

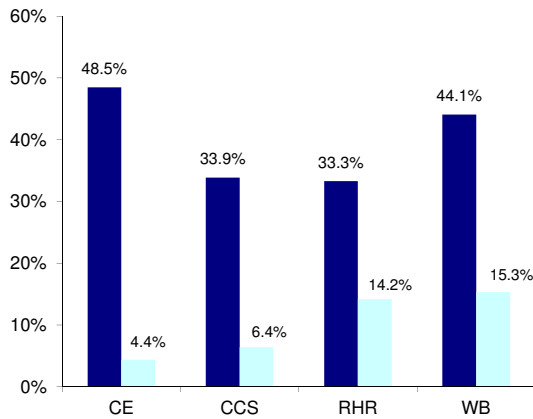
Please see enclosed the Sickness Balanced Scorecard for October 2014 for SBC, CE, CCS, RHR and WB. Also see attached the sick days per FTE from November 2013 to October 2014.

Sickness Balanced Scorecard - October 2014 Report SBC (May 14 - Oct 14)

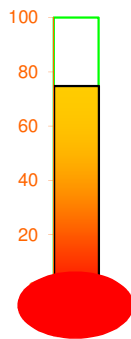
	CE 68	CCS 327	RHR 225	WB 535	Total 1155
Number of staff overall					
Staff sick for at least 1 day	33 (48.5%)	111 (33.9%)	75 (33.3%)	236 (44.1%)	457 (39.6%)
Staff that met the 6 day sickness trigger	3 (4.4%)	21 (6.4%)	32 (14.2%)	82 (15.3%)	139 (12.0%)
Staff referred to OH	2 (66.7%)	15 (71.4%)	16 (50.0%)	52 (63.4%)	86 (61.9%)
Staff had stage 1 meeting when 6 day trigger met	1 (33.3%)	17 (81.0%)	14 (43.8%)	48 (58.5%)	81 (58.3%)
Staff with further absence after stage 1 meeting	0 (0.0%)	5 (29.4%)	3 (21.4%)	12 (25.0%)	21 (25.9%)
If further sickness, stage 2 meeting taken place	0 (-)	1 (20.0%)	2 (66.7%)	10 (83.3%)	13 (61.9%)
Staff with further sickness after stage 2 meeting	0 (-)	0 (0.0%)	1 (50.0%)	5 (50.0%)	6 (46.2%)
Staff that have had a Director Review	0 (-)	0 (-)	1 (100.0%)	1 (20.0%)	2 (33.3%)
Managers attended or booked onto absence course	13 (100.0%)	66 (100.0%)	53 (100.0%)	101 (95.3%)	233 (97.9%)

How can I improve this?
 - Use the tracker sheets that are sent to AD's / Head of Service on a monthly basis, which lists which managers have managed sickness in line with the policy.
 - Ensure managers are returning the completed tracker sheets within the deadline.

■ % of staff that were absent ■ % of staff that hit the 6 day trigger

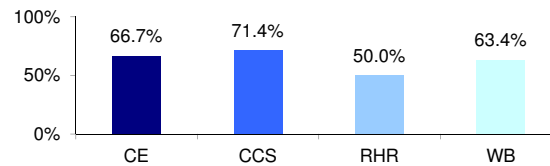


Overall Sickness Management Score **74.9**



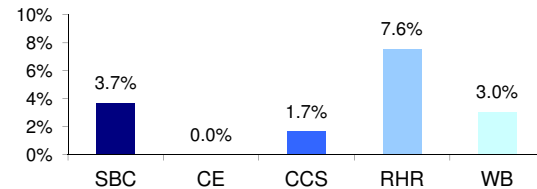
The Overall Score has components weighted at:
 50% Applying Policy
 25% Course Attendance
 25% OH Attendance.

