

Resources Committee
27th May 2015

Agenda Item	18
Report No	RES/ 45/15

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 4 of 2014/15.

1. Background

- 1.1 This report provides the Corporate Development Service's quarterly Statutory Performance Indicators and supporting analysis for Quarter 4 of 2014/15 relating to sickness absence and payment of invoices as per Appendix 1. It also provides data trends and a statistical breakdown of long term absence for all Council Services as per Appendices 2 and 3.

2. Sickness Absence

- 2.1 The average number of days lost per employee for Corporate Development for the fourth quarter of 2014/15 was 2.7 days. This is an increase of 0.9 days compared with the same period in 2013/14, but is below the Highland Council average of 2.8 days. The three most prevalent reasons for all absence in Corporate Development for the quarter were;

- Stress Related/Depression/Debility (29% of all days absence)
- Diarrhoea, Vomiting, Stomach upset (9% of all days absence)
- Operation/Hospitalisation (9% of all days absence)

Of all absence from Corporate Development that began during the quarter, 67% of the days lost are due to long term absence (28 days or more as defined in policy).

- 2.2 Due to the relative size of the Corporate Development workforce a small number of incidents of sickness absence can have a significant effect on the indicator. This has been the case in Quarter 4 leading to the increase of 0.9 days. These

incidents have and are being managed and a reduction in the indicator is expected in the next quarter.

2.3 Across the Highland Council the average number of working days lost per employee for the fourth quarter of 2014/15 was 2.8 days for non-teaching staff and 1.9 days for teaching staff. This is an increase of 0.1 days for non-teaching staff and an increase of 0.3 days for teaching staff compared with the same period in 2013/14. 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)
- Diarrhoea/Vomiting/Stomach Upset (11% of all days absence)
- Operation/Hospitalisation (8% of all days absence)

Of all absence from the Highland Council that began during the quarter, 67% of the days lost are due to long term absence (28 days or more as defined in policy).

2.4 All Services will report absence statistics to the relevant Strategic Committees. Annual data trends relating to the sickness absence indicator for Q4 (January - March) are shown in Appendix 2.

2.5 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 the occupational health service. A statistical breakdown of long term absence by employee group for Q4 of 2014/15 is shown in Appendix 3.

2.6 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.

2.7 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 Members 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 in under 30 days is 85%. In both cases Corporate Development is comfortably exceeding the target at 67.2% and 94.1% 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 financial, risk, equalities or climate change/carbon clever, Gaelic or rural implications arising from this report.

5. Recommendations:

Resources Committee is asked to:

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

Signature:

Designation: Depute Chief Executive /
Director of Corporate Development

Date: 14 May 2015

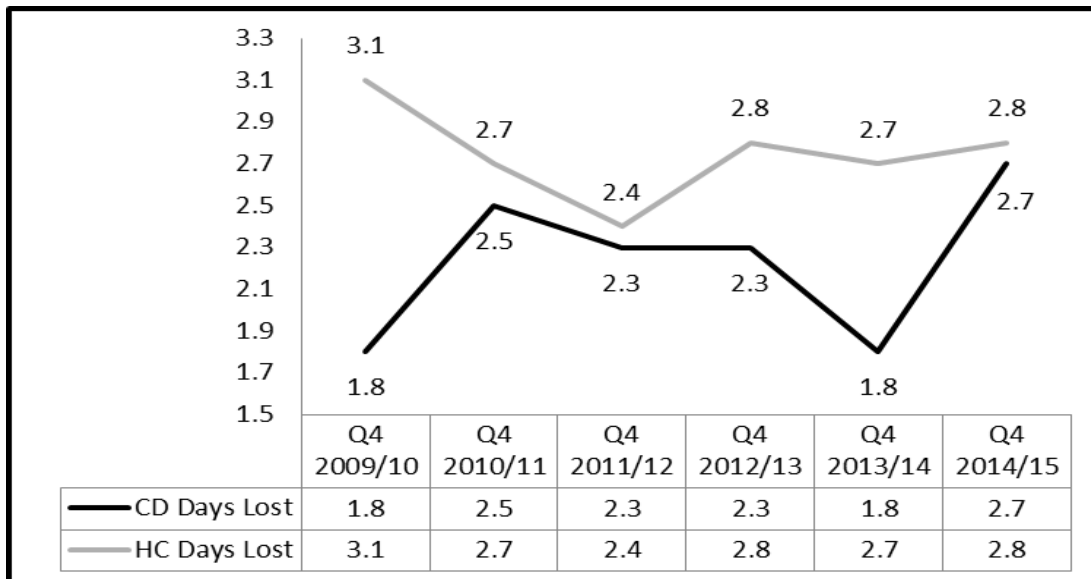
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Appendix 1

