

PERFORMANCE PLAN	
Indicator	WL132 Working Days Lost Due to Sickness Absence
Reasons for not meeting target	
<p>The Council's target for 2019/2020 is to achieve (not more than) 8.08 full time equivalent working days lost per employee, measured as 2.02 full time equivalent working days lost each quarter. For Quarter 2 the outturn position was 2.95 days.</p> <p>To help to ensure that sickness absence is being managed effectively the HR Team continue to liaise more closely with the relevant line managers to monitor and support them in undertaking timely Stage 1 or Stage 2 interviews, as appropriate. Heads of Service are also be updated on a regular basis by HR on ongoing case management issues.</p> <p>The HR Team continue to be available to provide training on attendance management to DMTs, as requested.</p> <p>In relation to Long Term Sickness Absence, the HR Officers regularly discuss with Line Managers the actions being taken in regard to each of these cases to ensure appropriate measures are being taken.</p> <p>Recent months have seen an unsettling time within the workforce as we work through the implementation to the organisational restructure following the Councils decision to adopt a full organisational restructure following recommendations flowing from the SORP review.</p> <p>This has lead to uncertainty for certain people and in some cases, this has resulted in increased sickness levels.</p> <p>In addition it should be noted that the Council has an aging workforce and as such, there is an expectation that this in itself will lead to elevated sickness absence as older workers are more prone to sickness, injury or operations.</p>	
Additional commentary	
<ul style="list-style-type: none"> • Heads of Service will continue to closely monitor sickness levels within their respective service areas and take appropriate action as necessary in line with the Sickness Absence Policy. • Managers are encouraged to discuss sickness performance and attendance levels regularly in team meetings. • Sickness absence management training was provided in May 2019 and a presentation on stress management processes given to managers in June 2019 as part of the permanace management plan. • The Council will continue to focus on providing detailed management information to assist managers in identifying all short-term cases of sickness absence, which have exceeded the agreed 'trigger' levels, together with all on-going long-term cases of sickness absence. • The HR Team continue to are working closely with the Leisure and Wellbeing Service to produce a Workforce Wellbeing Action Plan, this will hopefully improve general staff wellbeing and assist in reduced absenteeism. • The HR team will continue to meet with individual Line Managers and Heads of Service, where appropriate, to provide advice and support to ensure managers have the skills and confidence to address absence issues appropriately. • The Council will continue to work closely with the Occupational Health provider (Wellbeing Partners). • The e-learning system course which is available to support managers to provide more effective training on sickness management has been promoted and remains available. • The HR Team have examined the reasons for absence in more detail and have not identified any specific trends or possible common links for any hot spot areas. However, this will continue t be monitored. 	

Resource Implications

Timely interventions by Managers and pro-active, practical support from the HR Team, together with Wellbeing Partners will help to maximise attendance levels.

Priority

High

Future Targets

Continue with existing target.

Action Plan**Tasks to be undertaken**

See actions (above)

Completion Date

Ongoing