

**Resources Committee
24th August 2016**

Agenda Item	26
Report No	RES/ 65/16

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 4 of 2015/16 and annual Statutory Performance Indicators for 2015/16.

1. Background

- 1.1 This report provides the Corporate Development Service quarterly Statutory Performance Indicator and supporting analysis for quarter 4 of 2015/16 relating to sickness absence. It also provides an annual summary of performance data relating to sickness absence and the annual Statutory Performance Indicator relating to the percentage of females in the top 2% and 5% of earners for 2015/16.

2. Quarterly Statutory Performance Data – Sickness Absence

- 2.1 The average number of days lost per employee for Corporate Development for the fourth quarter of 2015/16 was 1.8 days. This is a reduction of 0.9 days compared with the same period in 2014/15 and compares with the Highland Council average of 2.8 days. The three most prevalent reasons for all absence in Corporate Development for the quarter were;

- Anxiety and Depression (23% of all days absence)
- Skin Conditions (18% of all days absence)
- Cold/Flu (16% 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 fourth quarter of 2015/16 was 2.8 days for non-teaching staff and 2.2 days for teaching staff. There is no change in this figure compared with the same period for 2014/15 for non-teaching staff and is an increase of 0.3 days

for teaching staff. The three most prevalent reasons for all absence across the Highland Council for the quarter were;

- Stress (13% of all days absence)
- Cold/Flu (9% of all days absence)
- Anxiety and Depression (9% of all days absence)

Of all absence from the Highland Council that began during the quarter, 71% 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 Q4 (January - March) is available at Appendix 1.
- 2.4 Across the Council, the most prevalent reasons for long term absence are related to mental health. 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 2015/16 is shown in Appendix 2.
- 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.

3. Annual Statutory Performance Data - 2015/16

- 3.1 The average number of days lost per employee for Corporate Development for 2015/16 was 8.3 days lost. This is a decrease of 0.3 days in relation to 2014/15. This is below the Highland Council non-teaching average of 9.6 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 2015/16 was 8.4. This is an improvement of 0.1 days on the 2014/15 figure. Comparative 2015/16 data for other Scottish Local Authorities is not yet available but in 2014/15 Highland Council was ranked in the 1st quartile and 4th 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 (Non-teaching)</i>
--	---

	2014/15	2015/16
<i>In the top 2%</i>	40.2%	40.0%
<i>In the top 5%</i>	48.2%	47.2%

- 3.4 A comparison of the 2015/16 data shows a decrease of 0.2% in the number of women in the top 2% of non-teaching earners and of 1.0% on the number of women in the top 5%.
- 3.5 Comparable 2015/16 figures for other Scottish Local Authorities are not yet published for the top 5% (and are no longer recorded for the top 2%). In 2014/15, across all Scottish Local Authorities 51.7% of employees in the in the top 5% of non-teaching earners were women. By comparison with other Scottish Local Authorities Highland Council's indicator has remained in the third quartile for the percentage of women in the top 5% of non-teaching earners.
- 3.6 Annual data trends relating to the percentage of female employees in the top 2% and 5% of non-teaching earners is available at Appendix 4.
- 3.7 The data relating to the percentage of women in the top 2% and 5% of all employee (including teaching) earners is as follows:

	<i>Percentage of Women (All Employees)</i>	
	2014/15	2015/16
<i>In the top 2%</i>	58.7%	59.8%
<i>In the top 5%</i>	57.9%	58.1%

- 3.8 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 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.