% of staff that met the 6 day trigger referred to OH



How can I improve this?
 - Speak to all managers who have staff at 5 Days sick to encourage occupational health referrals at an early stage

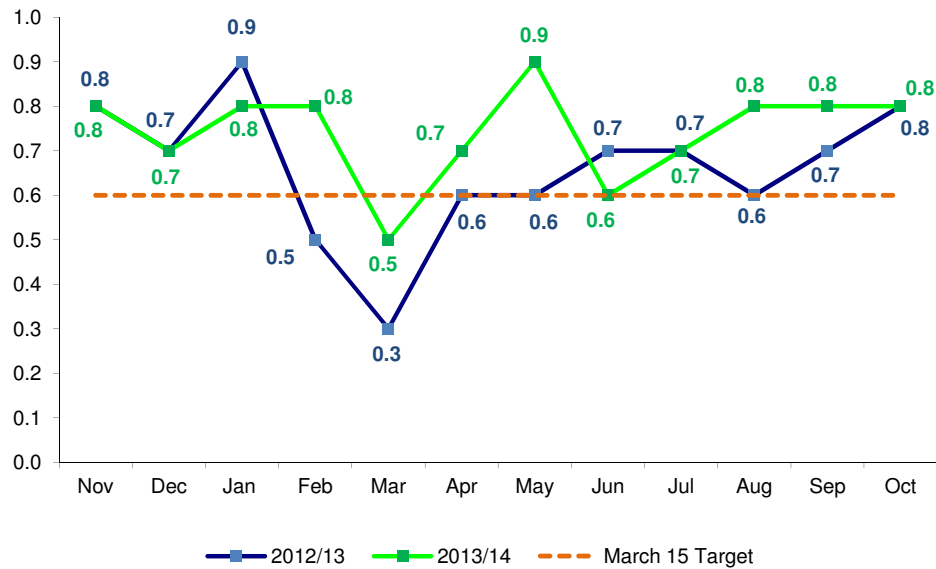
% of staff who failed to attend booked OH appointment



Please note this % relates to the period stated above.

**Sickness Balanced Scorecard - October 2014 Report
SBC (May 14 - Oct 14)**

Number of sick days per FTE (Monthly)



Actuals	
Year to Date Number of Days (November 13 - October 14)	8.9
Average Per Month (Days)	0.74

Council Targets	
Year to Date Target for Mar 2015 (Days per year)	6.8
Year to Date Target for Mar 2015 (Average Per Month)	0.6

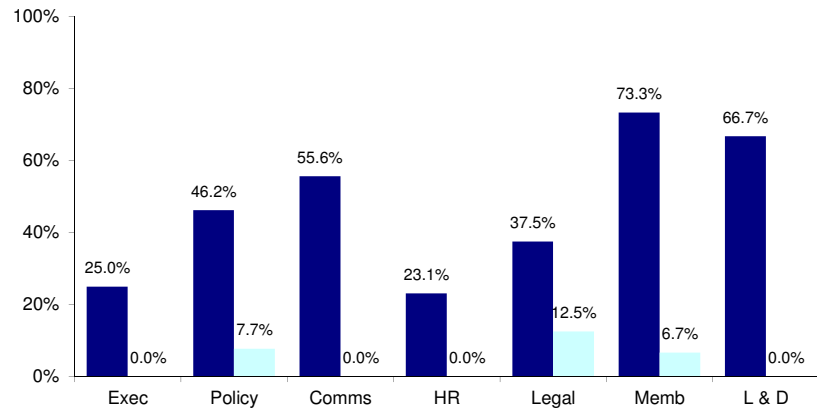
Sickness Balanced Scorecard - October 2014 Report Chief Executive (May 14 - Oct 14)

	Executive Office		Policy		Communications		HR Services		Legal Services		Corp Memb Serv		Learning & Dev		Total	
Number of staff overall	4		13		9		13		8		15		6		68	
Staff sick for at least 1 day	1	25.0%	6	46.2%	5	55.6%	3	23.1%	3	37.5%	11	73.3%	4	66.7%	33	48.5%
Staff that met the 6 day sickness trigger	0	0.0%	1	7.7%	0	0.0%	0	0.0%	1	12.5%	1	6.7%	0	0.0%	3	4.4%
Staff referred to OH	0	-	1	100.0%	0	-	0	-	1	100.0%	0	0.0%	0	-	2	66.7%
Staff had stage 1 meeting when 6 day trigger met	0	-	1	100.0%	0	-	0	-	0	0.0%	0	0.0%	0	-	1	33.3%
Staff with further absence after stage 1 meeting	0	-	0	0.0%	0	-	0	-	0	-	0	-	0	-	0	0.0%
If further sickness, stage 2 meeting taken place	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-
Staff with further sickness after stage 2 meeting	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-
Staff that have had a Director Review	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-
Managers attended or booked onto absence course	-	-	1	100.0%	2	100.0%	3	100.0%	2	100.0%	4	100.0%	1	100.0%	13	100.0%

How can I improve this?

