



## Belfast City Council

Report to:	Strategic Policy and Resources Committee
Subject:	<b>Year-End Absence Rates 2013/2014</b>
Date:	19th June 2014
Reporting Officer:	Jill Minne Asst. Chief Exec. and Head of HR
Contact Officer:	Catherine Christy, HR Manager, Ext: 3226 Jackie Leslie, Principal HR & OD Advisor, Ext: 2418

<b>1.0</b>	<b>Purpose of report</b>
1.1	The purpose of this report is to provide attendance data for the financial year 2013/2014, (April 2013 to March 2014); compare this year's performance to the same period last year, (April 2012 to March 2013); and seek approval for the attendance target for March 2015.

<b>2.0</b>	<b>Relevant Background Information</b>
2.1	In June 2013, the Strategic Policy and Resources Committee agreed a new council target to reduce the current sickness absence level of 10.30 days to 10 days by March 2015.

<b>3.0</b>	<b>Key Issues</b>																		
3.1	At the end of March 2014, the average number of days sickness absence per full time employee was <b>9.90</b> days. This means that the Council met its March 2015 target in March 2014. Five departments met their individual target - Chief Executive's, Finance and Resources, Development, Parks and Leisure and Property and Projects.																		
3.2	The table below shows the considerable reduction in sickness absence since 2005 (5.85 days or 37.1% absence.) <table border="1" data-bbox="300 1765 1326 1906"><thead><tr><th>2005/ 06</th><th>2006/ 07</th><th>2007/ 08</th><th>2008/ 09</th><th>2009/ 10</th><th>2010/ 11</th><th>2011/ 12</th><th>2012/ 13</th><th>2013/ 14</th></tr></thead><tbody><tr><td>15.75 days</td><td>15.08 days</td><td>13.91 days</td><td>11.22 days</td><td>11.98 days</td><td>10.31 days</td><td>10.47 days</td><td>10.3 days</td><td>9.90 days</td></tr></tbody></table>	2005/ 06	2006/ 07	2007/ 08	2008/ 09	2009/ 10	2010/ 11	2011/ 12	2012/ 13	2013/ 14	15.75 days	15.08 days	13.91 days	11.22 days	11.98 days	10.31 days	10.47 days	10.3 days	9.90 days
2005/ 06	2006/ 07	2007/ 08	2008/ 09	2009/ 10	2010/ 11	2011/ 12	2012/ 13	2013/ 14											
15.75 days	15.08 days	13.91 days	11.22 days	11.98 days	10.31 days	10.47 days	10.3 days	9.90 days											
3.3	There was an increase in the number of staff with no absence this year, 43.18 % compared to 39% last year and long term absence increased very slightly this year with 57.94% of absence classified as long term absence compared to 57.1% for the same time last year.																		

3.4	The attached appendix provides details of corporate and departmental performance for 2013/14. Members will be aware that the Health and Environmental Services Department (that did not meet its target) is the largest department in the Council with a significant number of front line staff. The department and corporate HR will work together to develop an improvement plan for this department in order to ensure target reduction is achieved next year.
3.5	Considerable effort by the Council departments to implement the Attendance Policy and close monitoring by Corporate Human Resources of compliance has contributed to the reduction in absence levels in recent years.
3.6	In an effort to increase attendance rates further and specifically to reduce the level of absence that results from influenza, a 'flu' vaccination initiative is being introduced on a pilot basis this winter. This health and wellbeing initiative will take place in September and October and the vaccinations will be administered by the Council's Occupational Health service. A full evaluation on the impact of the vaccinations on absence levels will be carried out after the pilot.
3.7	Members will be aware of the significant organisational change the Council will experience over the next year and more (local government reform; new powers and transfer of functions; transfer of staff from Castlereagh and Lisburn; review of service delivery models for Leisure and Waterfront Hall; and a far reaching internal change programme of organisational design and development. Bearing in mind the agenda of organisational change and the existing resources required to achieve the current level of absence it is proposed that the target for March 2015 remains at 10 days.

<b>4.0</b>	<b>Recommendation</b>
4.1	The Committee is asked to note the contents of this report and approve the proposed corporate target for March, 2015.

<b>5.0</b>	<b>Document Attached</b>
5.1	Performance against target at end of March, 2014

**Appendix One - Performance against target at end of March 2014**

	<b>Where should be at end of March 2014 to meet target</b>	<b>Actual days absence per fte at end of March 2014</b>	<b>Variance</b>	<b>Actual days absence per fte at end of March 2013</b>	<b>% of workforce employed in this part of the council</b>	<b>% of absence in this part of the council</b>
BCC	10.00	9.90	0.10	10.3		
Chief Executive's	8.28	7.02	1.26	5.54	6.66%	4.72%
Finance and Resources	7.44	7.31	0.13	6.24	8.42%	6.22%
Health & Environmental Services	11.00	12.15	-1.15	11.85	34.55%	42.41%
Parks & Leisure	11.75	9.30	2.45	12.64	27.41%	25.75%
Development	8.90	8.58	0.32	6.29	11.37%	10.11%
Property & Projects	10.00	9.22	0.78	10.65	11.58%	10.79%