

**THE HIGHLAND COUNCIL**

**Finance, Housing and Resource Committee**  
**5 June 2013**

Agenda Item	<b>13.a</b>
Report No	<b>FHR/76/13</b>

**Statutory Performance Indicators**

**Report by Assistant Chief Executive**

Summary

This report provides an update on Corporate Statutory Performance Indicators for 2012/13.

**1. Introduction**

1.1 The Council is required to provide an annual report to the Accounts Commission, through Audit Scotland, on two corporate statutory performance indicators. These are:

- a) the average number of working days per employee lost through sickness absence for i) teachers ii) all other local government employees and
- b) the number and percentage of the highest paid 2% and 5% of earners among Council employees that are women.

These indicators are reported annually to Finance, Housing and Resources Committee. Updates on the absence indicators are reported each quarter.

**2. Sickness Absence Indicator**

2.1 All data relating to sickness absence indicators detailed in this report has still to be audited.

2.2 The sickness absence indicators are based on the average number of working days per employee lost through sickness absence. The average numbers of days lost per employee for 2011/12 were:

- a. Non-Teaching staff                      9.3 days
- b. Teaching staff                              6.3 days

The Highland Council indicator in 2011/12 was lower than the Scottish Local Government average of 10.4 days for Non-Teaching staff with Highland Council performance in the top quartile. The indicator for Teaching staff was very similar to the Scottish average of 6.2 days with Highland Council performance in the second quartile. Across all employee groups the *Society of Local Authority Chief Executives & Senior Managers (SOLACE)* benchmark

figures position Highland Council performance as 5th out of the 32 Scottish Local Authorities.

- 2.3 The average days sickness absence for employees by Service for 2012/13 is as follows:

	Average FTE <sup>#1</sup>	Average Days Absence				Cumulative Days Absence <sup>#2</sup>
		Q1	Q2	Q3	Q4	
Chief Executive's Office	291.2	1.6	1.3	1.4	2.3	6.6
Education, Culture and Sport	2,282.8	2.1	1.2	1.9	2.3	7.7
Finance	622.4	2.0	2.4	1.9	2.6	8.9
Housing & Property	482.8	2.5	2.0	3.1	3.0	10.6
Planning & Development	210.6	1.3	2.0	2.3	2.2	7.8
Health & Social Care	1,589.3 <sup>#3</sup>	3.2	3.3	3.7	3.2	13.4
TECS	1,125.5	2.3	2.6	2.8	3.2	10.8
<b>Total Non-teaching Staff</b>	<b>6,587.3</b>	<b>2.4</b>	<b>2.1</b>	<b>2.6</b>	<b>2.8</b>	<b>9.9</b>
<b>Total Teaching Staff</b>	<b>2,594.3</b>	<b>1.3</b>	<b>1.1</b>	<b>1.5</b>	<b>1.8</b>	<b>5.7</b>

<sup>#1</sup> FTE – Full Time Equivalent Employees

<sup>#2</sup> Due to rounding of numbers the cumulative days absence do not exactly match the total of average days absence per quarter.

<sup>#3</sup> The Average Full Time Equivalent figure for Health & Social Care includes those staff that transferred to NHS Highland as part of Integrated Care.

- 2.4 The average number of days lost in 2012/13 was 5.7 for Teachers and 9.9 days for non-teaching staff. This shows a decline of 0.6 days for Teachers and an increase of 0.6 days for non-teaching staff compared with the 2011/12 figures.
- 2.5 Detailed statistics are used to highlight repetitive absences and to manage long term and repetitive absences. Line managers, supported by HR Services, meet with individual employees whose absences are giving cause for concern. These meetings are designed to be supportive to individual staff, and to ensure that any specific actions are identified, such as a referral to Occupational Health. HR Services support line managers to implement the Council's Attendance Management Policy in a number of ways, including:
- Training courses for employees and managers
  - Assisting line managers with issues arising from return to work interviews
  - Seeking medical reports
  - Liaising with other specialists, internal and external, to the Council to enable employees to remain in employment
- 2.6 Annual data trends relating to the sickness absence indicator is available at Appendix 1.