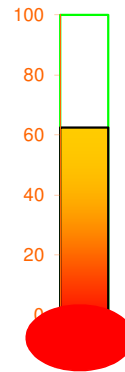
- Use the tracker sheets that are sent to AD's / Head of Service on a monthly basis, which lists which managers have managed sickness in line with the policy.
- Ensure managers are returning the completed tracker sheets within the deadline.

■ % of staff that were absent ■ % of staff that hit the 6 day trigger



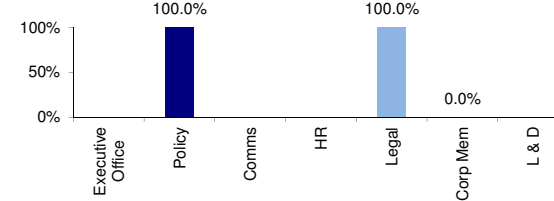
Overall Sickness Management Score

62.5



The Overall Score has components weighted at:
50% Applying Policy
25% Course Attendance
25% OH Attendance.

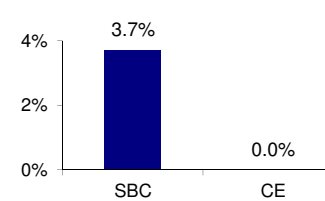
% of staff who met the 6 day trigger referred to OH



How can I improve this?

- Speak to all managers who have staff at 5 Days sick to encourage occupational health referrals at an early stage

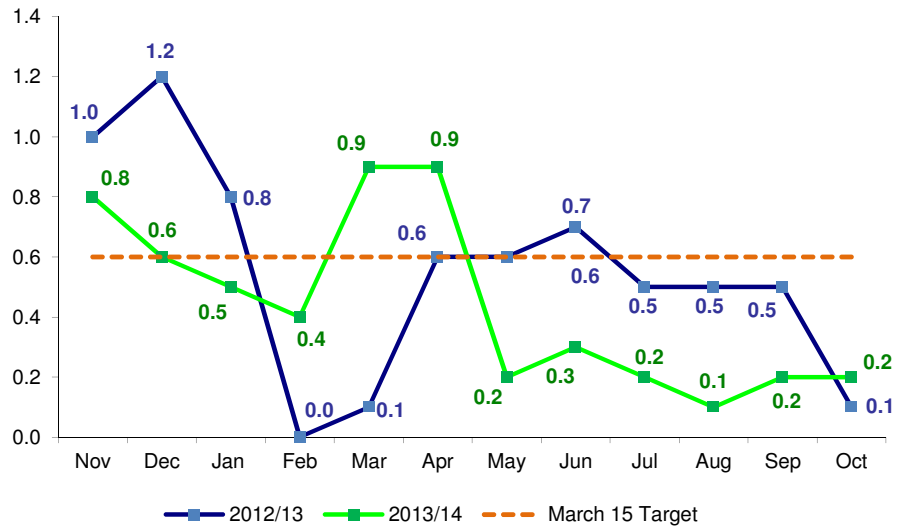
% of staff who failed to attend booked OH appointment



Please note this % relates to the period stated above.

**Sickness Balanced Scorecard - October 2014 Report
Chief Executive (May 14 - Oct 14)**

Number of sick days per fte (monthly)



Actuals	
Year to Date Number of Days (November 13 - October 14)	5.3
Average Per Month (Days)	0.44

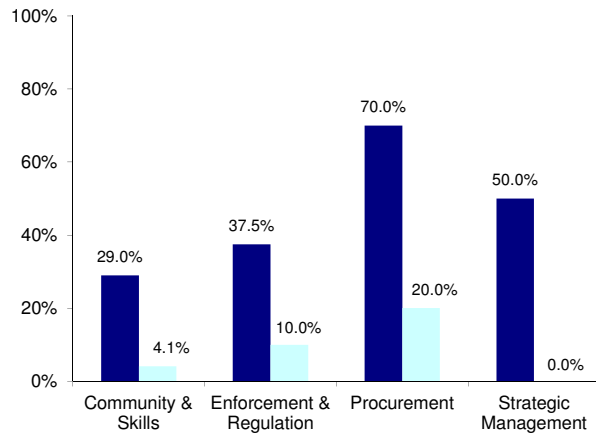
Council Targets	
Year to Date Target for Mar 2015 (Days per year)	6.8
Year to Date Target for Mar 2015 (Average Per Month)	0.6

