Please see enclosed the Sickness Balanced Scorecard for September 2015 for SBC,
CE, CCS, RHR and WB. Also see attached the sick days per FTE from October 2014 to September 2015.
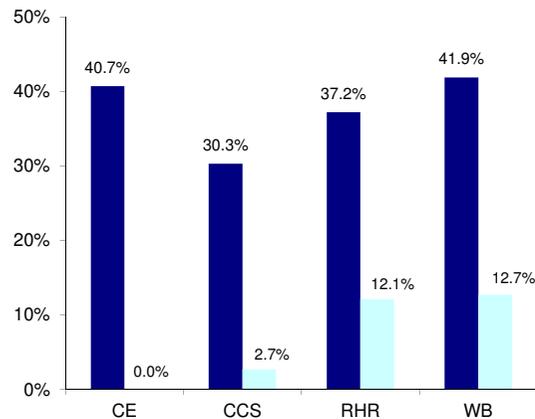
Sickness Balanced Scorecard - September 2015 Report
SBC (Apr 14 - Sep 15)

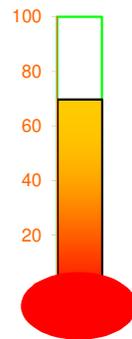|	CE		CCS		RHR		WB		Total	
Number of staff overall		54		294		231		503		1082
Staff sick for at least 1 day	22	40.7%	89	30.3%	86	37.2%	211	41.9%	408	37.7%
Staff that met the 6 day sickness trigger	0	0.0%	8	2.7%	28	12.1%	64	12.7%	109	10.1%
Staff refered to OH	0	0.0%	3	37.5%	8	28.6%	27	42.2%	45	41.3%
Staff had stage 1 meeting when 6 day trigger met	0	-	5	62.5%	12	42.9%	27	42.2%	52	47.7%
Staff with further absence after stage 1 meeting	0	-	1	20.0%	4	33.3%	8	29.6%	16	30.8%
If further sickness, stage 2 meeting taken place	0	-	0	0.0%	1	25.0%	1	12.5%	2	12.5%
Staff with further sickness after stage 2 meeting	0	-	0	-	1	100.0%	0	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	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

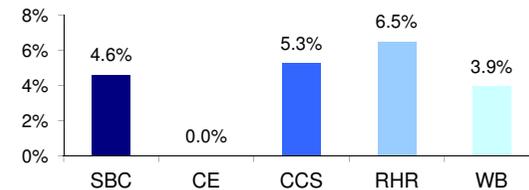Overall Sickness Management Score **69.8**

% 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

The Overall Score has components weighted at:
50% Applying Policy
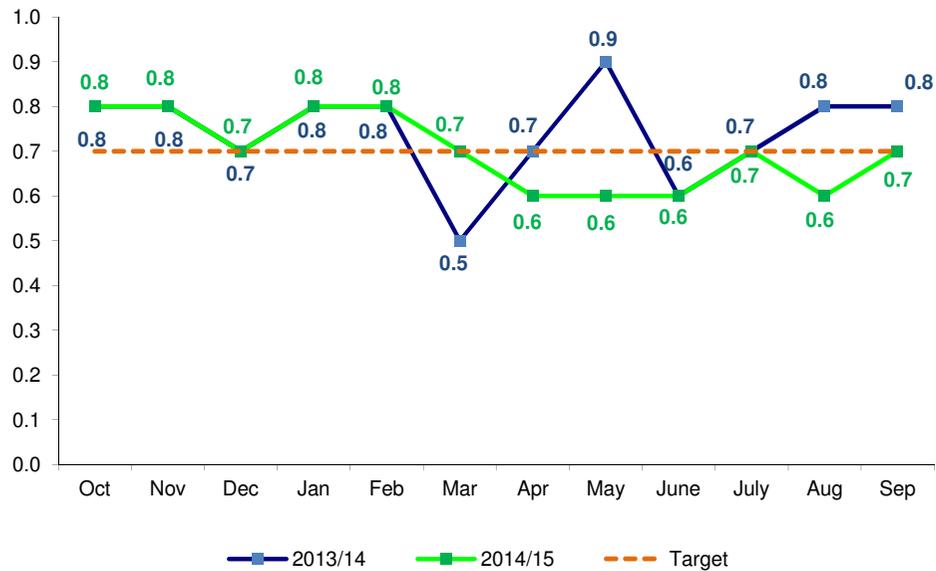25% Course Attendance
25% OH Attendance.
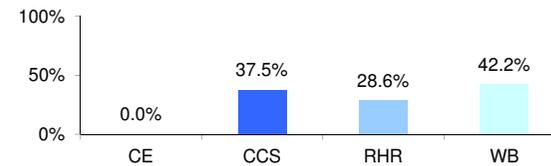
% of staff who failed to attend booked OH appointment