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:

Committee is asked to:

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

Signature:

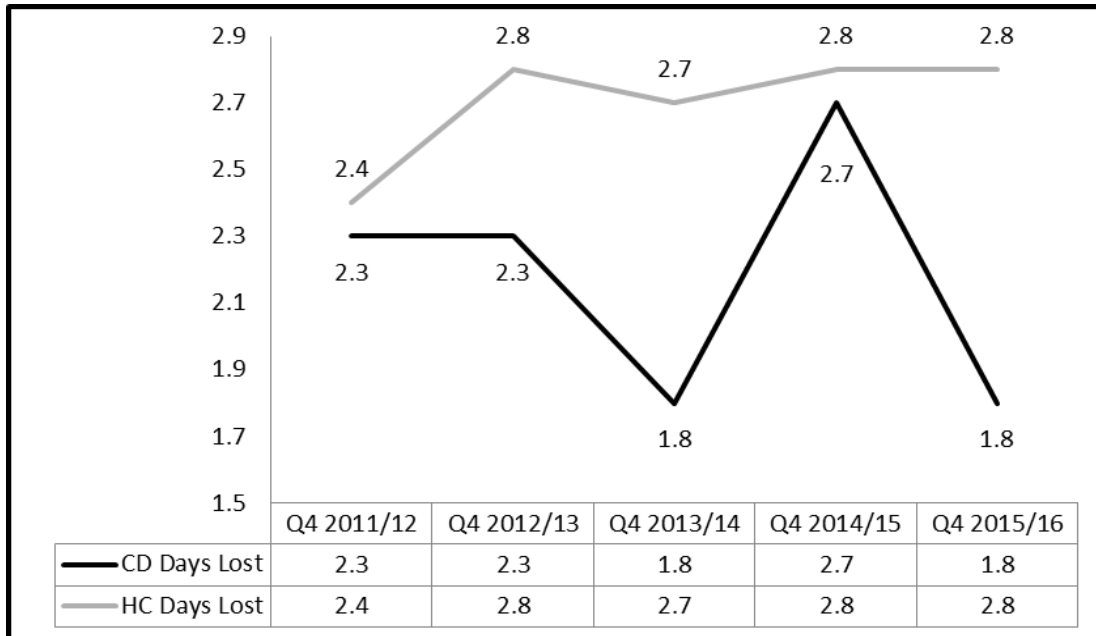
Designation: Depute Chief Executive /
Director of Corporate Development

Date: 8 August 2016

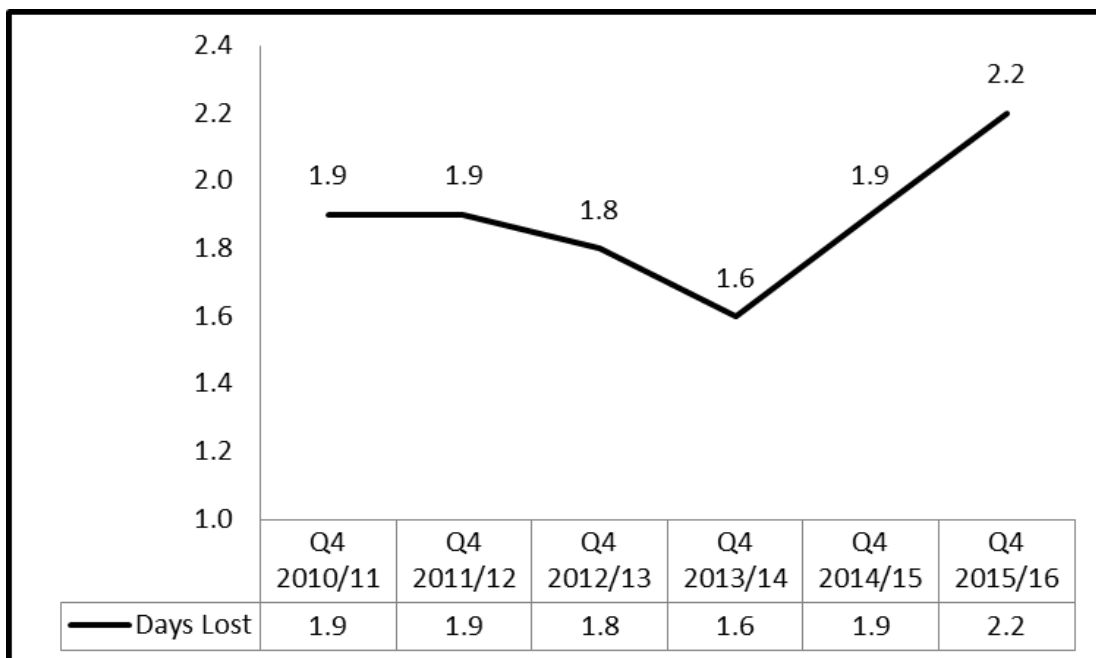
Authors: J Murdo MacDonald, HR Manager
Craig Rankin, HR Adviser