Sickness Balanced Scorecard - October 2014 Report Customer & Community Services (May 14 - Oct 14)

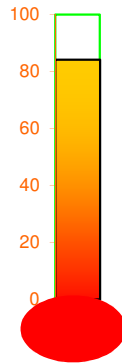
	Community & Skills 221		Enforcement & Regulation 80		Procurement 20		Strategic Management 6		Total 327	
Number of staff overall										
Staff sick for at least 1 day	64	29.0%	30	37.5%	14	70.0%	3	50.0%	111	33.9%
Staff that met the 6 day sickness trigger	9	4.1%	8	10.0%	4	20.0%	0	0.0%	21	6.4%
Staff referred to OH	6	66.7%	6	75.0%	3	75.0%	0	-	15	71.4%
Staff had stage 1 meeting when 6 day trigger met	5	55.6%	8	100.0%	4	100.0%	0	-	17	81.0%
Staff with further absence after stage 1 meeting	2	40.0%	2	25.0%	1	25.0%	0	-	5	29.4%
If further sickness, stage 2 meeting taken place	1	50.0%	0	0.0%	0	0.0%	0	-	1	20.0%
Staff with further sickness after stage 2 meeting	0	0.0%	0	-	0	-	0	-	0	0.0%
Staff that have had a Director Review	0	-	0	-	0	-	0	-	0	-
Managers attended or booked onto absence course	35	100.0%	31	100.0%	-	-	-	-	66	100.0%

How can I improve this?
 - Use the tracker sheets that are sent to AD's / Head of Service on a monthly basis, which lists which managers have managed sickness in line with the policy.
 - Ensure managers are returning the completed tracker sheets within the deadline.

■ % of staff that were absent ■ % of staff that hit the 6 day trigger

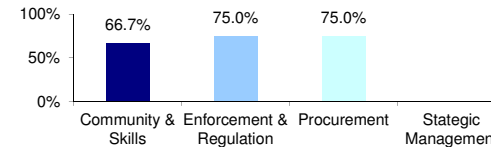


Overall Sickness Management Score **84.2**



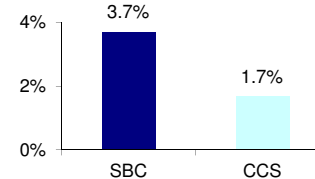
The Overall Score has components weighted at:
 50% Applying Policy
 25% Course Attendance
 25% OH Attendance.

% of staff that met the 6 day trigger referred to OH



How can I improve this?
 - Speak to all managers who have staff at 5 Days sick to encourage occupational health referrals at an early stage

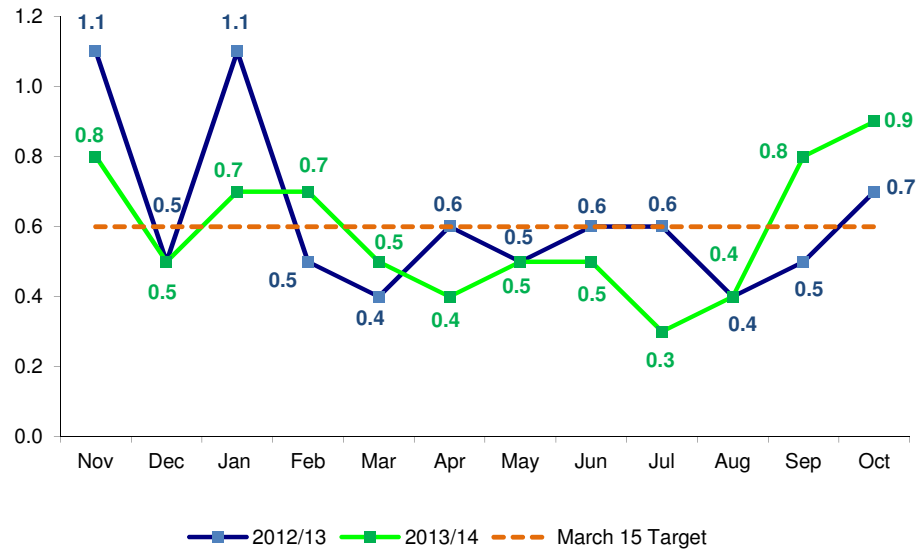
% of staff who failed to attend booked OH appointment



Please note this % relates to the period stated above.