Please note this % relates to the period stated above.

Sickness Balanced Scorecard - September 2015 Report
SBC (Apr 14 - Sep 15)

Number of sick days per FTE (Monthly)

Actuals	
Year to Date Number of Days (October 14 - September 15)	8.4
Average Per Month (Days)	0.70

| Council Targets	
Year to Date Target for Mar 2015 (Days per year)	8.1
Year to Date Target for Mar 2015 (Average Per Month)	0.7

Sickness Balanced Scorecard - September 2015 Report
Chief Executive (Apr 14 - Sep 15)

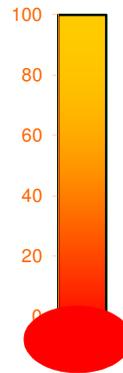|	Executive Office		Policy		Communications		Democratic Services		HR/OD Services		Total	
Number of staff overall	3		11		9		15		16		54	
Staff sick for at least 1 day	1	33.3%	4	36.4%	2	22.2%	11	73.3%	4	25.0%	22	40.7%
Staff that met the 6 day sickness trigger	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Staff refered to OH	0	-	0	-	0	-	0	-	0	-	0	0.0%
Staff had stage 1 meeting when 6 day trigger met	0	-	0	-	0	-	0	-	0	-	0	-
Staff with further absence after stage 1 meeting	0	-	0	-	0	-	0	-	0	-	0	-
If further sickness, stage 2 meeting taken place	0	-	0	-	0	-	0	-	0	-	0	-
Staff with further sickness after stage 2 meeting	0	-	0	-	0	-	0	-	0	-	0	-
Staff that have had a Director Review	0	-	0	-	0	-	0	-	0	-	0	-
Managers attended or booked onto absence course	-	-	1	100.0%	2	100.0%	4	100.0%	4	100.0%	11	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
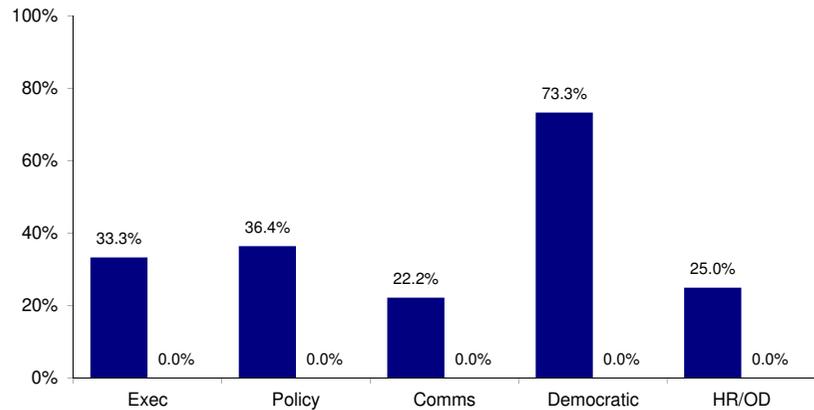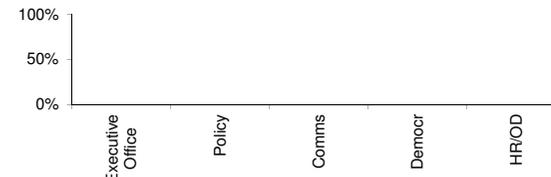
Overall Sickness Management Score **100.0**

