

Resources Committee

26th November 2014

Agenda Item	18
Report No	RES/72 /14

Corporate Development - Statutory Performance Indicators,
Quarterly Performance Report

Report by Depute Chief Executive/Director of Corporate Development

Summary

This report provides quarterly Statutory Performance Indicators for Quarter 2 of 2014/15.

1. Background

- 1.1 This report provides the Corporate Development Service quarterly Statutory Performance Indicators and supporting analysis for Quarter 2 of 2014/15 relating to sickness absence and payment of invoices. See Appendix 1. It also provides data trends and a statistical breakdown of long term absence for all Council Services.

2. Sickness Absence

- 2.1 The average number of days lost per employee for Corporate Development for the second quarter of 2014/15 was 1.8 days. This is an increase of 0.3 days compared with the same period in 2013/14, but is below the Highland Council average of 2.2 days. The three most prevalent reasons for all absence in Corporate Development for the quarter were;
- Diarrhoea/Vomiting/Stomach Upset (22% 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, 75% 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 second quarter of 2014/15 was 2.2 days for non-teaching staff

and 0.8 days for teaching staff. This has remained at the same level over the same period for 2013/14 for teaching staff and an increase 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 (19% of all days absence)
- Operation/Hospitalisation (15% of all days absence)
- Diarrhoea/Vomiting/Stomach Upset (10% of all days absence)

Of all absence from the Highland Council that began during the quarter, 73% of the days lost are due to long term absence (28 days or more as defined in policy).

- 2.3 All Services will report absence statistics to the relevant Strategic Committees. Annual data trends relating to the sickness absence indicator for Q2 (July - September) is available at Appendix 2.
- 2.4 Across the Council, the most prevalent reasons for long term absence are related to mental health and medical issues requiring operations or hospitalisation. Episodes of long term absence are managed in accordance with Highland Council policy and with guidance from medical practitioners and our occupational health service. A statistical breakdown of long term absence by employee group for Q2 of 2014/15 is available at Appendix 3.
- 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.
- 2.6 Although overall Highland Council absence rates compare favourably with performance across Scottish Local Authorities, performance by Services and Sections within the Council does vary. Corporate Development are currently supporting a number of initiatives, including a Scrutiny Working Group, to identify good practice in relation to attendance management and action this across all Council Services.

3. Payment of Invoices

- 3.1 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 70.4% and 93.7% 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.

4. Implications

- 4.1 There are no resource, risk, equalities or climate change/carbon clever, Gaelic or rural implications arising from this report.

5. Recommendations:

Committee is asked to:

- a) Note the continued improvement in performance in relation to sickness absence and payment of invoices.

Signature:

Designation: Depute Chief Executive /
Director of Corporate Development

Date: 14 November 2014

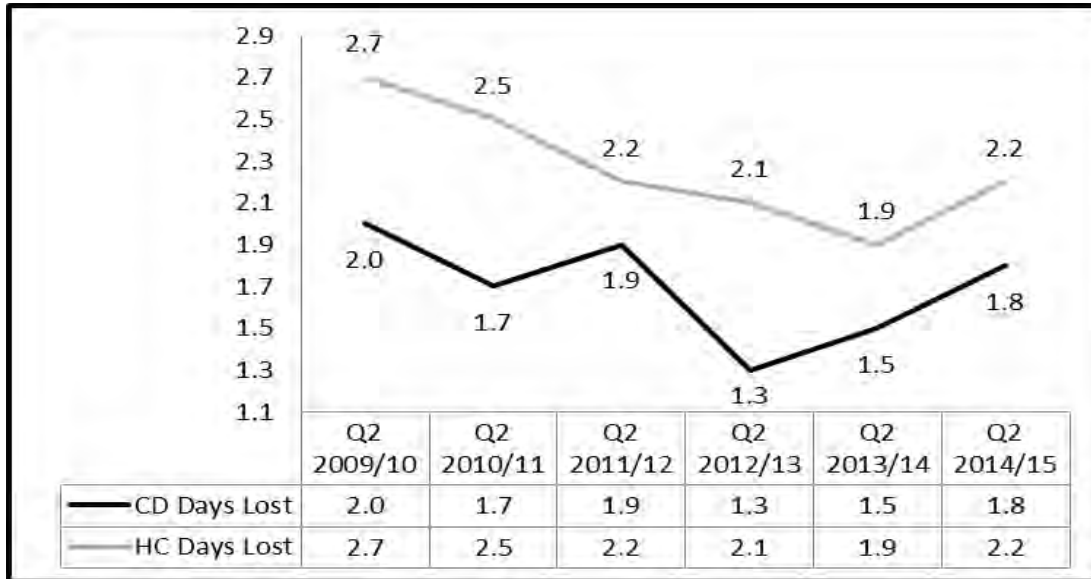
Authors: J Murdo MacDonald, HR Manager
Craig Rankin, HR Adviser