**Sickness Balanced Scorecard - October 2014 Report
Customer & Community Services (May 14 - Oct 14)**

Number of sick days per fte (monthly)



Actuals	
Year to Date Number of Days (November 13 - October 14)	7.0
Average Per Month (Days)	0.58

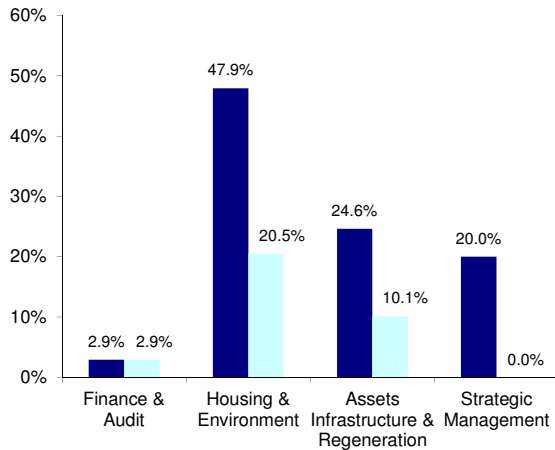
Council Targets	
Year to Date Target for Mar 2015 (Days per year)	6.8
Year to Date Target for Mar 2015 (Average Per Month)	0.6

Sickness Balanced Scorecard - October 2014 Report Resources Housing & Regeneration (May 14 - Oct 14)

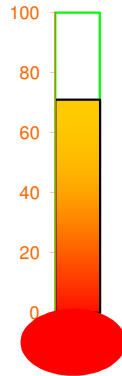
	Finanace and Audit	Housing & Environment	Asset Inf & Regeneration	Strategic Management	Total
Number of staff overall	34	117	69	5	225
Staff sick for at least 1 day	1 2.9%	56 47.9%	17 24.6%	1 20.0%	75 33.3%
Staff that met the 6 day sickness trigger	1 2.9%	24 20.5%	7 10.1%	0 0.0%	32 14.2%
Staff referred to OH	1 100.0%	11 45.8%	4 57.1%	0 -	16 50.0%
Staff had stage 1 meeting when 6 day trigger met	1 100.0%	6 25.0%	7 100.0%	0 -	14 43.8%
Staff with further absence after stage 1 meeting	0 0.0%	1 16.7%	2 28.6%	0 -	3 21.4%
If further sickness, stage 2 meeting taken place	0 -	1 100.0%	1 50.0%	0 -	2 66.7%
Staff with further sickness after stage 2 meeting	0 -	0 0.0%	1 100.0%	0 -	1 50.0%
Staff that have had a Director Review	0 -	0 -	1 100.0%	0 -	1 100.0%
Managers attended or booked onto absence course	14 100.0%	23 100.0%	16 100.0%	- -	53 100.0%

How can I improve this?
 - Use the tracker sheets that are sent to AD's / Head of Service on a monthly basis, which lists which managers have managed sickness in line with the policy.
 - Ensure managers are returning the completed tracker sheets within the deadline.

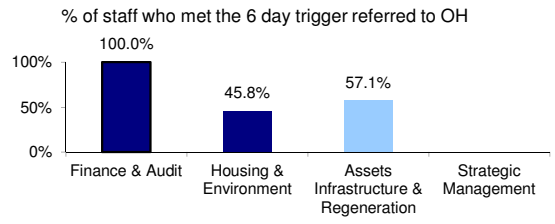
■ % of staff that were absent ■ % of staff that hit the 6 day trigger



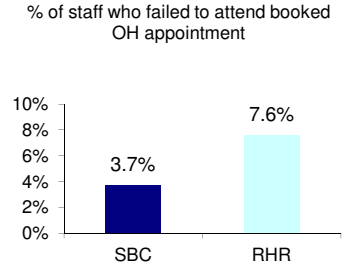
Overall Sickness Management Score
71.1



The Overall Score has components weighted at:
 50% Applying Policy
 25% Course Attendance
 25% OH Attendance.