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

% of staff who failed to attend booked OH appointment

How can I improve this?
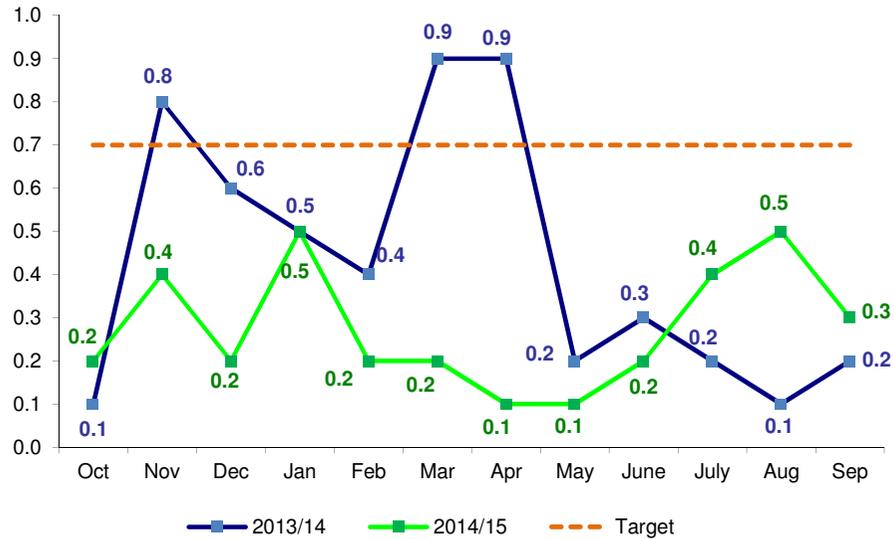- Speak to all managers who have staff at 5 Days sick to encourage occupational health referrals at an early stage
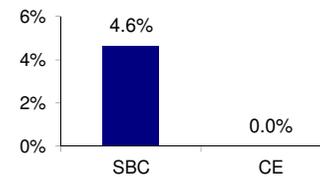
Please note this % relates to the period stated above.

Sickness Balanced Scorecard - September 2015 Report
Chief Executive (Apr 14 - Sep 15)

Number of sick days per fte (monthly)

Actuals	
Year to Date Number of Days (October 14 - September 15)	3.3
Average Per Month (Days)	0.28

CE Targets	
Year to Date Target for Mar 2015 (Days per year)	8.1
Year to Date Target for Mar 2015 (Average Per Month)	0.7

Sick Days Per FTE									
Division	**Jan 2015**	**Feb 2015**	**Mar 2015**	**Apr 2015**	**May 2015**	**June 2015**	**July 2015**	**Aug 2015**	**Sep 2015**
Chief Executive	0.0	0.0	2.0	0.7	0.0	0.0	0.3	0.0	0.0
Strategy Pol & Comms	-	-	-	-	-	0.3	0.5	0.8	0.4
Professional Services	0.2	0.1	0.2	0.1	0.2	0.0	0.1	0.1	0.1

Sickness Balanced Scorecard - September 2015 Report
Customer & Community Services (Apr 14 - Sep 15)

