

PERFORMANCE IMPROVEMENT PLAN	
Indicator	WL121 Working Days Lost Due to Sickness Absence
Reasons for not meeting target	
<p>The Council's target for 2014/15 is to achieve (not more than) 8.08 working days lost per employee, measured on a rolling 12 month basis. This equates to a quarterly target of 2.02 days per full time equivalent. There has been an increase in the quarterly absence rate from 1.92 in Q2 to 2.32 in Q3. However, both of these figures show an improvement compared with performance of the same quarters in the previous year.</p> <p>Over two of the months in the quarter (ie winter months of November and December) we have seen an increase in the number of long term absence cases, with 40 % of all absences in December relating to muscular-skeletal problems or post-operative recovery. This has unfortunately contributed to the total number of days absence in this quarterly period. Additionally (and again in the two months of November/December) we have seen an increase in the number of short term absences. Given that this quarter falls in the winter period, it is not unusual for there to be a seasonal spike in absences for example due to cold and flu related illnesses. Indeed during December alone 18 % of all absences were caused by these types of illness.</p> <p>Finally, whilst this quarter shows a slight increase in sickness absence levels, our rolling 12 months review of figures has seen a continued reduction in the number of days lost due to sickness absence on a month by month basis.</p>	
Brief Description of Proposed Remedial Action	
<ul style="list-style-type: none"> • Heads of service will continue to closely monitor sickness levels within their respective service areas and take urgent action as necessary in line with the Sickness Absence Policy • The HR team will continue to focus on providing detailed management information which will assist managers to effectively identify all short term cases of sickness absence which have exceed the agreed 'trigger' levels, together with all on-going long term cases of sickness absence. • The HR team will continue to meet with individual Heads of Service to provide advice and support to ensure managers have the continued skills and confidence to address absence issues appropriately. • The HR team will continue to support Managers through the Management of Attendance procedures. We have recently enhanced our contractual arrangement with our Occupational Health provider (OH Assist) and this will further contribute to addressing sickness absence issues. 	
Resource Implications	
<p>Timely interventions and practical support will continue to be needed from managers, which can make a real positive difference to attendance levels.</p> <p>The HR team will provide support and guidance to managers on the implementation of the established policy.</p>	
Priority	
High	
Future Targets	
Continue with existing target.	
Action Plan: Tasks to be undertaken	Completion Date
See proposed remedial action (above)	Ongoing