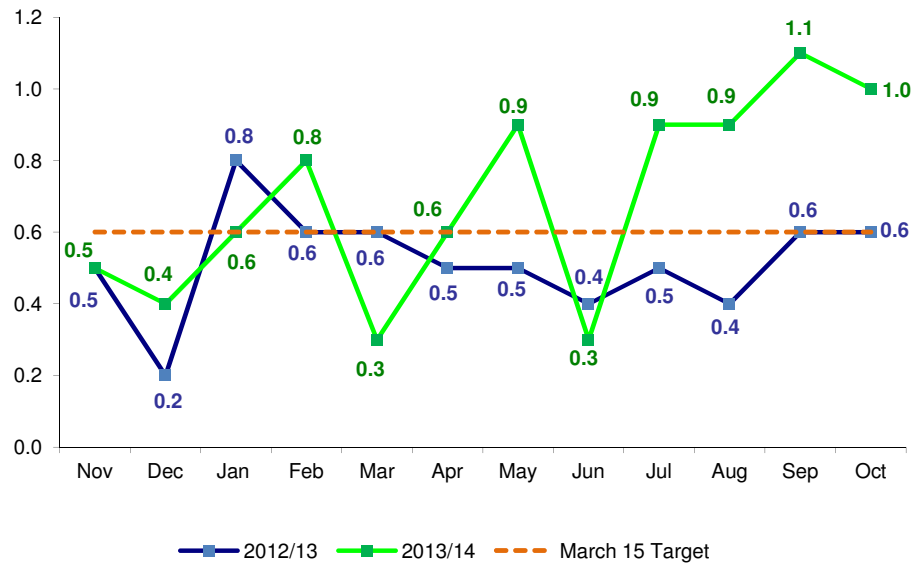
How can I improve this?
 - Speak to all managers who have staff at 5 Days sick to encourage occupational health referrals at an early stage



Please note this % relates to the period stated above.

**Sickness Balanced Scorecard - October 2014 Report
Resources Housing & Regeneration (May 14 - Oct 14)**

Number of sick days per fte (monthly)



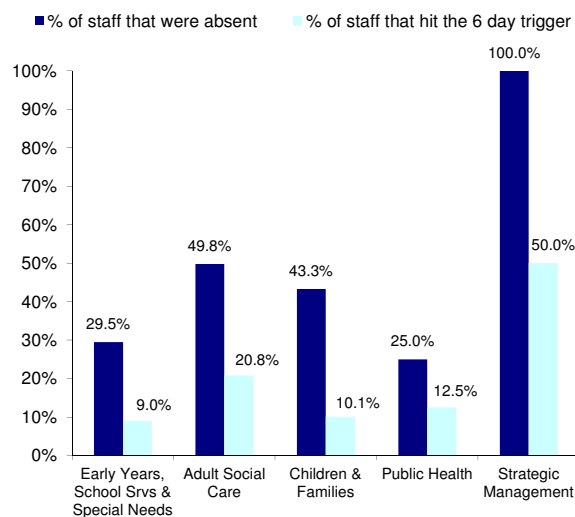
Actuals	
Year to Date Number of Days (November 13 - October 14)	8.3
Average Per Month (Days)	0.69

Council Targets	
Year to Date Target for Mar 2015 (Days per year)	6.8
Year to Date Target for Mar 2015 (Average Per Month)	0.6

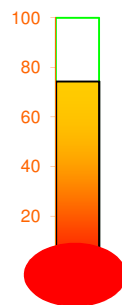
Sickness Balanced Scorecard - October 2014 Report Wellbeing (May 14 - Oct 14)