	Learning & Community		Wellbeing & Community		Building Control & Planning		Consumer Pro & Business Comp		Procurement		Strategic Management		Total	
Number of staff overall	**121**		**60**		**33**		**38**		**37**		**5**		**294**	
Staff sick for at least 1 day	**20**	16.5%	**32**	53.3%	13	39.4%	9	23.7%	11	29.7%	4	80.0%	89	30.3%
Staff that met the 6 day sickness trigger	**5**	4.1%	**9**	15.0%	0	0.0%	2	5.3%	1	2.7%	0	0.0%	8	2.7%
Staff refered to OH	**3**	60.0%	**7**	77.8%	0	-	0	0.0%	0	0.0%	0	-	3	37.5%
Staff had stage 1 meeting when 6 day trigger met	**3**	60.0%	**8**	88.9%	0	-	2	100.0%	0	0.0%	0	-	5	62.5%
Staff with further absence after stage 1 meeting	**0**	0.0%	**3**	37.5%	0	-	1	50.0%	0	-	0	-	1	20.0%
If further sickness, stage 2 meeting taken place	**0**	-	**0**	0.0%	0	-	0	0.0%	0	-	0	-	0	0.0%
Staff with further sickness after stage 2 meeting	**0**	-	**0**	-	0	-	0	-	0	-	0	-	0	-
Staff that have had a Director Review	**0**	-	**0**	-	0	-	0	-	0	-	0	-	0	-
Managers attended or booked onto absence course		100.0%		100.0%		100.0%		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.

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

Overall Sickness Management Score	**79.6**

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

- Learning & Community: 16.5% / 4.1%
- Wellbeing & Community: 53.3% / 15.0%
- Building Control & Planning: 39.4% / 0.0%
- Consumer Protection & Business Compliance: 23.7% / 5.3%
- Procurement: 29.7% / 2.7%
- Strategic Management: 80.0% / 0.0%

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

- Learning & Community: 60.0%
- Wellbeing & Community: 77.8%
- Building Control & Planning: (blank)
- Consumer Protection & Business Compliance: 0.0%
- Procurement: 0.0%
- Stategic Management: (blank)

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

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

% of staff who failed to attend booked OH appointment

- SBC: 4.6%
- CCS: 5.3%

Please note this % relates to the period stated above.

Sickness Balanced Scorecard - September 2015 Report
Customer & Community Services (Apr 14 - Sep 15)

Number of sick days per fte (monthly)

Actuals	
Year to Date Number of Days (October 14 - September 15)	7.7
Average Per Month (Days)	0.64

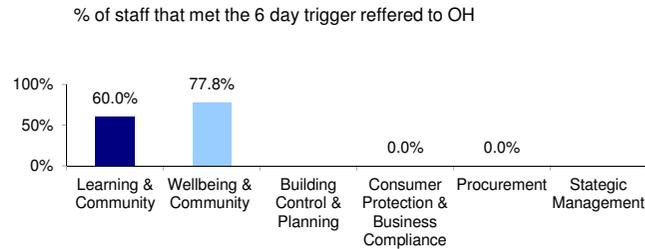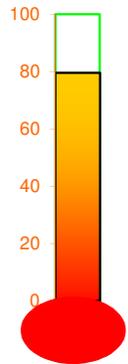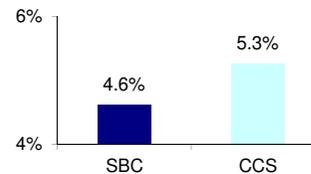| CCS Targets	
Year to Date Target for Mar 2015 (Days per year)	8.1
Year to Date Target for Mar 2015 (Average Per Month)	0.7

Sick Days Per FTE									
Division	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015	June 2015	July 2015	Aug 2015	Sep 2015
Learning & Community	-	-	-	-	-	-	1.9	1.5	0.7
Wellbeing & Community	-	-	-	-	-	-	0.1	0.1	0.3
Enforcement & Regulation	0.1	0.3	0.2	0.4	0.1	0.1	0.3	0.2	0.1
Strategic Management	0.0	0.4	0.0	0.0	0.0	0.0	0.3	0.0	0.1
Procurement	-	-	-	-	-	0.3	0.3	0.0	0.1

