



Belfast City Council

Report to:	Strategic Policy and Resources Committee
Subject:	Absence Management: Quarter 2
Date:	20 November 2009
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Purpose

The purpose of this report is to inform members of the council's performance in managing absence during quarter two, July – September 2009.

Relevant Background Information

In 2008/09 the average number of days lost per full time employee was 11.22 The Strategic Policy and Resources Committee agreed an overall Council target to reduce to 10.50 days by 2010/11.

Key Issues

Absence Management Performance Quarter Two July – October 2009

The following are the key absence performance indicators for quarter two, July – September 2009. Appendix one provides absence rates at corporate, department and service levels against target and performance for the same time last year, as requested by members.

- The average number of working days lost per FTE for quarter two for this year is 3.26 days
- The average number of working days lost per FTE for last quarter (quarter one) was 2.72 days
- The average number of working days lost per FTE for the same quarter last year (quarter two 2008/09) was 2.79 days.
- This represents an increase of 0.54 day from quarter one this year and 0.47 day from the same time last year.
- This means that at quarter two the council is not on target and has increased on the same time last year

- 72.09% of staff had no absence during quarter two of this year. This represents a decrease from the same time last year when 75.72% of staff had no absence.
- 6.04% of the council's staff were categorised as long term absent. This represents an increase of 0.94 % from the same time last year when the figure was 5.10%.

As agreed by Strategic Policy and Resources Committee swine flu is categorised separately to other absences. HR has undertaken an analysis for the reasons for absence (swine flu does not account for the increase); has undertaken a compliance audit of those areas (particularly the Parks and Cemeteries Section) whose absence is increasing; and has set out areas for improvement for these sections. Every area that has increased has developed an improvement plan but it is also proposed that the matter of absence management is referred to the Council's Audit Panel for detailed consideration to ensure that all appropriate action is being taken to rectify the upward trend.

Recommendations

Members are asked to note the performance figures for quarter two 2009/10 and agree that absence management is referred to the Council's Audit Panel for further consideration to ensure all appropriate action is being taken.

Documents Attached

Appendix 1 – Quarter two performance indicators