report

REPORT OF THE PROGRAMME DIRECTOR (INFRASTRUCTURE & ABSENCE MANAGEMENT)

FURTHER STATISTICAL INFORMATION AND DEVELOPMENT OF ATTENDANCE MANAGEMENT SYSTEM

1. Purpose of report

1.1   To provide further information to the Select Committee arising from issues raised at the initial meeting held on 23rd June 2008.

2 Management Information

2.1   At the meeting of the Select Committee on 23rd June 2008 a number of questions were raised in relation to specific areas. These included:-

- Identification of hotspots
- Identification of seasonal variations
- Information relating to applications for leave for urgent domestic business, compassionate leave etc.
- Occupational Health Services (background information attached as Appendix A)

2.2   **Identification of hotspots**

The Authority has recognised deficiencies with its current collection and collation of management information, specifically relating to absence management. It is not possible at this time to drill down into specific areas, divisions, teams or sections. However, the current development of a dedicated Attendance Management System will rectify this situation. I will comment further in this regard later in this report.

2.3   **Identification of seasonal variations**

A comparison of Quarterly data for the whole Authority over the last 3 financial years was previously provided as follows:-

Quarterly comparison

	2005/06	2006/07	2007/08
Q1	11.40	10.70	10.30
Q2	10.87	10.98	10.29
Q3	10.73	11.01	10.36
Q4	11.06	10.90	9.75

Quarterly statistics are compiled on a rolling year basis – thus Quarter 1 runs, for example, from 1st July 2007 to 30th June 2008.

Quarterly comparative data was also supplied in relation to departmental performance during the financial year 2007/08 as below:-

	Q1	Q2	Q3	Q4
ASC&H	15.72	15.93	15.59	15.08
CEx	10.45	9.99	9.88	9.53
CYP	8.47	8.45	8.65	8.19
Communities	10.90	10.86	10.87	10.38
Resources	10.31	9.44	9.86	9.84

2.4 **Information relating to applications for leave for urgent domestic business, compassionate leave etc.**

Data in relation to leave of this nature is not currently captured on a corporate basis. It is, however, contained as a fundamental element of Phase 2 of the development of the Attendance Management System.

3. Development of the Attendance Management System

3.1 In order to improve data input, data integrity and to enable the provision of accurate and timely management information, the Authority has commissioned the development of the Attendance Management System.

3.2 This will provide a range of management reports which will be available at the following levels:-

- Nottinghamshire County Council
- Department
- Area
- Division
- Team
- Employee

On this basis effective and meaningful comparisons will be able to be made at a variety of levels.

3.3   The suite of reports will include:-

- Days lost
- Absence Reasons
- % time lost
- Team absences
- Employee absences
- Absence pattern
- Short –v- Long
- BVPI 012
- No absence
- Open absences
- HR-Pay SSP/OSP
- Exception reports
- Trigger reports

Recommendation

4.   It is recommended that:

the Sickness Absence Select Committee consider and comment on the information provided.

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