

meeting COUNTY COUNCIL

date 22nd September 2011

agenda item number **7a x.**

REPORT OF THE CABINET MEMBER FOR PERSONNEL AND PERFORMANCE

Purpose of the Report

1. The report seeks to update Members on various issues relating to the Personnel and Performance portfolios.

Implementation of the Pay Strategy for school support staff

2. The first salary rate changes appeared in the July payroll for approximately 1200 support staff in schools. By September, it is expected that approximately 3,700 staff will be being paid their new salary rates as part of a rolling programme of implementation. Back pay accrued from 1st April 2011, where due, is being paid the month after the rate change has been applied.
3. 632 appeals were submitted with the further information required by the given deadline. The first appeals were considered on 21st June and to date 233 have been evaluated and 173 have been considered at stage 1 by the Appeals panel. In line with other County Council employees, school based staff will have the opportunity for a second stage appeal where they can attend the panel. The appeals will be scheduled throughout the autumn term and will be conducted on a school by school basis to minimise disruption to school leaders and affected employees.
4. All Chair of Governors and Head Teachers, including those who elected not to be part of the County Council's job evaluation process, received a letter updating on progress on 22 July 2011. A further update will be provided for governors as part of their autumn term report.
5. Formal signing events for payments in relation to back pay and equal pay pre April 2011 started on 1st September 2011 with the first signing event in County Hall. 62 staff accepted payments at this event. The first event arranged for 1 September was smaller than the others planned in order to test the process and ensure that it runs smoothly.

6. There are approximately 5,500 staff that are required to attend a signing event. There are currently 18 events scheduled to take place across the county with a view to completing these by the end of March 2012. This process is the same as used previously for centrally employed staff and was commended by ACAS as a model of good practice.
7. For changed jobs and posts created since September 2008, evaluations will start as soon as the appeal evaluations have been concluded. Schools will continue to be provided with indicative grades to enable posts to be recruited to and standard job descriptions are being developed to assist schools with this process.
8. There are a number of schools converting to academies whilst this process is ongoing. Payments to staff in these schools have been prioritised in terms of moving to their new rates and for appeals; where the necessary information has been submitted. All the required information has been collated and included in the academy transfer documents and any issues resolved with the relevant business managers of the affected schools to ensure there are no barriers to the change in governance arrangements.

Wellbeing and Attendance Management

9. Data from sickness absence returns for the first quarter of 2011/12, that is Quarter 1, 1st April 2011 to 30th June 2011, indicates that, the average number of days sickness per employee during this quarter was 8.91 days. This is a continuing downward trend from 9.19 days in Quarter 4 of 2010 / 11 and amounts to significant progress towards the County Council's current target of 8.50 days by the end of the financial year.
10. A detailed breakdown of the data and trends underpinning this overall statistic is now available and is attached as set out in the appendices to this report.
11. In addition to work undertaken in reviewing the Attendance Management policy; reviewing guidance and training for managers; targeted work has been undertaken in areas with particularly high sickness levels. This has involved HR Officers working closely with key managers in these "hotspot" areas.
12. As part of the wider Safeguarding Improvement Plan in Children's Social Care; HR officers and service and team managers in front line social work teams have worked together proactively on a targeted basis to decrease the high levels of sickness absence levels in these areas. Absence in these teams has subsequently decreased on a monthly basis from 22 days average per employee as at June 2009 to

14.9 days as at May 2011. In addition to the changes implemented as part of the Social Care Improvement Plan this has been achieved by actively raising the profile of attendance management with managers; ensuring absence cases are dealt with at an early stage; reviewed on an individual basis and progressed in accordance with the Attendance Management policy in all cases.

13. The model is now being developed with other managers in Children's, Families and Cultural Services and active consideration is being given to extending it to other sickness absence "hotspot" areas across the Council.
14. Absence attributed to stress and depression continues to be the single greatest cause of sickness absence across the County Council standing at 20.59% of all absence. However this represents no significant increase from the previous quarter, Q4 2010/11, when it was 20.57%.
15. This indicates that the previous trend of increase in levels of absence related to stress throughout 2010/11 has stabilised; possibly reflecting the fact that the period of uncertainty arising from the Council's restructuring programme for 2011/12 has reduced for remaining employees enabled into new roles in new structures.
16. As reported to members in June 2011, going forward, the Council's new competency framework will compliment the Wellbeing and Stress Management strategy in enabling managers to take responsibility for preventing stress-related absence and promoting wellness and productive attendance through ongoing organisational change. This will include a focus on preventive action and promoting to managers a proactive response to reducing sickness absence and managing stress across the Council to achieve agreed targets. The approach also includes a health improvement strategy for employees which will help build a resilient and healthy workforce and improve attendance and productivity.