### 3. **Women in Management Indicator**

- 3.1 All data relating to the gender equalities indicator (Women in Management) detailed in this report has still to be audited.
- 3.2 The data relating to the percentage of women in the top 2% and 5% of non-teaching employee earners is as follows:

	<i>Percentage of Women</i>	
	2011/12	2012/13
<i>In the top 2%</i>	<b>32.9</b>	<b>33.9</b>
<i>In the top 5%</i>	<b>54.0</b>	<b>46.0</b>

- 3.3 A comparison of the quarter 4 data shows an increase of 1.0% in the number of women in the top 2% of earners. The decrease of 8.0% in the number of women in the top 5% of earners, was forecast in the August 2012 report, and reflects the major staffing changes associated with the transfer of staff to NHS Highland to support Integrated Care.
- 3.4 Comparable 2012/13 figures for other Scottish Local Authorities are not yet published by Audit Scotland. In 2011/12 the indicators across all Scottish Local Authorities report that 41.2% of employees in the top 2% of earners were women and 48.5% of employees in the in the top 5% of earners were women. By comparison with other Scottish Local Authorities Highland Council performance was in the in the fourth quartile for the percentage of women in the top 2% of earners, and in the top quartile for the percentage of women in the top 5% of earners.
- 3.5 As outlined in our Equal Pay Statement the Highland Council is committed identifying and eliminating any unfair, unjust or unlawful practices that impact on pay. The Equal Pay Audit, currently being progressed in partnership with the trade unions, will identify action plans that support the employment outcomes set out in the Fairer Highland Plan. The Council continues to support women to attain management roles through Women in Management training. This programme aims to provide female managers, or those aspiring to be managers, with the necessary tools and techniques to increase their personal effectiveness, establish goals and identify and overcome potential barriers.
- 3.6 Annual data trends relating to the women in management indicator is available at Appendix 1.

### 4. **Recommendation**

- 4.1 Committee is asked to note the Sickness Absence and Women in Management statistics for 2012/13 and the actions being taken to sustain improvement.

Signature:

