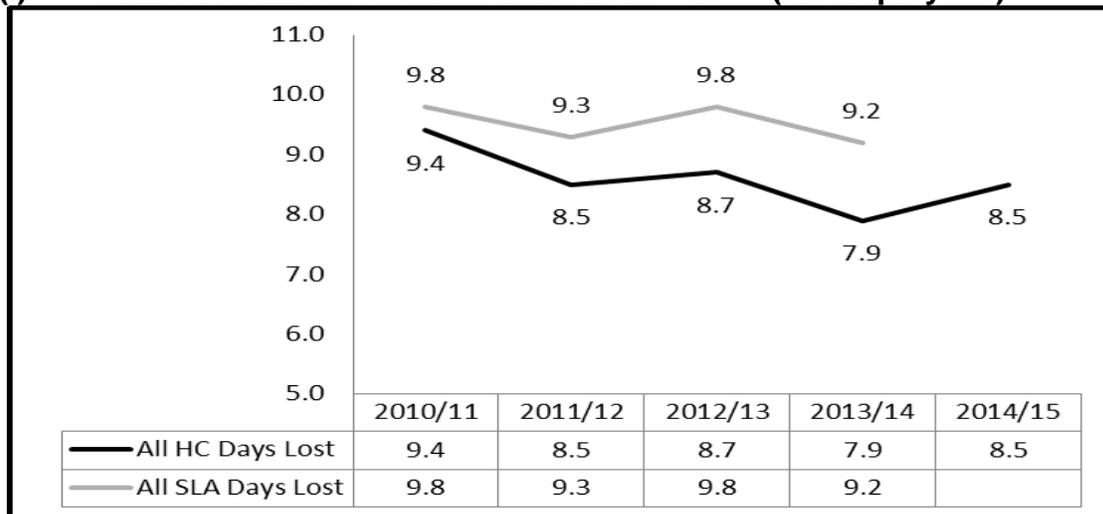


Appendix 2

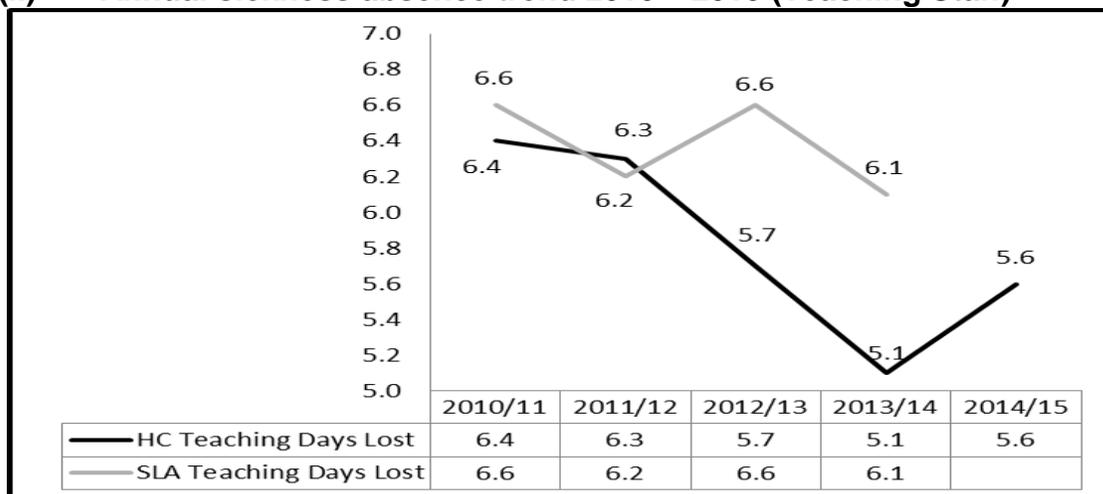
	FTE	Total Days Absence	Long Term Absence Days	Long Term Absence (%)
Non-Teaching Staff				
Care & Learning	3327	7256	5152	68%
Community Services	1334	3986	2750	69%
Corporate Development	296	660	455	69%
Development & Infrastructure	380	821	599	73%
Finance	608	1165	501	43%
Teaching Staff				
Care & Learning	3076	4588	3212	70%

