

**Resources Committee
27th August 2014**

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|-------------|-----------------------|
| Agenda Item | 18 |
| Report No | RES/ 46/14 |

Corporate Development - Statutory Performance Indicators,
Quarterly and Annual Performance Report

Report by Depute Chief Executive/Director of Corporate Development

Summary

This report provides quarterly Statutory Performance Indicators for quarter 1 of 2014/15 and annual Statutory Performance Indicators for 2013/14.

1. Background

- 1.1 This report provides the Corporate Development Service quarterly Statutory Performance Indicators and supporting analysis for quarter 1 of 2014/15 relating to sickness absence and payment of invoices. See Appendix 1. It also provides an annual summary of performance data relating to sickness absence and the annual Statutory Performance Indicators relating to the percentage of females in the top 2% and 5% of earners for 2013/14.

2. Quarterly Statutory Performance Data - Q1, 2014/15

- 2.1 The average number of days lost per employee for Corporate Development for the first quarter of 2014/15 was 2.0 days. This is an increase of 0.2 days compared with the same period in 2013/14 and is below the Highland Council average of 2.4 days. The three most prevalent reasons for all absence in Corporate Development for the quarter were;

- Diarrhoea/Vomiting/Stomach Upset (23% of all days absence)
- Stress Related/Depression/Debility (21% of all days absence)
- Back Problems/Sciatica (12% of all days absence)

Of all absence from Corporate Development that began during the quarter, 59% of the days lost are due to long term absence (28 days or more as defined in policy).

- 2.2 Across the Highland Council the average number of working days lost per employee for the first quarter of 2014/15 was 2.4 days for non-teaching staff and 1.4 days for teaching staff. There has been no change in the same period for

2013/14 for teaching staff and an increase of 0.3 days for non-teaching staff. The three most prevalent reasons for all absence across the Highland Council for the quarter were;

- Stress Related/Depression/Debility (20% of all days absence)
- Operation/Hospitalisation (14% of all days absence)
- Diarrhoea/Vomiting/Stomach Upset (12% of all days absence)

Of all absence from the Highland Council that began during the quarter, 72% of the days lost are due to long term absence (28 days or more as defined in policy).

- 2.3 Annual data trends relating to the sickness absence indicator for Q1 (April -June) is available at Appendix 2.
- 2.4 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.
- 2.5 The Council's target for the payment of invoices in under 10 days is 60% and the target for the payment of invoices under 30 days is 85%. In both cases Corporate Development is comfortably exceeding the target at 73.6% and 94.7% respectively. This reflects the fact that budget holders in the Service prioritise the authorisation of transactions to ensure payments are made as quickly as possible following the receipt of goods or services.

3. Annual Statutory Performance Data - 2013/14

- 3.1 An average of 5.9 days lost in Corporate Development for 2013/14 is a decrease of 1.0 days in relation to 2012/13 and is significantly below the Highland Council average of 9.2 days.
- 3.2 Annual trends in sickness absence are set out in Appendix 3. The number of days lost by all Highland Council employees (teaching and non-teaching) in 2013/14 was 8.68 and shows a steady improvement over time. Comparative 2013/14 data for other Scottish Local Authorities is not yet available but in 2012/13 Highland Council was ranked in the 1st quartile and 1st of 32 Scottish Local Authorities.
- 3.3 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> | |
|----------------------|----------------------------|---------|
| | 2012/13 | 2013/14 |
| <i>In the top 2%</i> | 33.9% | 35.8% |
| <i>In the top 5%</i> | 46.0% | 46.7% |

- 3.4 A comparison of the 2013/14 data shows an increase of 1.9% in the number of women in the top 2% of earners and of 0.7% on the number of women in the top 5%.
- 3.5 Comparable 2013/14 figures for other Scottish Local Authorities are not yet published. In 2012/13, across all Scottish Local Authorities, 43.1% of employees in the top 2% of earners were women and 48.7% of employees in the in the top 5% of earners were women. By comparison with other Scottish Local Authorities Highland Council's indicators have moved up into the third quartile for the percentage of women in the top 2% of earners, however have fallen into the third quartile for the percentage of women in the top 5% of earners. The number of women in the top 5% of earners was significantly reduced, (from 54% to 46%), when a large number of employees transferred to NHS Highland to support Integrating Care in the Highlands.
- 3.6 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 recent Equal Pay Audit, prepared in in partnership with the trade unions, has identified an action plans that supports improvement in this area. 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.
- 3.7 Annual data trends relating to the percentage of female employees in the top 2% and 5% of earners is available at Appendix 4.

