

ABSENCE MANAGEMENT UPDATE QUARTER 2 2018/19

SUMMARY

1. This report provides an update to Members with regard to absence management for the second quarter of 2018/19. For the second quarter in a row, absence remains below the targets agreed.
2. This report also provides a comparison of absence figures from this quarter with the same period last year and again shows significant improvements. A full analysis will be available to members in the Quarterly Performance Report which will be brought to the December meeting.
3. Appendix 1 is the Quarter 1 National Data which is reported to Cleveland FRS by a number of services, including Humberstone. Whilst not directly comparable for a number of reasons primarily calculation and omission of some service's data, it provides a useful guide as to our progress against the national picture.
4. Appendix 2 provides a comparison of local Quarter 1 absence management with the national data available, which shows a broadly favourable picture save for that of support staff, where we have further work to do.

RECOMMENDATIONS

5. That Members note the content of the report and take assurance that absence is being managed fairly, consistently and appropriately in the Service and that actions taken are having a positive impact on absence management figures.

ABSENCE MANAGEMENT REPORTING

6. Table 1 below shows the performance this quarter against target by staff group and demonstrates a strong performance so far this year, with all staff groups being below target.

Table 1

	Sum of Duty Days Lost	Establishment	Average Duty Days Lost Per Person per Contract Type	2018/19 Annual Target Per Person	YTD Target (annual divided by 12 x current month number)
Control	60.00	25.29	2.37	8.70	4.35
Green Book	719.39	180.28	3.99	10.00	5.00
Retained	630.60	343	1.84	7.00	3.50
Wholetime	1528.00	484	3.16	7.00	3.50
Grand Total	2937.99	1032.57	2.85		

7. Table 2 shows the reasons for absence for all staff groups during the quarter and shows that, once again, mental health conditions are the top reason for absence. This may be related to the significant work undertaken by the Service in raising awareness of mental health and encouraging staff to be open about the impact of mental ill health on individuals. Staff may well be more prepared to declare that their ill health is related to mental conditions, rather than mask with other conditions due to stigma.
8. Table 3 shows the comparison of long-term and short-term absence against medical condition and shows that mental ill health accounts for the highest levels of long term absence. Further work is being undertaken in how we can better support those with mental ill health, following on from the comprehensive work undertaken.

Table 2

Contract Type	(All)
CLG Category	Total Duty Days Lost
Mental Health Anxiety/Depression	550.89
Musculo Skeletal Lower Limb	467.56
Musculo Skeletal Back	359.10
Gastro Intestinal	285.37
Other	237.41
Musculo Skeletal Upper Limb	218.36
Musculo Skeletal Knee	163.48
Neurological	127.45
Musculo Skeletal Shoulders	110.11
Respiratory Other	102.85
Cardiovascular Other	78.26
Musculo Skeletal Other	69.13
Reproductive	46.00
Cancer	36.00
Senses Vision	30.30
Musculo Skeletal Neck	18.14
Endocrine	15.30
Senses Hearing	10.00
Urological	7.28
Dermatological	5.00
Grand Total	2937.99

Table 3

Contract Type	(All)		
CLG Category	Long Term	Short Term	Grand Total
Cancer	36.00	0.00	36.00
Cardiovascular Other	52.00	26.26	78.26
Dermatological	0.00	5.00	5.00
Endocrine	0.00	15.30	15.30
Gastro Intestinal	92.12	193.25	285.37
Mental Health Anxiety/Depression	529.41	21.48	550.89
Musculo Skeletal Back	276.45	82.65	359.10
Musculo Skeletal Knee	146.52	16.96	163.48
Musculo Skeletal Lower Limb	391.66	75.90	467.56
Musculo Skeletal Neck	0.00	18.14	18.14
Musculo Skeletal Other	22.00	47.13	69.13
Musculo Skeletal Shoulders	108.11	2.00	110.11
Musculo Skeletal Upper Limb	164.70	53.66	218.36
Neurological	92.16	35.29	127.45
Other	156.48	80.93	237.41
Reproductive	19.00	27.00	46.00
Respiratory Other	0.00	102.85	102.85
Senses Hearing	0.00	10.00	10.00
Senses Vision	10.00	20.30	30.30
Urological	0.00	7.28	7.28
Grand Total	2096.61	841.38	2937.99

CASE REVIEW BOARD

9. Following the introduction of the Case Review Board earlier this year, this has been further embedded this quarter and is now starting to show real progress in encouraging consistent management of absence.
10. This approach also gives support to managers in developing the skills to manage absence appropriately and offers support to the coaching approach taken with the introduction of the HR Service Partners.