Absence Statutory Performance Indicators – Data Trends

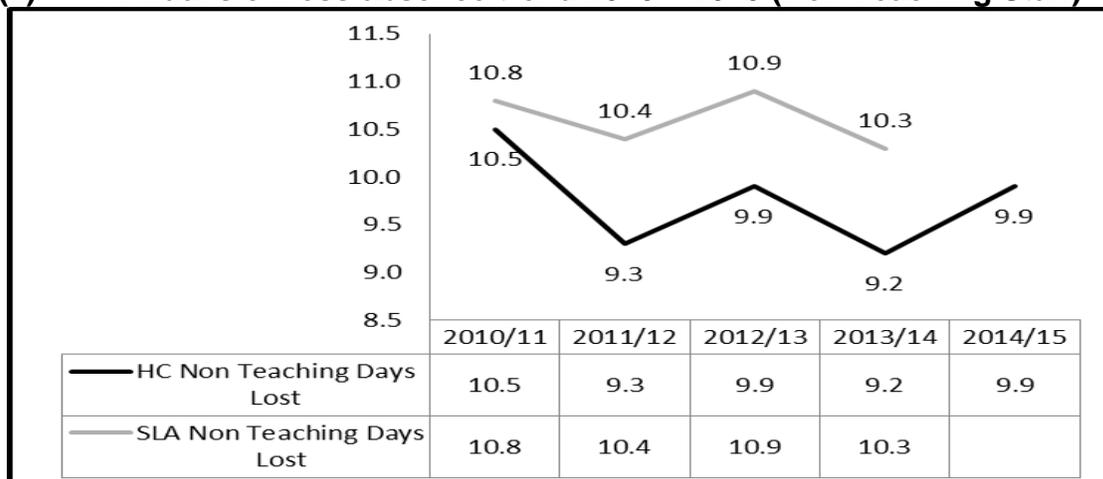
(i) Annual sickness absence trend 2010 – 2015 (All employees)