4. Recommendations:

Committee is asked to:

- a) Note the progress in relation to the Statutory Performance Indicators.

Signature:

Designation: Depute Chief Executive /
Director of Corporate Development

Date: 13 August 2014

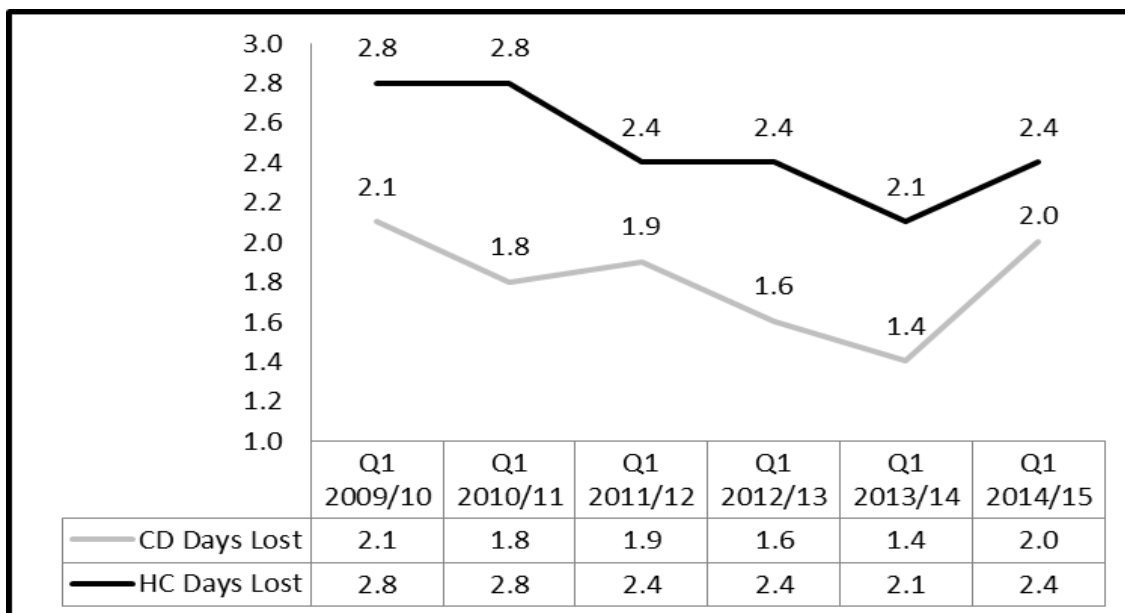
Authors: J Murdo MacDonald, HR Manager
Craig Rankin, HR Adviser