Sickness Balanced Scorecard - September 2015 Report
Resources Housing & Regeneration (Apr 14 - Sep 15)
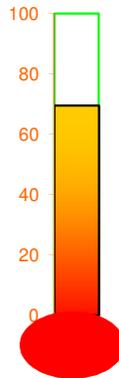
	Finance and Audit		Housing & Environment		Assets, Inf & Regeneration		Strategic Management		Total	
Number of staff overall	**30**		**122**		**74**		**5**		**231**	
Staff sick for at least 1 day	6	20.0%	54	44.3%	25	33.8%	1	20.0%	86	37.2%
Staff that met the 6 day sickness trigger	2	6.7%	18	14.8%	8	10.8%	0	0.0%	28	12.1%
Staff refered to OH	1	50.0%	1	5.6%	6	75.0%	0	-	8	28.6%
Staff had stage 1 meeting when 6 day trigger met	2	100.0%	2	11.1%	8	100.0%	0	-	12	42.9%
Staff with further absence after stage 1 meeting	0	0.0%	2	100.0%	2	25.0%	0	-	4	33.3%
If further sickness, stage 2 meeting taken place	0	-	1	50.0%	0	0.0%	0	-	1	25.0%
Staff with further sickness after stage 2 meeting	0	-	1	100.0%	0	-	0	-	1	100.0%
Staff that have had a Director Review	0	-	1	100.0%	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.

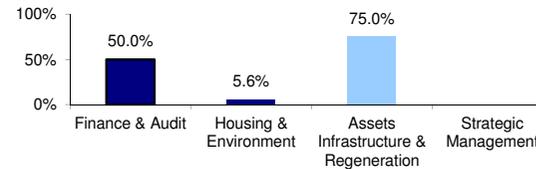■ % of staff that were absent　□ % of staff that hit the 6 day trigger
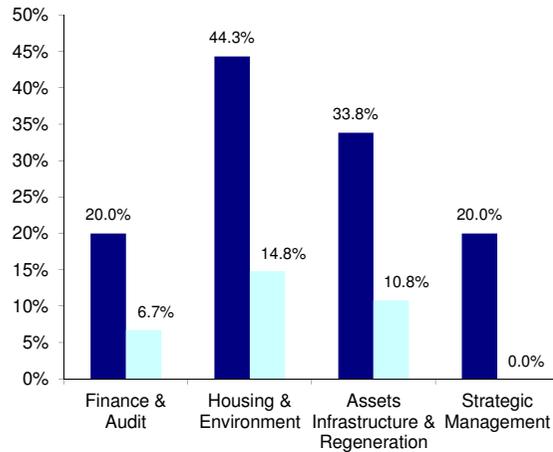
Overall Sickness Management Score **69.6**

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
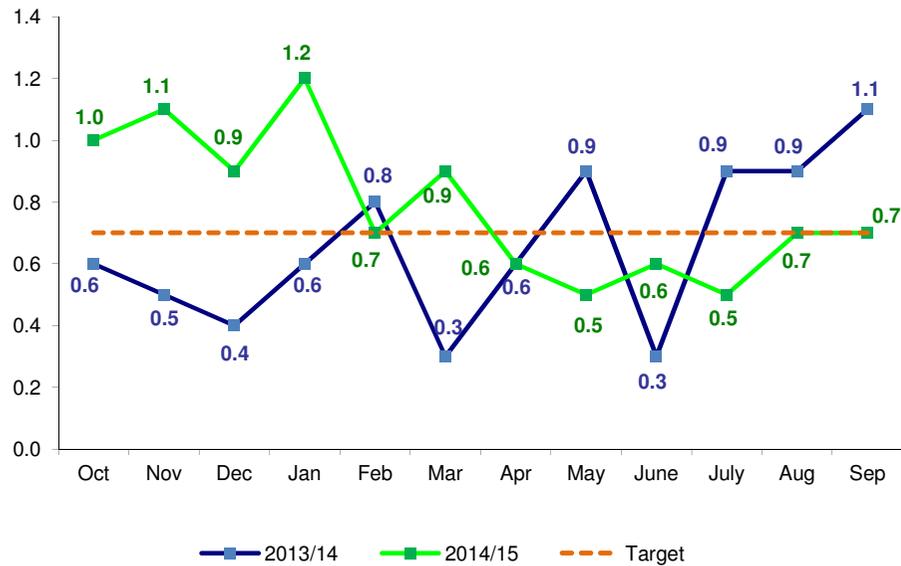