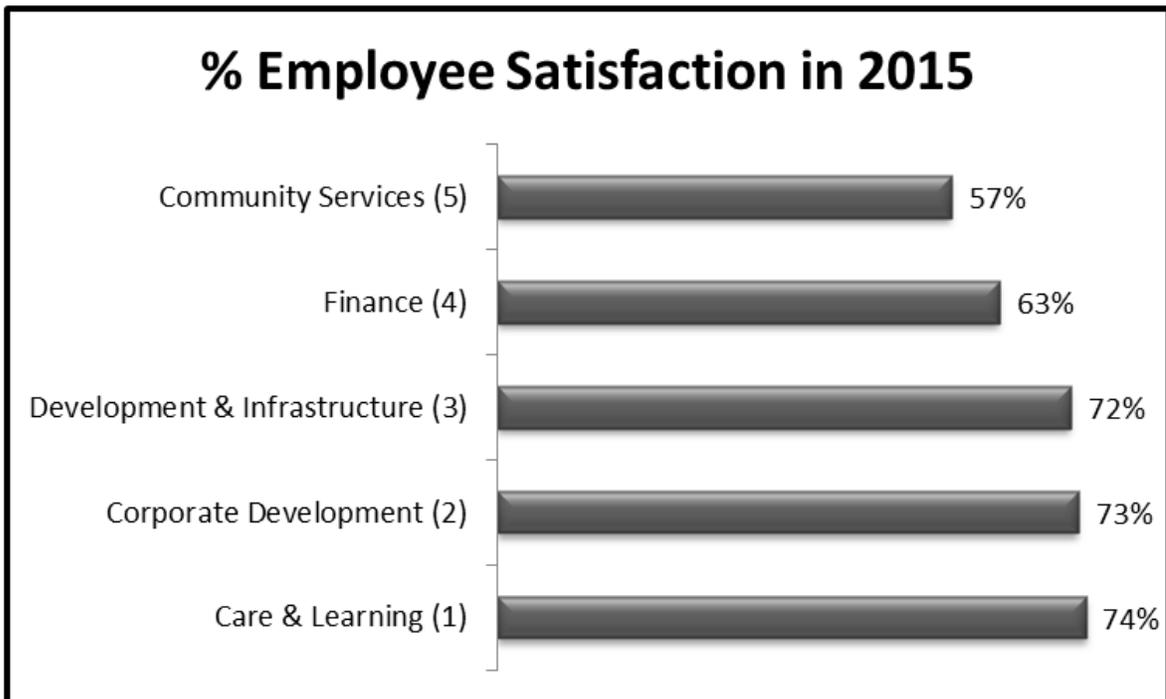
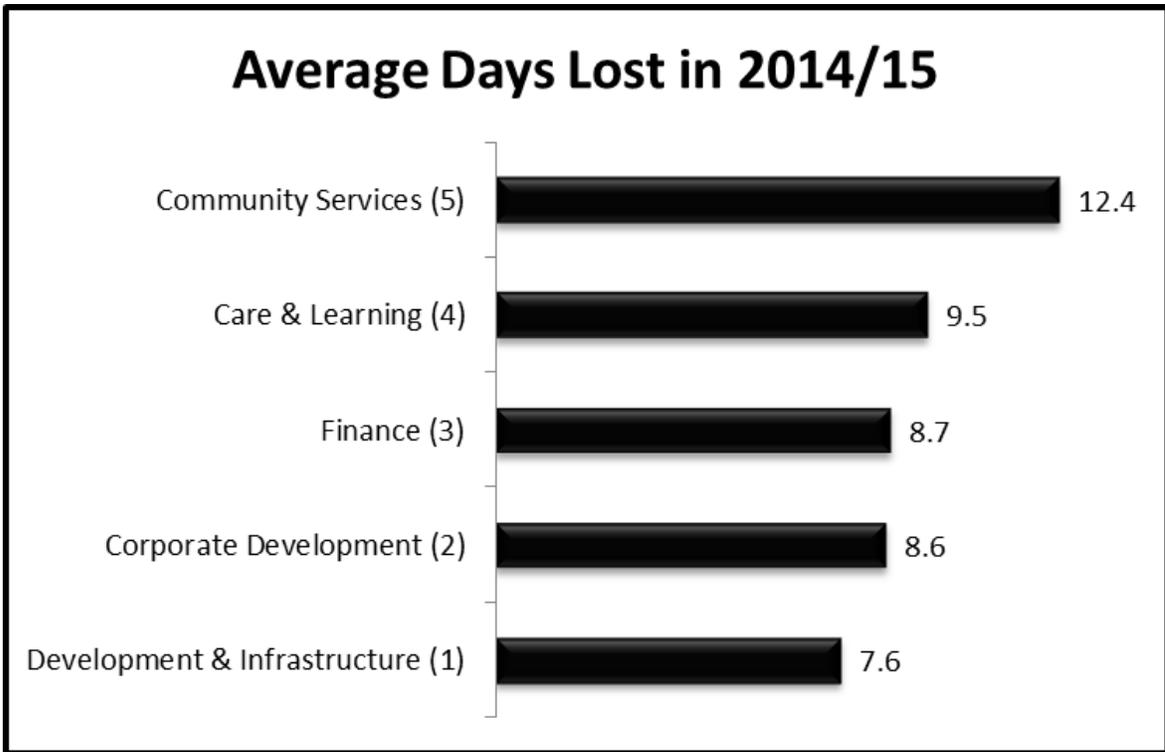
(ii) Annual sickness absence trend 2010 – 2015 (Teaching Staff)



(ii) Annual sickness absence trend 2010 – 2015 (Non Teaching Staff)