Appendix 1

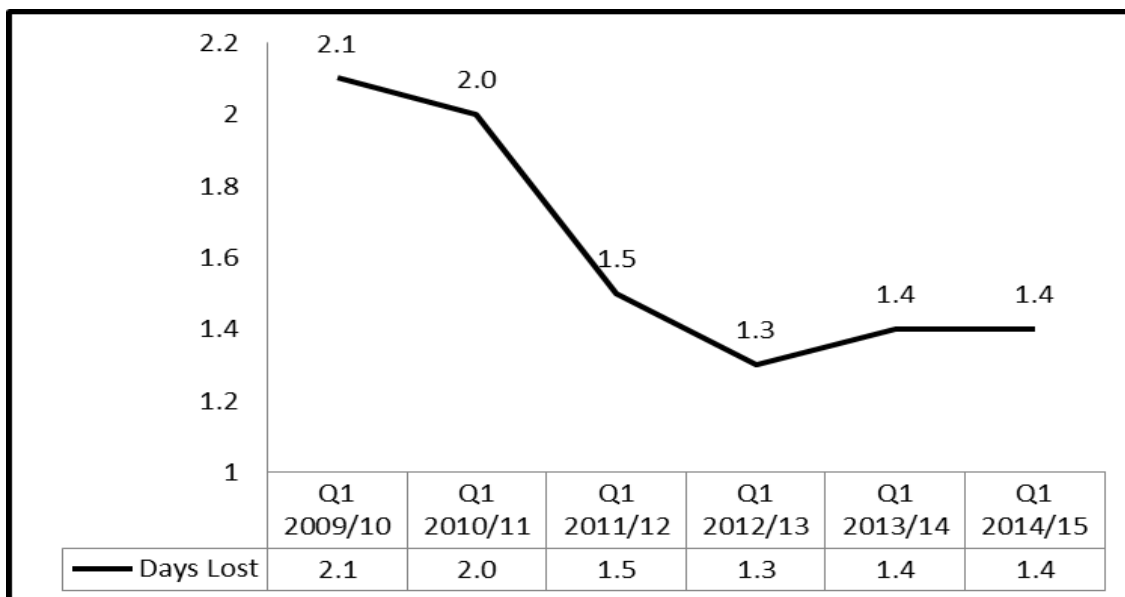
| SPI Quarterly 2014/15 | Qtr4 | Status | Qtr3 | Status | Qtr2 | Status | Qtr1 | Status |
|----------------------------------|-------------|---------------|-------------|---------------|-------------|---------------|-------------|---------------|
| Absence CD Qtr | | | | | | | 2.0 | On Target |
| Absence HC Qtr | | | | | | | 2.4 | On Target |
| Invoices Payment <10 days Qtr CD | | | | | | | 73.6% | On Target |
| Invoices Payment <30 days Qtr CD | | | | | | | 94.7% | On Target |

Absence Statutory Performance Indicators – Data Trends

(i) Q1 (April – June) Sickness Absence Indicator (Non-Teaching Staff)

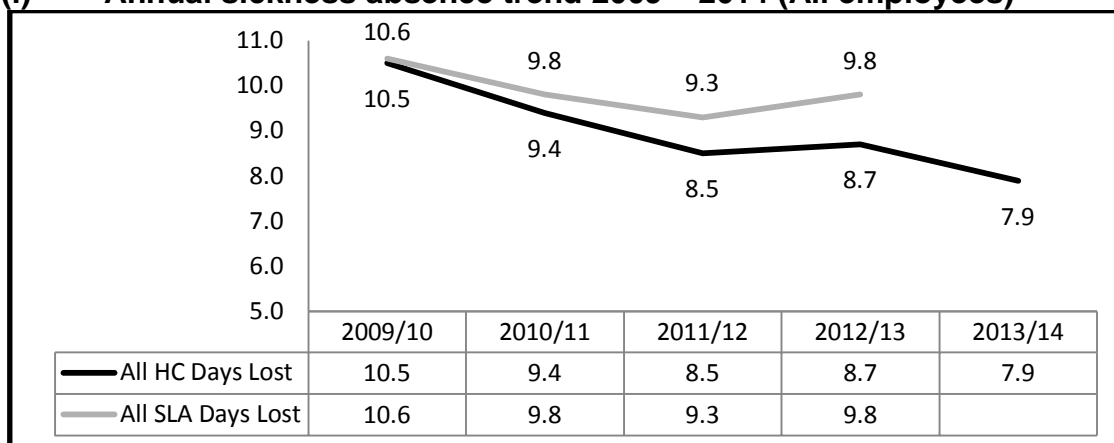


(ii) Q1 (April - June) Sickness Absence Indicator (Teaching Staff)