Performance

17. I am delighted to report that the number of school meals served again increased during the summer term and despite record food inflationary costs, with careful housekeeping, we are still able to maintain the current selling price of £2 per meal. This continues I believe, to represent excellent value for money for a nutritionally balanced two course school meal. During this term in conjunction with the School Food Trust, the service is looking to see if the work that has gone on across the County over the past few years is having a positive impact on the health and well being of pupils in our schools and I look forward to the results.

18. Work continues in developing and improving the services offered in the county offices, the savings calculated at £300k per annum year on year are well on track to be achieved without a major detriment to users of the buildings.
19. Levels of buybacks from schools remain consistent with forecast and all areas of the business look set to achieve their targets for the year. There are major challenges ahead in ensuring that we can develop and provide services to meet the needs of the growing number of Academies across the county. This will be achieved by working with all colleagues to identify appropriate and affordable support packages.

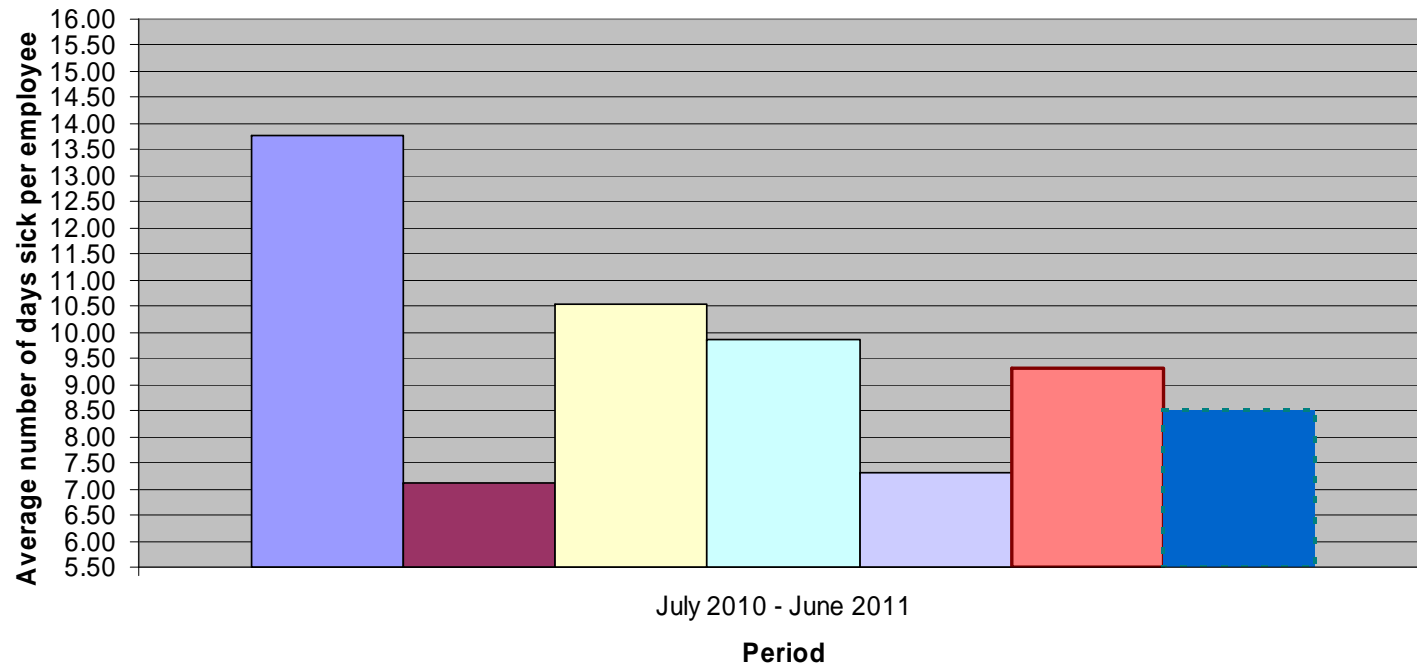
COUNCILLOR ANDY STEWART
Cabinet Member for Personnel and Performance