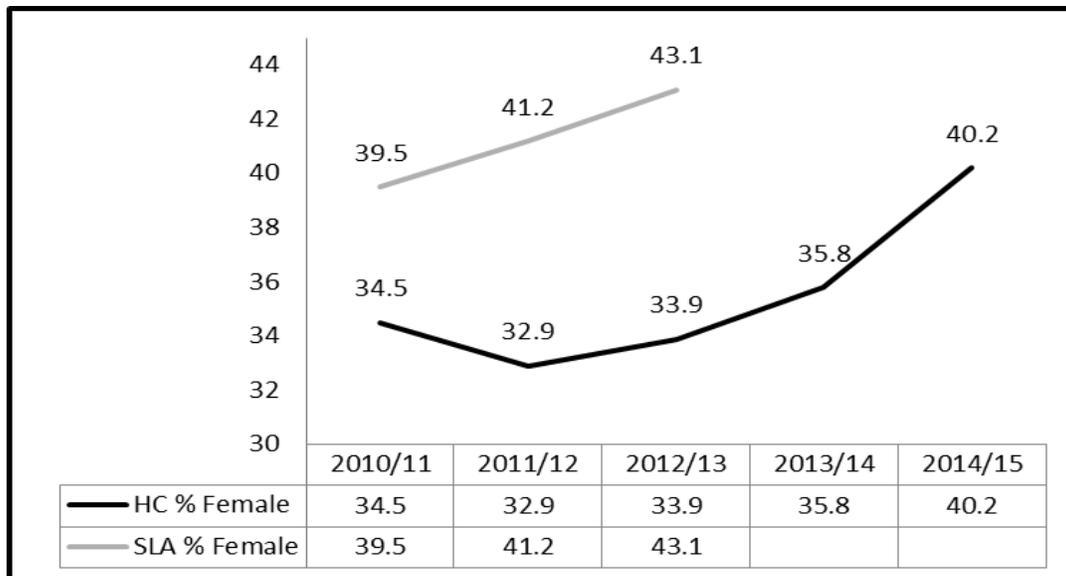


Analysis of levels of sickness absence and levels of employee satisfaction by Service – 2015

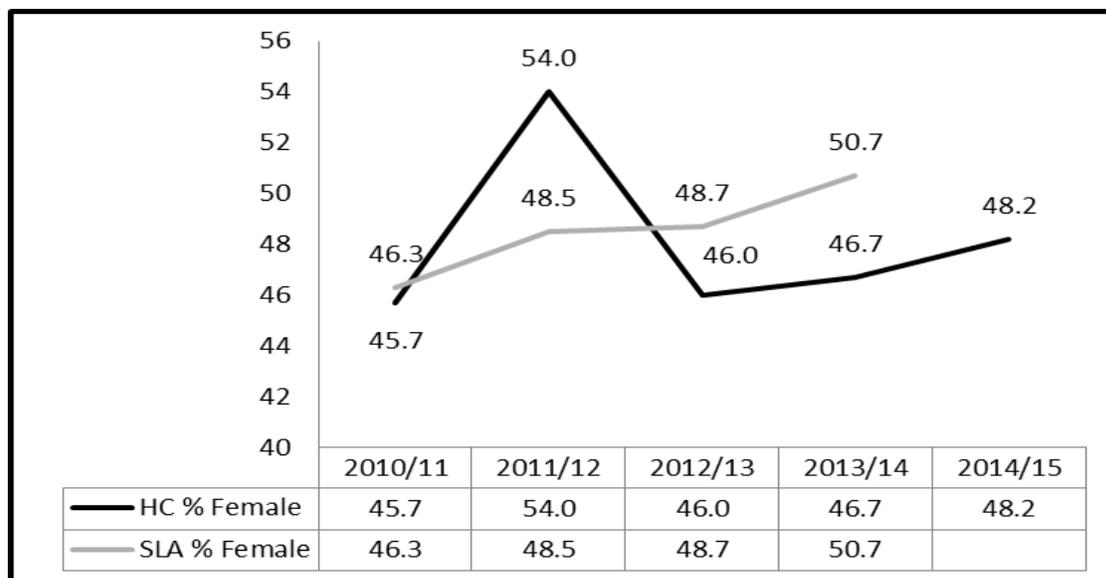


Percentage of Women in top 2% and 5% of Earners – Data Trends

(i) Percentage of Women in the Top 2% of Earners



(ii) Percentage of Women in the Top 5% of Earners



(The drop in the percentage of women in the top 5% of 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.)