Absence Statutory Performance Indicators – Data Trends

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

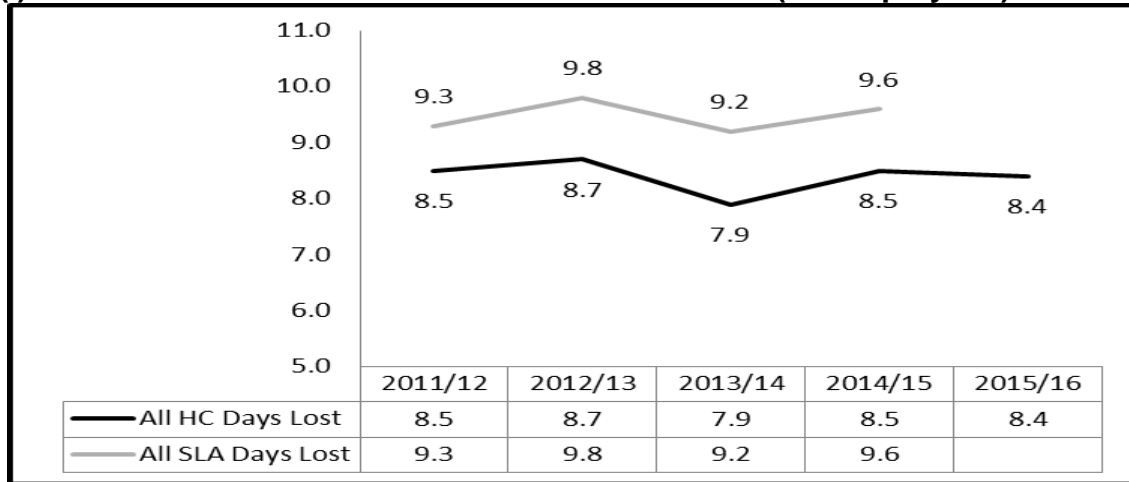


(ii) Q4 (January - March) Sickness Absence Indicator (Teaching Staff)