Designation: Assistant Chief Executive

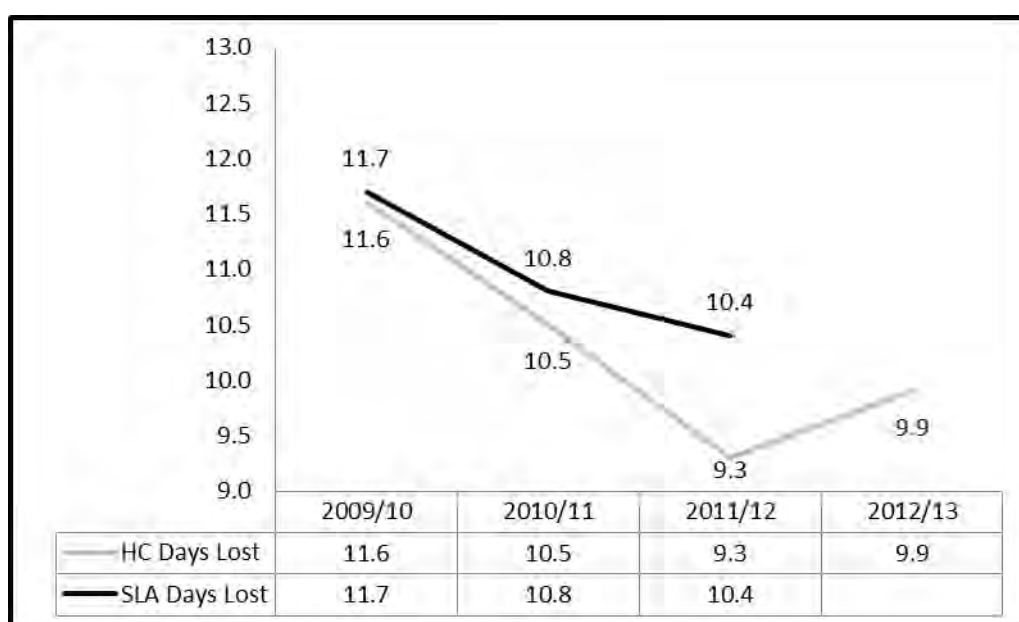
Date: 28 May 2013

Author/Reference: J Murdo MacDonald, Personnel Manager

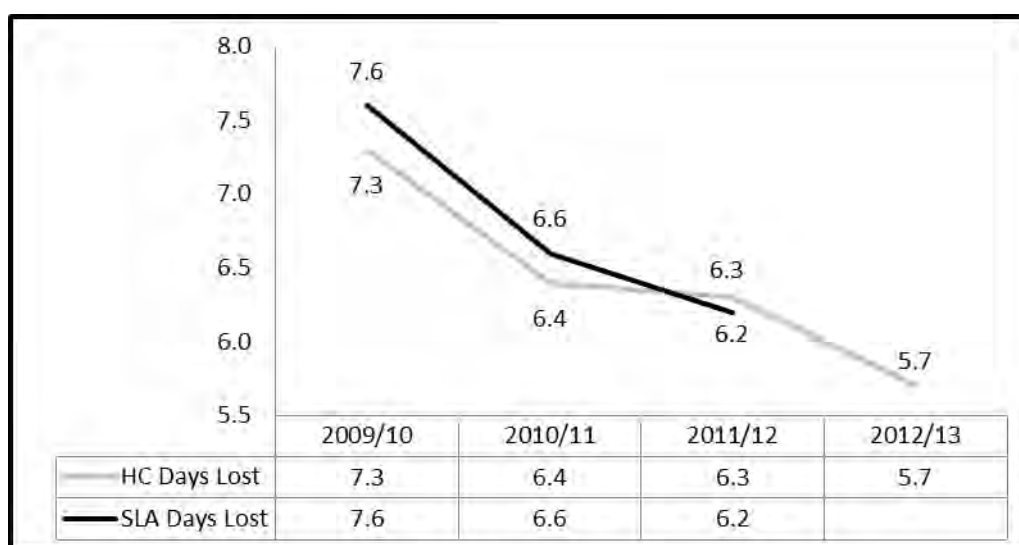
## Statutory Performance Indicators – Data Trends

The data contain in the following tables is that reported to Audit Scotland over the period 2009 to 2012. Data for other Scottish Local Authorities for the year ending 2012/12 is not yet available although data for Highland Council is reported. Each table compares the performance of the Highland Council (HC) with the average data for all Scottish Local Authorities (SLA).

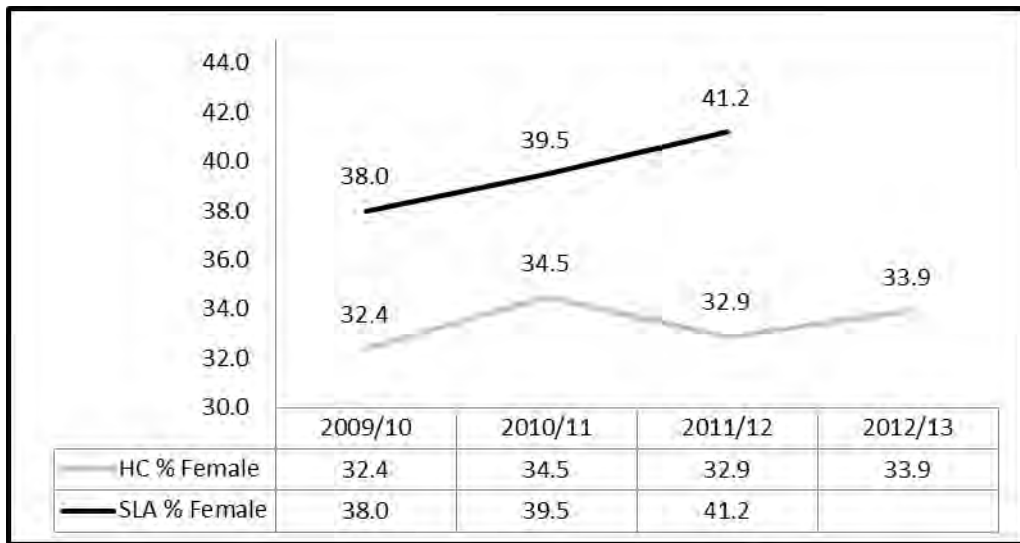
### (i) Sickness Absence Indicator (Non-Teaching Staff)



### (ii) Sickness Absence Indicator (Teaching Staff)



**(iii) Women in Management Indicator (Percentage of Women in the Top 2% of Earners)**



**(iv) Women in Management Indicator (Percentage of Women in the Top 5% of Earners)**

