

Date Published: 20 July 2018



## **ADULT SOCIAL CARE, HEALTH AND HOUSING OVERVIEW AND SCRUTINY PANEL**

**24 JULY 2018**

### **SUPPLEMENTARY PAPERS**

**TO: ALL MEMBERS OF THE ADULT SOCIAL CARE, HEALTH AND HOUSING OVERVIEW AND SCRUTINY PANEL**

The following papers have been added to the agenda for the above meeting.

These were not available for publication with the rest of the agenda.

Alison Sanders  
Director of Resources

	<b>Page No</b>
<b>2. MINUTES AND MATTERS ARISING</b>	<b>3 - 10</b>
To approve as a correct record the minutes of the meeting of the Adult Social Care, Health and Housing Overview and Scrutiny Panel meeting held on 5 June 2018.	
Review of the Actions Log arising from the Minutes including a sickness and absence update for Adult Social Care provided by Mira Haynes, Chief Officer: Adult Social Care and an update on any issues arising since the last meeting.	

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# **MANAGING ILL HEALTH - MIRA HAYNES**

**CHIEF OFFICER: ADULT SOCIAL CARE , OPERATIONS**

**JULY 2018**



## ASCHH Staff Sickness

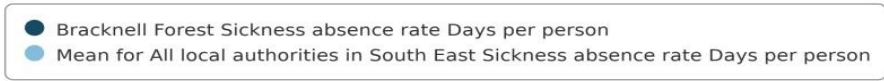
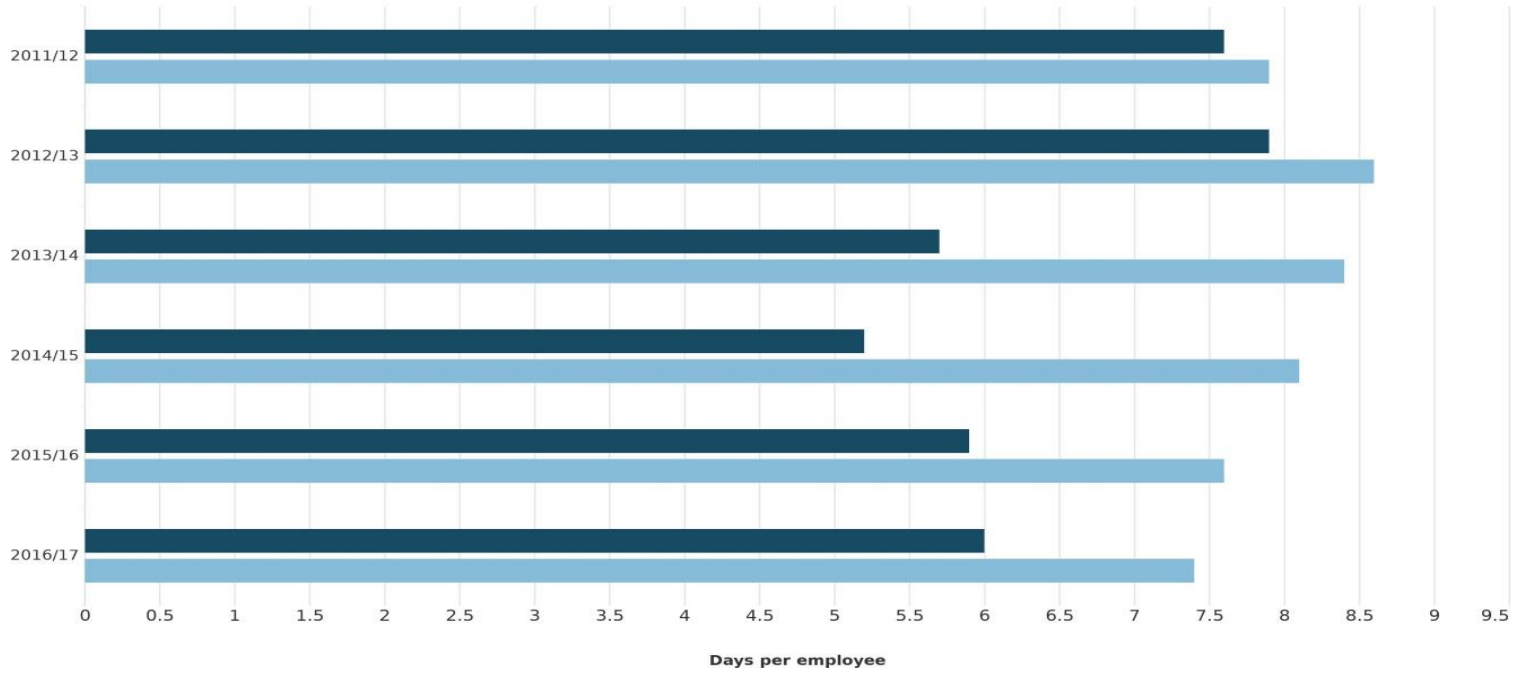
The overall level of staff sickness remains below the national average (6 days per employee compared to a national average of 10.1 for 2016/17), and consistently lower compared to other Local Authorities in the South East, as shown in the data below, sourced from The Local Government Association website.