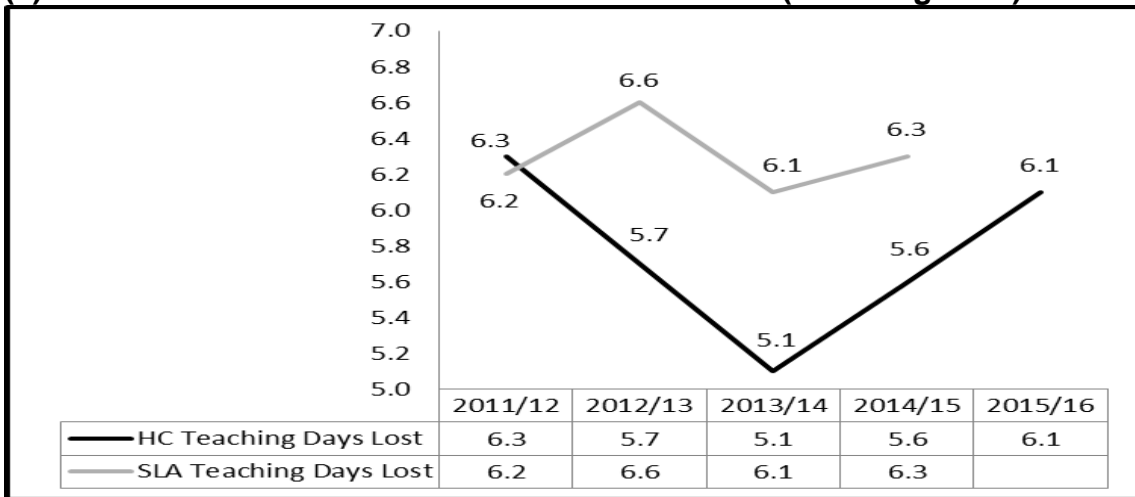


	FTE	Total Days Absence	Long Term Absence Days	Long Term Absence (%)
Non Teaching				
Care & Learning	2742.3	7365.3	5597.6	76%
Community Services	1236.0	4455.9	2762.7	62%
Corporate Development	288.0	514.9	303.8	59%
Development & Infrastructure	413.9	839.1	713.2	85%
Finance	562.7	1334.7	827.5	62%
Teaching Staff				
Care & Learning	2543.1	5690.0	3584.7	63%

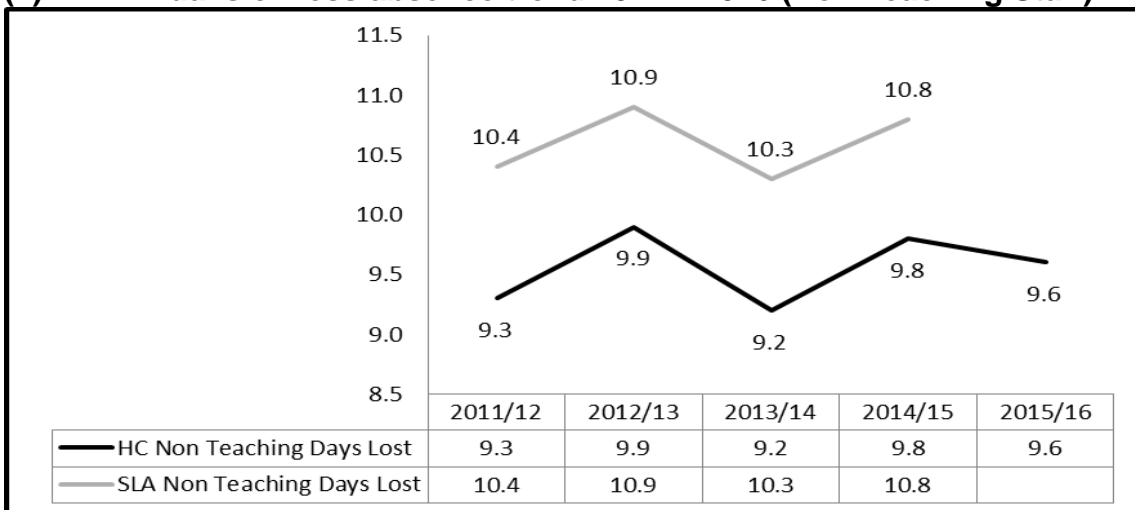
(i) Annual sickness absence trend 2011 – 2016 (All employees)



(ii) Annual sickness absence trend 2011 – 2016 (Teaching Staff)