Appendix A: Performance- (rolling basis)

Department	July 07- Jun 08	Oct 07 - Sept 08	Jan - Dec 08	Apr 08 - Mar 09	July 08 - June 09	Oct 08 - Sept 09	Jan - Dec 09	Apr 09 - Mar 10	July 09 - June 10	Oct 09 - Sept 10	Jan 10 – Dec 10	Apr 10 – Mar 11
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Communities	10.39	10.72	10.42	10.03	10.20	10.39	10.37	10.91	11.20	10.96	10.86	10.56
Corporate Services	10.14	9.37	9.33	9.08	9.04	9.14	8.77	9.06	9.84	9.12	8.34	7.89
Chief Executives	8.86	8.92	8.82	9.88	10.67	10.30	10.81	8.51	7.16	5.82	6.45	6.55
CYP Schools	8.16	8.04	8.04	8.27	7.81	7.76	7.87	7.85	8.28	8.04	7.98	7.71
CYP	11.26	12.09	12.83	12.66	11.53	11.20	11.36	11.78	12.09	11.35	10.70	10.38
ASCH	15.02	14.91	15.12	14.83	15.21	15.00	14.94	15.56	15.73	14.84	14.32	13.84
Authority	9.98	9.87	9.71	9.73	9.63	9.56	9.61	9.80	10.15	9.75	9.52	9.19
Target	8.75 days											

Department	July 10 – June 11
	Q1
ASCHPP	13.78
PPCS	7.12
CFCS	9.85
Environment & Resources	10.55
CYP Schools	7.32
Authority	8.91
Target	8.50 days

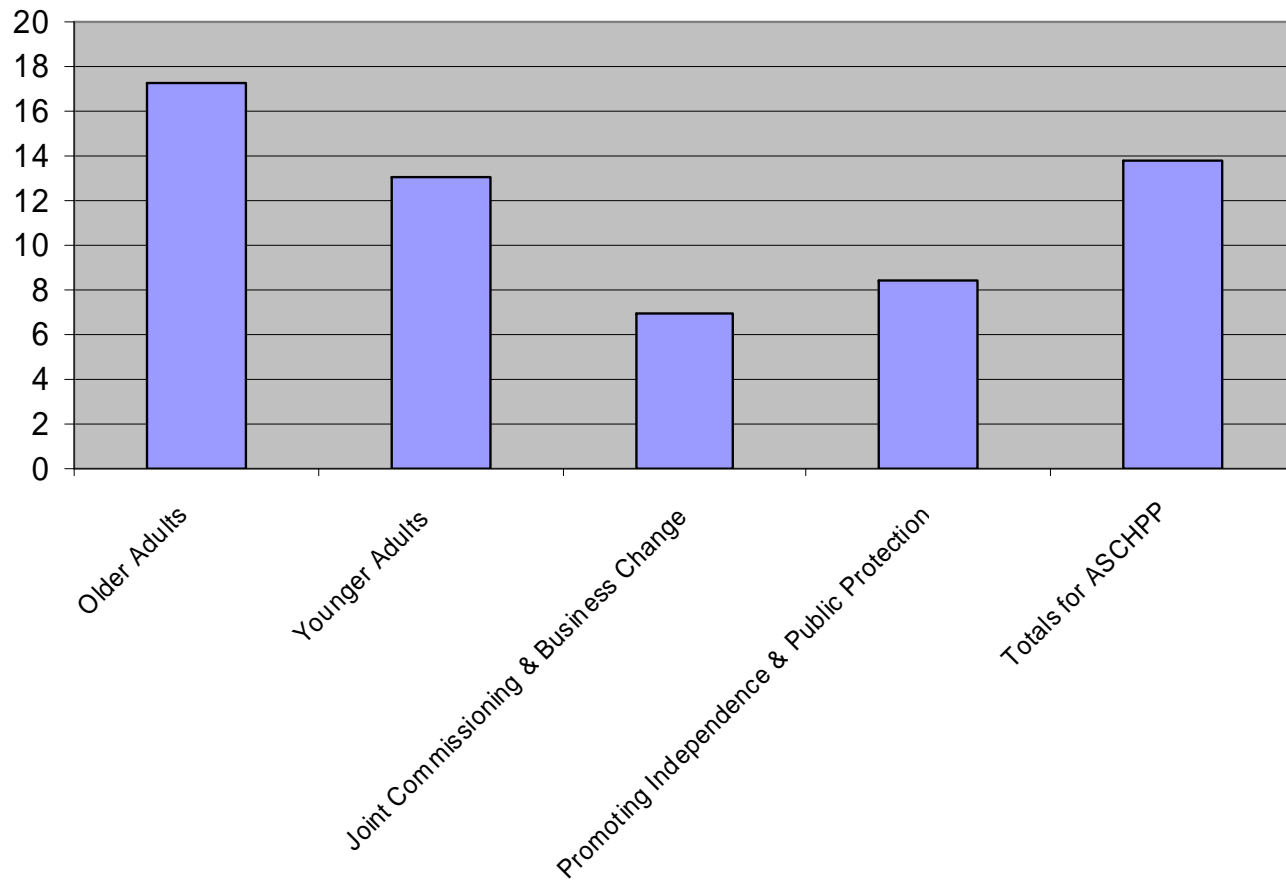
Average number of days sick per employee for the Authority by Department