Appendix 1

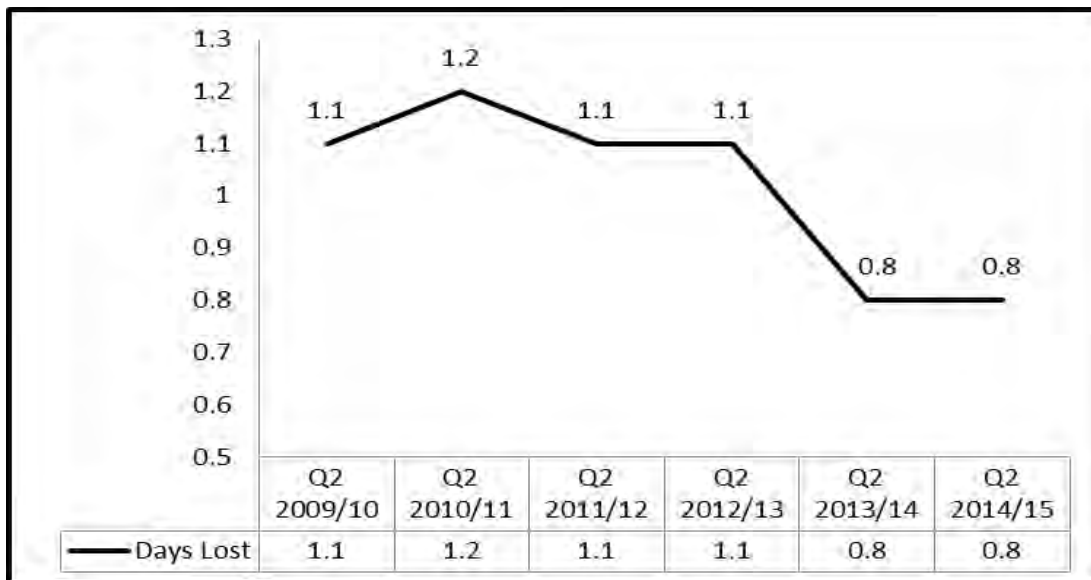
SPI Quarterly 2013/14	Qtr4	Status	Qtr3	Status	Qtr2	Status	Qtr1	Status
Absence CD Qtr					1.8	On Target	2.0	On Target
Absence HC Qtr					2.2	On Target	2.4	On Target
Invoices Payment <10 days Qtr CD					70.4%	On Target	73.6%	On Target
Invoices Payment <30 days Qtr CD					93.7%	On Target	94.7%	On Target

Absence Statutory Performance Indicators – Data Trends

(i) Q2 (July - September) Sickness Absence Indicator (Non-Teaching Staff)



(ii) Q2 (July - September) Sickness Absence Indicator (Teaching Staff)



Absence Data Analysis – Long Term Absence Q2 2014-15

	FTE	Total Days Absence	Long Term Absence Days	Long Term Absence (%)
Non-Teaching Staff				
Care & Learning	3144	6325	4807	76
Community Services	1368	4290	3003	70
Corporate Development	301	553	415	75
Development & Infrastructure	367	537	333	62
Finance	629	1318	817	62
Teaching Staff				
Care & Learning	2870	2362	1677	71