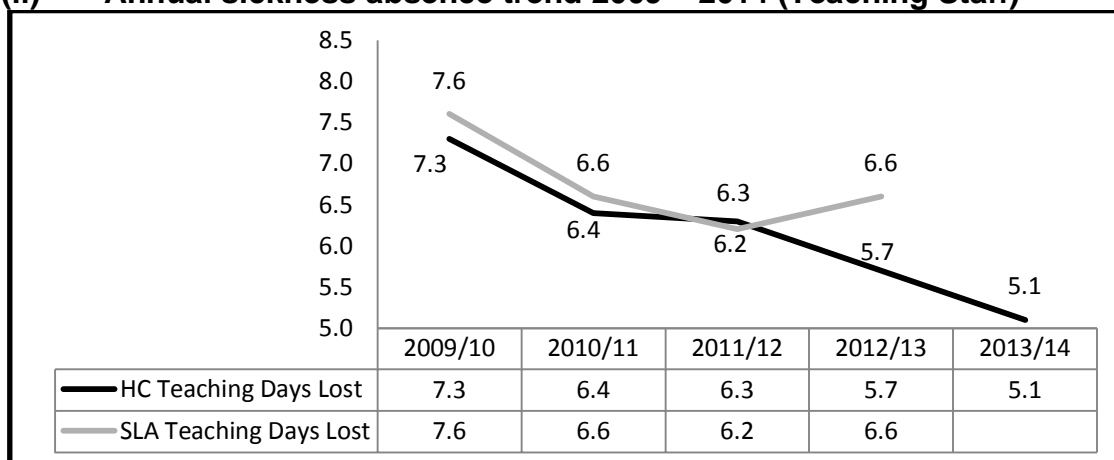


Absence Statutory Performance Indicators – Data Trends

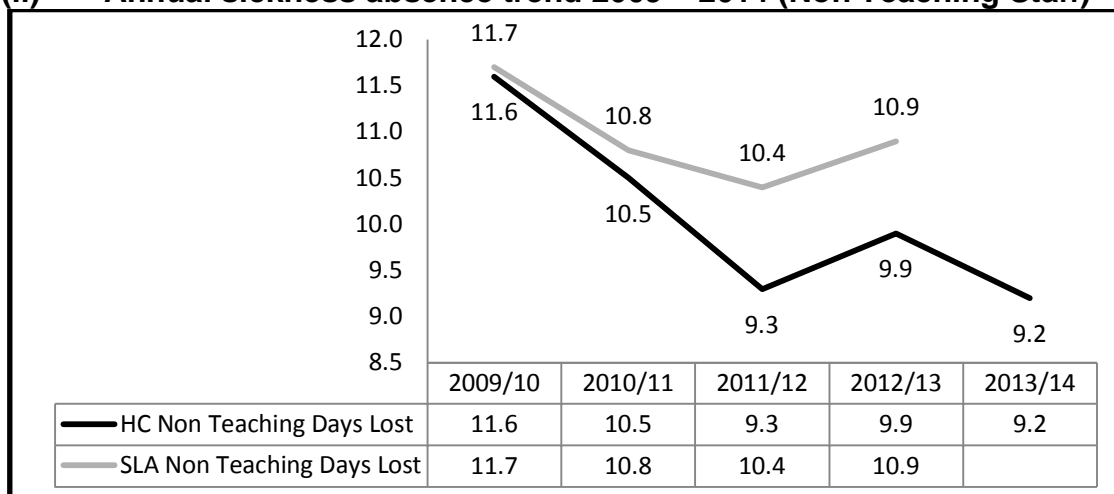
(i) Annual sickness absence trend 2009 – 2014 (All employees)



(ii) Annual sickness absence trend 2009 – 2014 (Teaching Staff)