Formula used by the LGA : The Sickness Absence (FTE days per employee) is calculated by taking the total number of days absence over financial year and dividing by the average number of FTE over the financial year

### Sickness absence FTE days per employee (days per person) (from 2011/12 to 2016/17) for Bracknell Forest & All local authorities in South East

4 Period	Sickness absence rate			
	Days per person			
	Bracknell Forest	Minimum for All local authorities in South East	Mean for All local authorities in South East	Maximum for All local authorities in South East
2016/17	<a href="#">6.0</a>	4.2	7.4	10.3
2015/16	<a href="#">5.9</a>	1.1	7.6	10.7
2014/15	<a href="#">5.2</a>	4.4	8.1	14.9
2013/14	<a href="#">5.7</a>	5.0	8.4	18.0
2012/13	<a href="#">7.9</a>	6.0	8.6	13.0
2011/12	<a href="#">7.6</a>	3.4	7.9	11.3

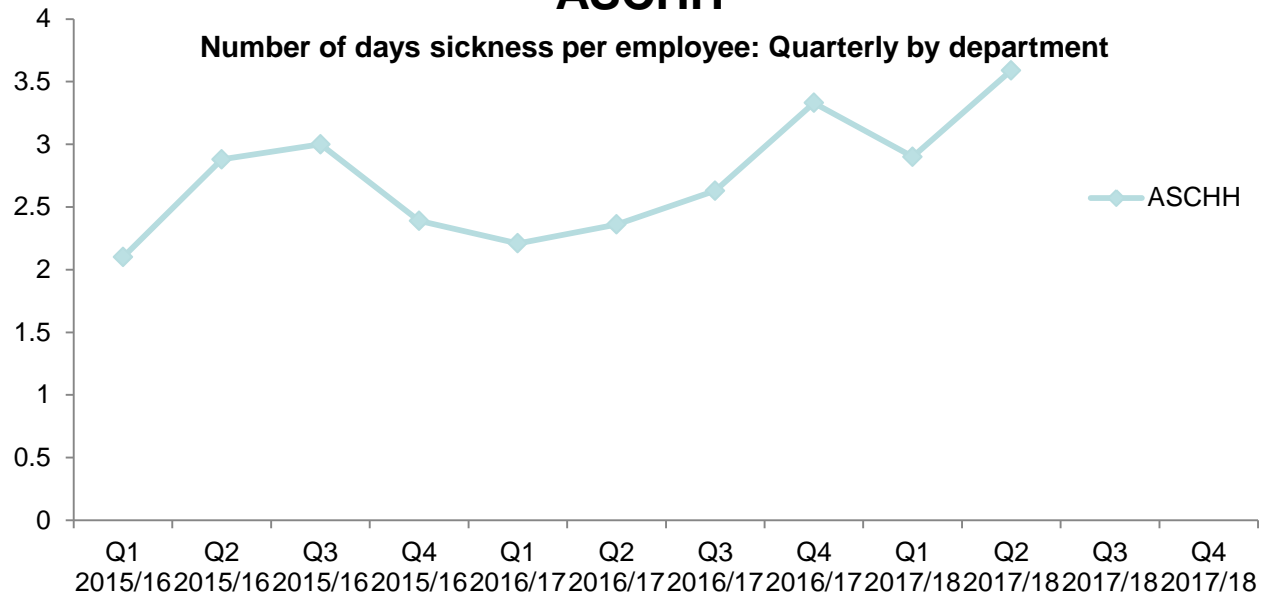
### Sickness absence FTE days per employee (days per person) (from 2011/12 to 2016/17) for Bracknell Forest & All local authorities in South East



Source:  
Local Government Association

# ASCHH

Number of days sickness per employee: Quarterly by department



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## Long Term Absence

Section	No of Days Taken	No. of E'ee's LTS during this 12 month period	Ave per E'ee off sick during this 12 month period	Ave per E'ee (whole section)
DMT	110	1	110	10
Adult Social Care	1629	25	65.1	7.24
Commissioning & Resources	87	2	43.5	2.35
Housing	226	6	37.6	3.05
Public Health	0	0	0	0
Totals				

Note: Figures shown are long term sickness over the 12 month period 1<sup>st</sup> May 2017 to 30<sup>th</sup> April 2018 with long term classed as over 20 days

# Managing ill Health

- A certain level of sickness absence may be inevitable and guidance is available on Doris for both managers and employees on how to handle both short and long term sickness.
- A return to work interview is carried out for all instances of sickness absence regardless of length of absence, this is the most influential element in ensuring absence is not treated casually and gives the manager an opportunity to explore the reason behind the absence and have clear lines of communication with the employee
- If absence is related to job performance or misconduct disciplinary, performance improvement or capability procedures may be triggered with guidance from HR.
- Managers have the option to refer employees to the Occupational Health service and employees also have access to Harmony Counselling.
- The Office of National Statistics revealed the groups who experienced the highest rates of sickness absence in 2016 were women, older workers, those with long-term health conditions, smokers and public health sector workers (2.9% versus 1.7% for private sector workers)

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# Managing ill Health

- Minor illnesses such as coughs and colds were cited as the most common reason for sickness absence in 2016 followed by musculoskeletal problems (including back pain, neck and upper limb problems) and 'other' conditions, mental health issues (including stress, depression, anxiety and more serious conditions such as manic depression and schizophrenia) were the next most common reason for sickness absence.

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- In terms of occupation, workers in caring roles had the highest rate of sickness both nationally and at Bracknell Forest Council in contrast to those in managerial or professional roles.
- Analysis show no trends or patterns in the sickness absence of Bracknell Forest Council employees. During the 12 month period 1<sup>st</sup> May 2017 to 30<sup>th</sup> April 2018 there were three deaths in service in ASCHH, all of which had been on long term sick.
- Going forward sickness absence recording will all be handled by the manager and employee via iWorks, with alerts sent to managers listing those employees that are off sick according to the system, providing managers more control and ability to run up to date sickness absence reports for their teams.



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