% of staff who failed to attend booked OH appointment
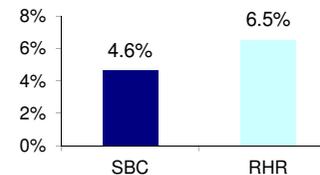
Please note this % relates to the period stated above.

Sickness Balanced Scorecard - September 2015 Report
Resources Housing & Regeneration (Apr 14 - Sep 15)

Number of sick days per fte (monthly)

| Actuals	
Year to Date Number of Days (October 14 - September 15)	9.4
Average Per Month (Days)	0.78

RHR Targets	
Year to Date Target for Mar 2015 (Days per year)	8.1
Year to Date Target for Mar 2015 (Average Per Month)	0.7

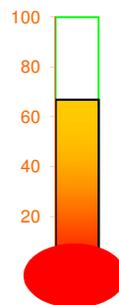| Sick Days Per FTE								
Division	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015	June 2015	July 2015	Aug 2015	Sep 2015
Finance and Audit	0.3	0.0	0.3	0.0	0.0	0.0	0.0	0.0	0.0
Housing & Environment	1.5	1.0	1.3	0.7	0.8	0.7	0.7	1.1	1.2
Assets, Inf & Regeneration	1.0	0.6	0.5	0.6	0.2	0.2	0.4	0.2	0.2
Strategic Management	0.4	0.0	0.0	0.0	0.0	0.0	0.2	0.0	0.0

Sickness Balanced Scorecard - September 2015 Report
Wellbeing (Apr 14 - Sep 15)

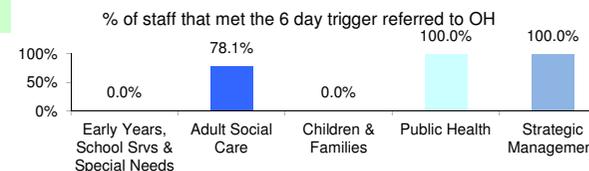|	Early Years & School Srvs		Adult Social Care		Children & Families		Public Health		Strategic Management		Total	
Number of staff overall	**52**		**232**		**210**		**7**		**2**		**503**	
Staff sick for at least 1 day	16	30.8%	111	47.8%	80	38.1%	3	42.9%	1	50.0%	211	41.9%
Staff that met the 6 day sickness trigger	5	9.6%	32	13.8%	25	11.9%	1	14.3%	1	50.0%	64	12.7%
Staff refered to OH	0	0.0%	25	78.1%	0	0.0%	1	100.0%	1	100.0%	27	42.2%
Staff had stage 1 meeting when 6 day trigger met	0	0.0%	25	78.1%	0	0.0%	1	100.0%	1	100.0%	27	42.2%
Staff with further absence after stage 1 meeting	0	-	6	24.0%	0	-	1	100.0%	1	100.0%	8	29.6%
If further sickness, stage 2 meeting taken place	0	-	0	0.0%	0	-	0	0.0%	1	100.0%	1	12.5%
Staff with further sickness after stage 2 meeting	0	-	0	-	0	-	0	-	0	0.0%	0	0.0%
Staff that have had a Director Review	0	-	0	-	0	-	0	-	0	-	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?
- 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
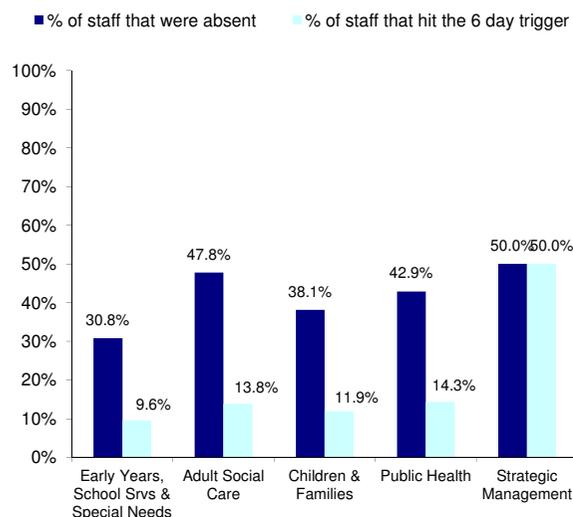