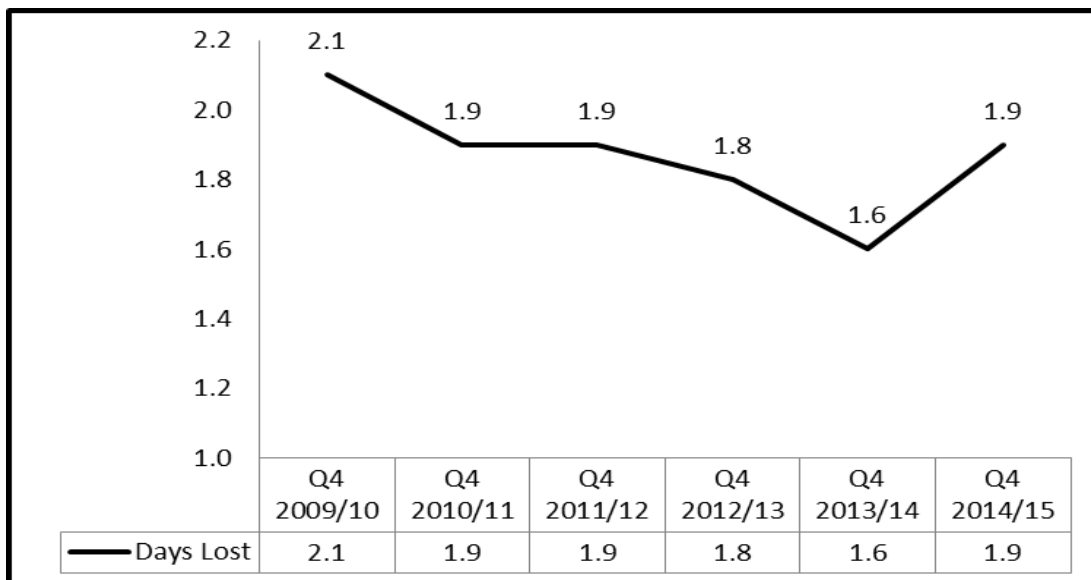
SPI Quarterly 2014/15	Qtr4	Status	Qtr3	Status	Qtr2	Status	Qtr1	Status
Absence CD Qtr	2.7	On Target	2.1	On Target	1.8	On Target	2.0	On Target
Absence HC Qtr	2.8	On Target	2.5	On Target	2.2	On Target	2.4	On Target
Invoices Payment <10 days Qtr CD	67.2%	On Target	71.2%	On Target	70.4%	On Target	73.6%	On Target
Invoices Payment <30 days Qtr CD	94.1%	On Target	93.1%	On Target	93.7%	On Target	94.7%	On Target

Absence Statutory Performance Indicators – Data Trends

(i) Q4 (January – March) Sickness Absence Indicator (Non-Teaching Staff)



(ii) Q4 (January - March) Sickness Absence Indicator (Teaching Staff)



Absence Data Analysis – Long Term Absence Q4 2014-15

	FTE	Total Days Absence	Long Term Absence Days	Long Term Absence (%)
Non-Teaching Staff				
Care & Learning	3192	9070	6168	68%
Community Services	1351	4626	2961	64%
Corporate Development	301	809	542	67%
Development & Infrastructure	371	787	559	71%
Finance	630	1301	703	54%
Teaching Staff				
Care & Learning	2924	5585	3742	67%