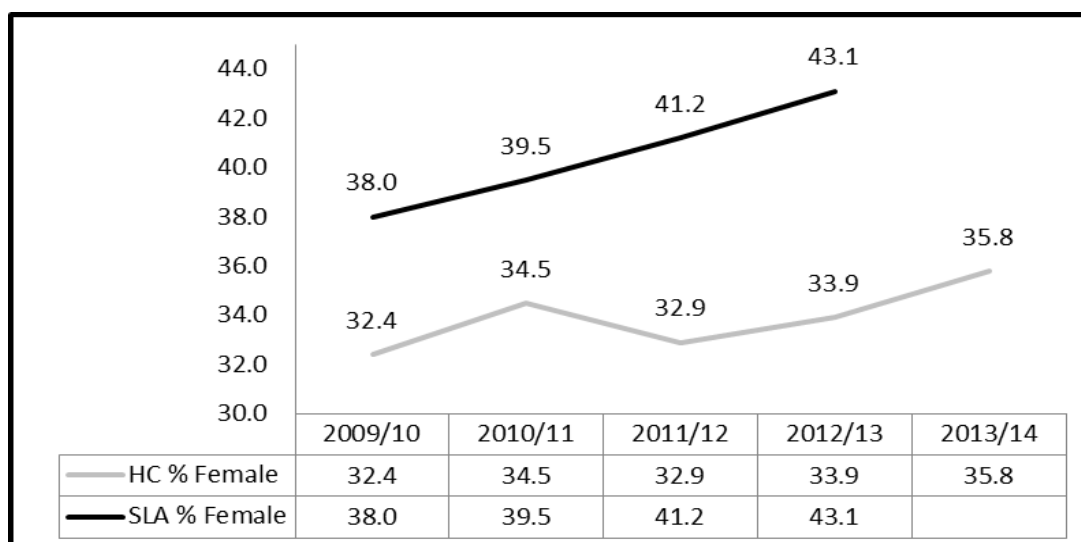


(ii) Annual sickness absence trend 2009 – 2014 (Non Teaching Staff)

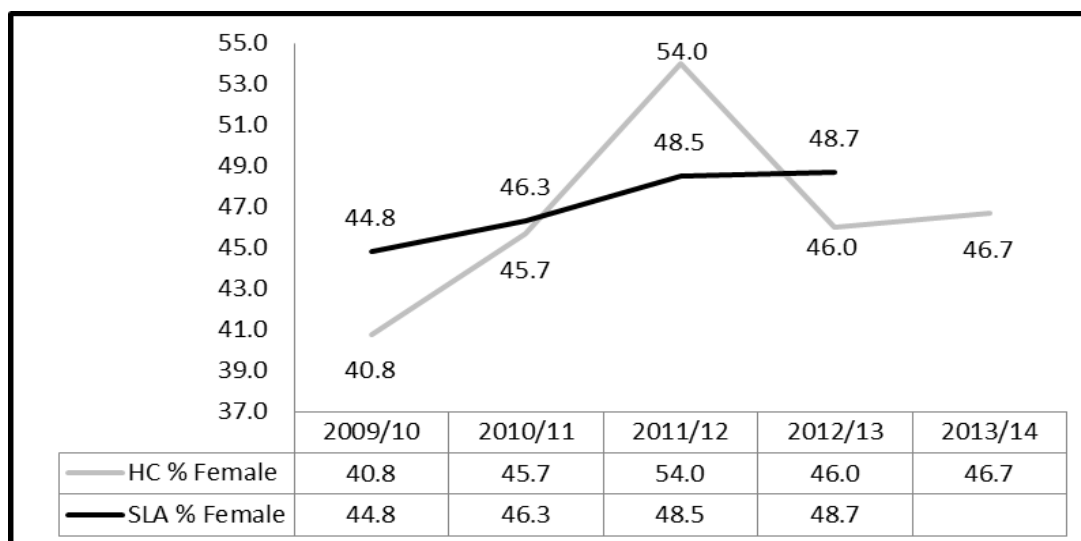


Percentage of Women in top 2% and 5% of Earners – Data Trends

(i) Percentage of Women in the Top 2% of Earners



(ii) Percentage of Women in the Top 5% of Earners



(The drop in the percentage of women in the top 5% of earners between 2011/12 and 2012/13 was due to the transfer of a significant number staff to NHS Highland to support Integrating Care in the Highlands.)