Overall Sickness Management Score **67.0**

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
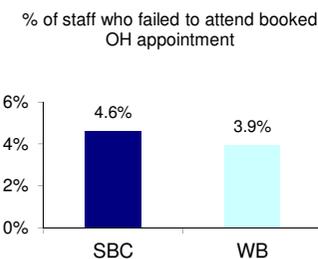
Please note this % relates to the period stated above.

Sickness Balanced Scorecard - September 2015 Report
Wellbeing (Apr 14 - Sep 15)

Number of sick days per FTE (Monthly)
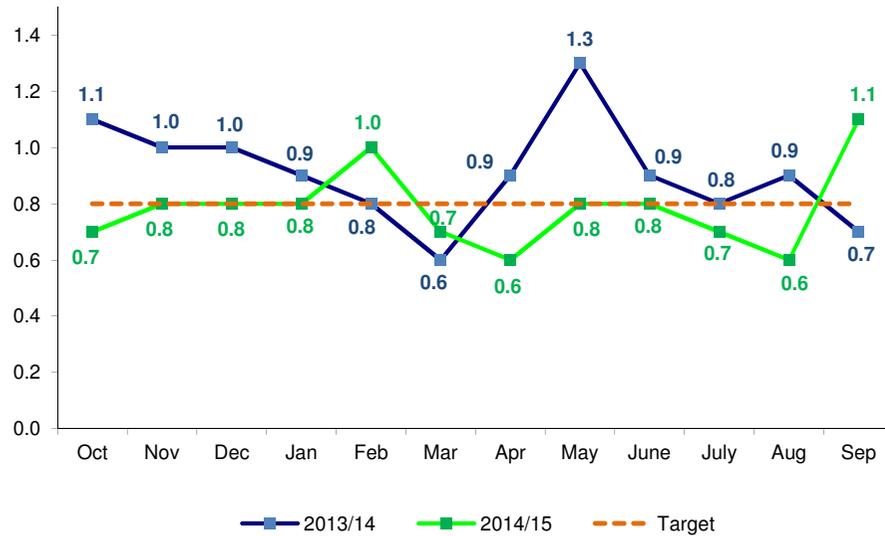
Actuals	
Year to Date Number of Days (October 14 - September 15)	9.4
Average Per Month (Days)	0.78

WB 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

Sick Days Per FTE									
Division	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015	June 2015	July 2015	Aug 2015	Sep 2015
Early Years & School Srvs	2.0	0.8	1.7	0.3	0.3	1.0	2.1	0.9	2.3
Adult Social Care	0.9	0.8	0.8	0.7	0.6	0.8	0.3	0.4	1.0
Children & Families	0.6	1.1	0.3	0.5	1.0	0.8	0.9	0.7	-
Public Health	0.1	0.5	1.5	0.0	0.1	0.0	0.5	0.5	1.5
Strategic Management	2.5	10.0	11.0	7.3	12.7	10.0	6.5	0.0	0.0

Sick Days per FTE in SBC October 2014 to September 2015