	Early Years & School Svcs	Adult Social Care	Children & Families	Public Health	Strategic Management	Total
Number of staff overall	78	269	178	8	2	535
Staff sick for at least 1 day	23 29.5%	134 49.8%	77 43.3%	2 25.0%	2 100.0%	236 44.1%
Staff that met the 6 day sickness trigger	7 9.0%	56 20.8%	18 10.1%	1 12.5%	1 50.0%	82 15.3%
Staff referred to OH	4 57.1%	36 64.3%	12 66.7%	0 0.0%	1 100.0%	52 63.4%
Staff had stage 1 meeting when 6 day trigger met	3 42.9%	36 64.3%	9 50.0%	0 0.0%	1 100.0%	48 58.5%
Staff with further absence after stage 1 meeting	2 66.7%	8 22.2%	2 22.2%	0 -	1 100.0%	12 25.0%
If further sickness, stage 2 meeting taken place	2 100.0%	8 100.0%	0 0.0%	0 -	0 0.0%	10 83.3%
Staff with further sickness after stage 2 meeting	0 0.0%	5 62.5%	0 -	0 -	0 -	5 50.0%
Staff that have had a Director Review	0 -	1 20.0%	0 -	0 -	0 -	1 20.0%
Managers attended or booked onto absence course	10 100.0%	45 93.8%	43 95.6%	3 100.0%	- -	101 95.3%

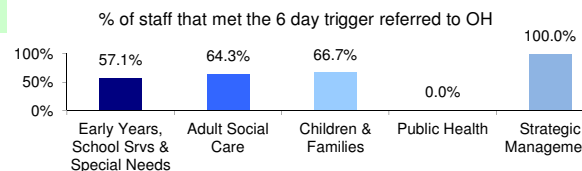
How can I improve this?
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 - Ensure managers are returning the completed tracker sheets within the deadline.



Overall Sickness Management Score **74.4**

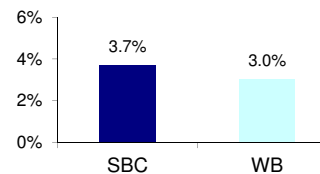


The Overall Score has components weighted at:
 50% Applying Policy
 25% Course Attendance
 25% OH Attendance.



How can I improve this?
 - Speak to all managers who have staff at 5 Days sick to encourage occupational health referrals at an early stage

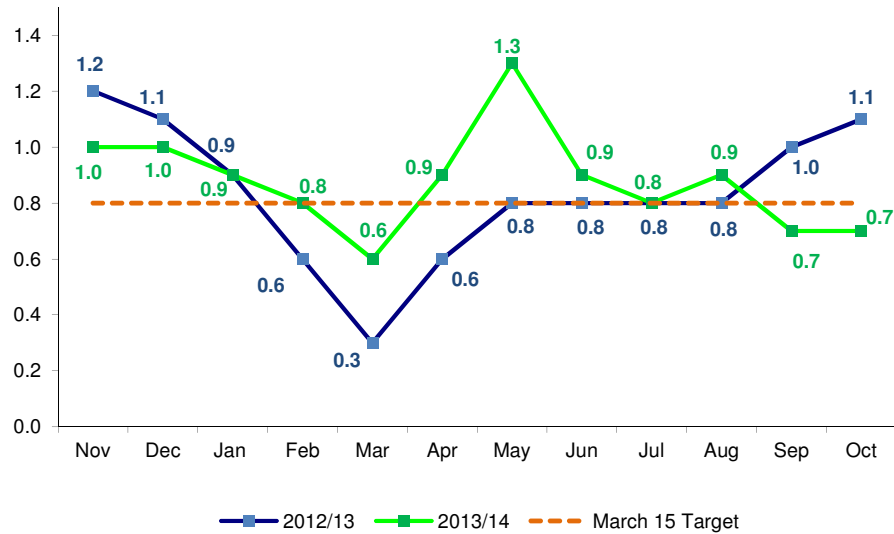
% of staff who failed to attend booked OH appointment



Please note this % relates to the period stated above.