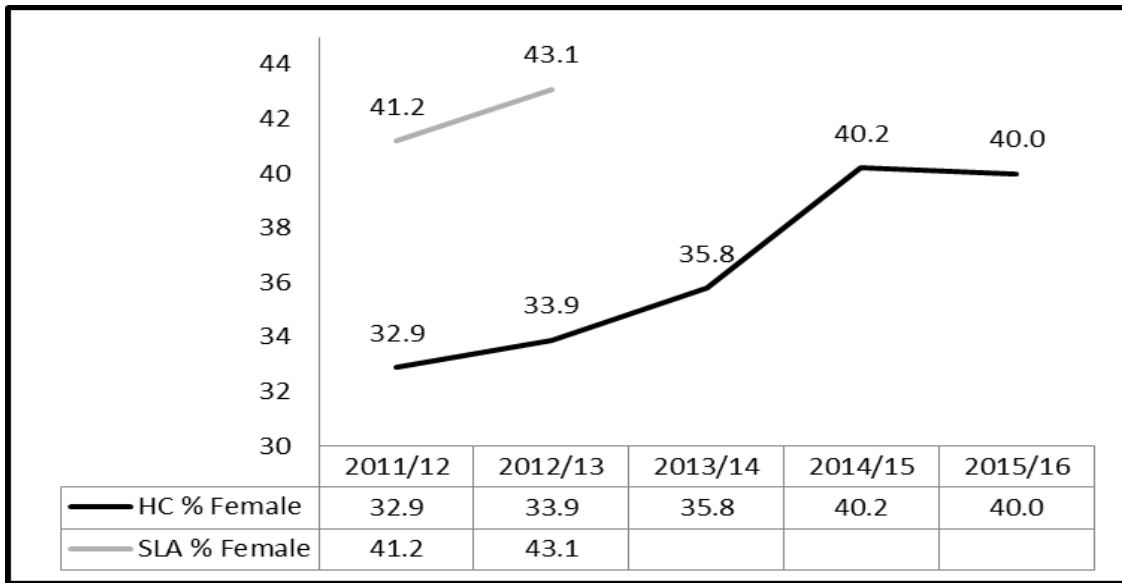
(ii) Annual sickness absence trend 2011 – 2016 (Non Teaching Staff)



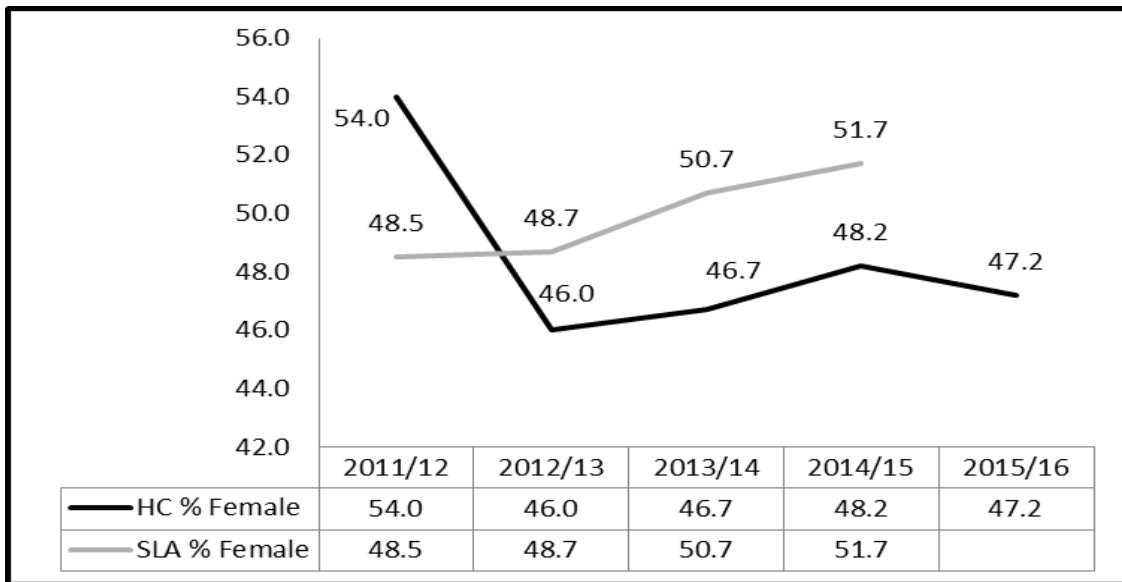
Appendix 4

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.)