



## Belfast City Council

<b>Report to:</b>	Strategic Policy and Resources Committee
<b>Subject:</b>	Attendance Management
<b>Date:</b>	19 November 2010
<b>Reporting Officer:</b>	Peter McNaney, Chief Executive
<b>Contact Officer:</b>	Jill Minne, Head of Human Resources, ext 3220

### Relevant Background Information

The purpose of this report is to inform members of the council's performance in relation to managing attendance as at the middle of the financial year 2010/2011 (i.e. end of September 2010).

Since 2005/06 there has been reduction in absence of nearly four days per full time employee (FTE). At the end of the last financial year however we missed our target to reduce to 11.00 days as our actual average day's absence for 2009/10 was 11.98.

Consequently the Strategic Policy and Resources Committee agreed to refer the matter of attendance management to the council's Audit Panel. The Panel has been scrutinising this matter on a regular basis since June 2010.

The council's target in relation to managing attendance is to reduce rates to 11.0 days per full time equivalent by March 2011 and to 10.75 days by March 2012.

### Key Issues

#### Mid year Absence Management Performance (as at the end of September 2010)

- Year to date figures at the mid year point of the financial year 2010/11 (end of September 2010) are **4.71** average days absence per full-time equivalent employee compared to **6.00** days for the same time last year. This means at mid year point the council is on target. (i.e. to reduce by one day in 2010/11)
- 76.68% of our staff had no absence during quarter two of this year. This is an increase for the same time last year when 72.09% of staff had no absence.
- 4.52% of the council's staff were categorised as long term absent. This represents a decrease from the same time last year of 6.04%, a reduction of 1.52%
- Appendix 1 sets out departments' absence figures at the end of September 2010 compared to their target and their performance for the same time last year. Each of the council's departments is on target.

In relation to the ongoing management of attendance in the council, the corporate HR team will continue to :

- Report the Council's performance in relation to attendance to Strategic Policy and Resources Committee on a bi-annual basis
- Audit the compliance of those sections that are not on target.
- Report any ongoing compliance issues to the Audit Panel on a quarterly basis

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**Decision required**

Members are asked to note the Council's performance in relation to managing attendance.

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**Documents Attached**

Appendix 1 – Absence Performance against targets September 2010