COMPARISON WITH THE SAME QUARTER LAST YEAR

11. Table 4 shows a comparison of absence in the same quarter last year with this year. This shows a significant improvement in all areas of the Service and builds on the successes of Quarter 1.

Table 4

FTE Establishment Figures ex firewatch - 10-10-18		(excludes Casual, Career Break, and CIC staff)	
Establishment	Average Duty Days Lost Per Person per Contract Type	2018/19 Annual Target Per Person	YTD Target (annual divided by 12 x current month number)
25.29	2.37	8.70	4.35
180.28	3.99	10.00	5.00
343	1.84	7.00	3.50
484	3.16	7.00	3.50
1032.57	2.85		
 			
 			
 			
FTE Establishment Figures ex firewatch - 28-09-17			
Establishment	Average Duty Days Lost Per Person per Contract Type	2017/18 Annual Target Per Person	YTD Target (annual divided by 12 x current month number)
26	11.00	8.7	4.35
174.69	6.65	10	5.00
337	3.17	7	3.50
489.6	3.78	7	3.50
1027.29	4.25		

12. Table 5 shows a summary of duty days lost in quarter 2 2018 in comparison with the same quarter last year, which again shows a significant improvement.

Table 5

01-04-2018 - 30-09-2018	
	Sum of Duty Days Lost
Control	60.00
Green Book	719.39
Retained	630.60
Wholetime	1528.00
Grand Total	2937.99
 	
 	
01-04-2017 - 30-09-2017	
	Sum of Duty Days Lost
Control	286.00
Green Book	1160.86
Retained	1069.44
Wholetime	1852.00
Grand Total	4368.30

13. High levels of activity and focus have been placed on the management of absence over the last 12 months, with a detailed absence management action plan being developed and implemented. This has led directly to improved performance in all areas.

STRATEGIC PLAN COMPATIBILITY

14. Effective management of sickness absence is a key enabler towards achieving all of our Strategic Objectives and supports the Value Our People workstream.

FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS

15. The decrease in sickness absence and the retention of personnel through effective attendance have a positive impact on both the finances of the Service and the resources available for deployment.

LEGAL IMPLICATIONS

16. The fair management of absence with a consistent approach to the management of cases and the use of reasonable adjustments to support staff back into the workplace decreases the risk of Employment Tribunals being brought against the Authority and the loss of these cases when they happen.

EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS

17. The fair management of absence cases supports the delivery of equality of opportunity and ensures that staff suffering from ill health are treated equally regardless of gender, disability and other protected characteristics.
18. The introduction of new ways of consistently managing absence represents the use of HR best practice across the Service.

CORPORATE RISK MANAGEMENT IMPLICATIONS

19. Appropriate management of absence reduces the risk of related corporate issues being raised.

HEALTH AND SAFETY IMPLICATIONS

20. Appropriate management of absence reduces the risk of negative health and safety implications.

COMMUNICATION ACTIONS ARISING

21. Managers are being regularly communicated with in relation to absence through a coaching approach by the HR Service Partners and regular meetings with the Director of HR and the DCFO.

DETAILS OF CONSULTATION AND/OR COLLABORATION

22. None directly arising.

BACKGROUND PAPERS AVAILABLE FOR ACCESS

23. None.

RECOMMENDATIONS RESTATED

24. That Members note the content of the report and take assurance that absence is being managed fairly, consistently and appropriately in the Service and that actions taken are having a positive impact on absence management figures.

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