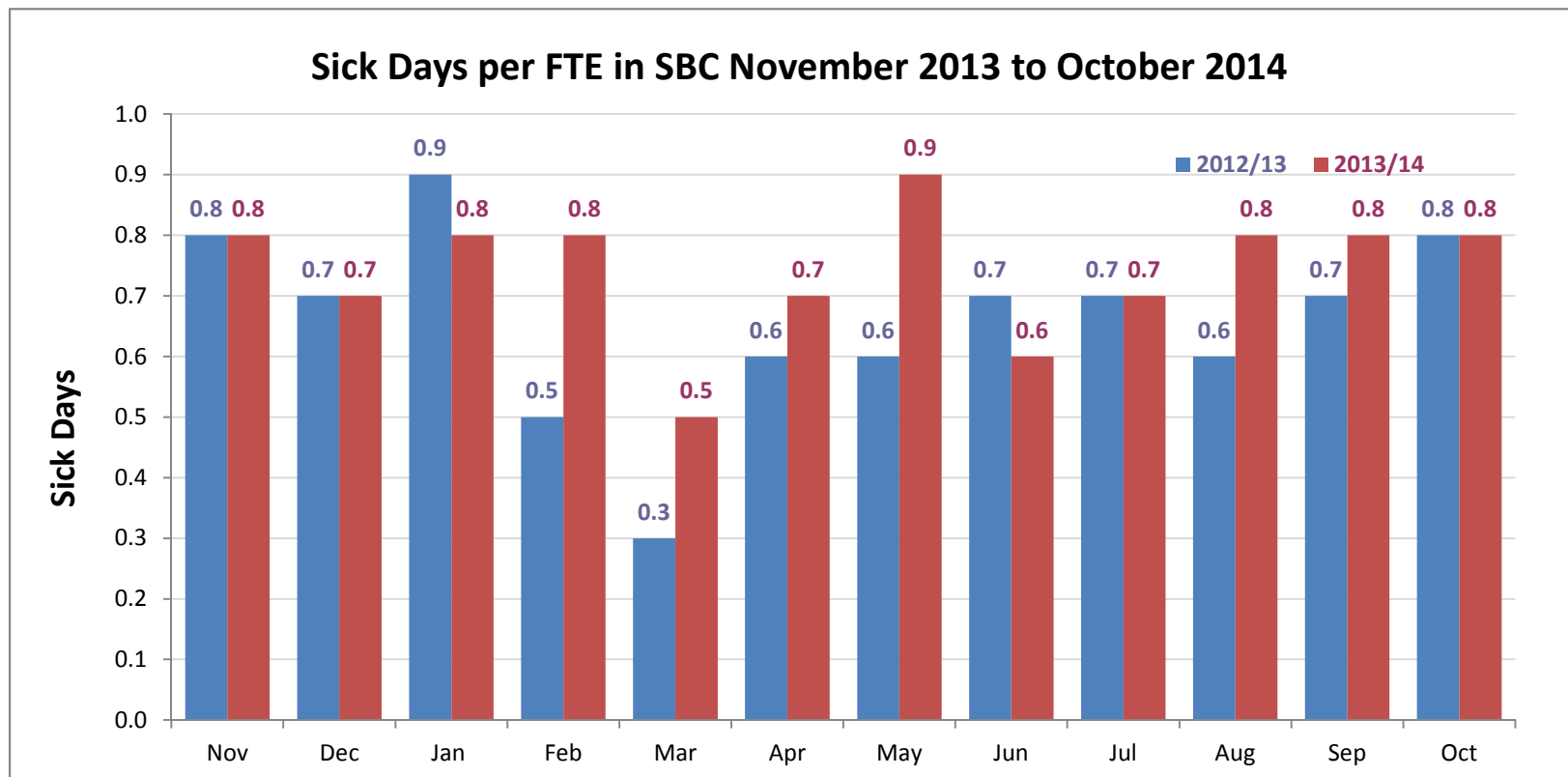
**Sickness Balanced Scorecard - October 2014 Report
Wellbeing (May 14 - Oct 14)**

Number of sick days per FTE (Monthly)



Actuals	
Year to Date Number of Days (November 13 - October 14)	10.5
Average Per Month (Days)	0.88

Council Targets	
Year to Date Target for Mar 2015 (Days per year)	9.4
Year to Date Target for Mar 2015 (Average Per Month)	0.8



In May 2014 the sick days per FTE figure increased to 0.9. Looking at the individual directorate figures, Wellbing had a figure of 1.3 days, an increase of 0.5 days compared to the same period as last year. This impacted on the overall SBC result. February 2014 also had a sharp increase compared to last year. In this case all of the directorates FTE figure increased impacting the overall Slough result.