ASCHPP

July 2010 - June 2011

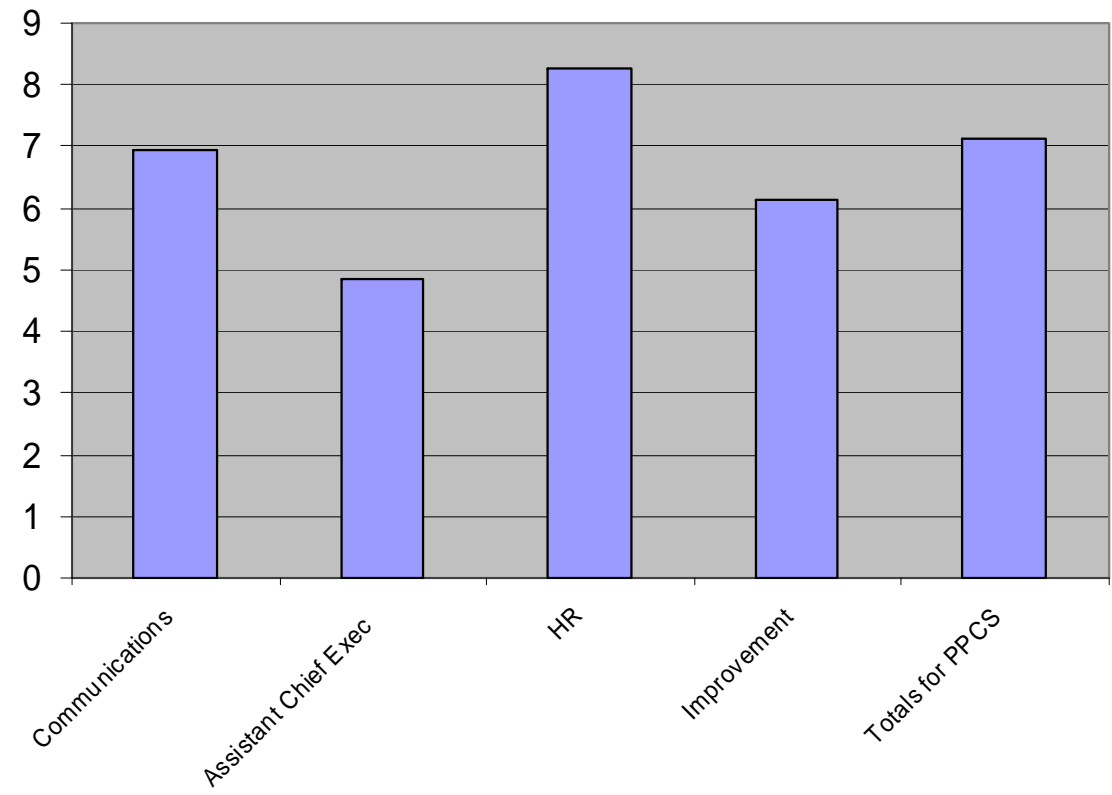
■ Average days lost per employee



PPCS

July 2010 - June 2011

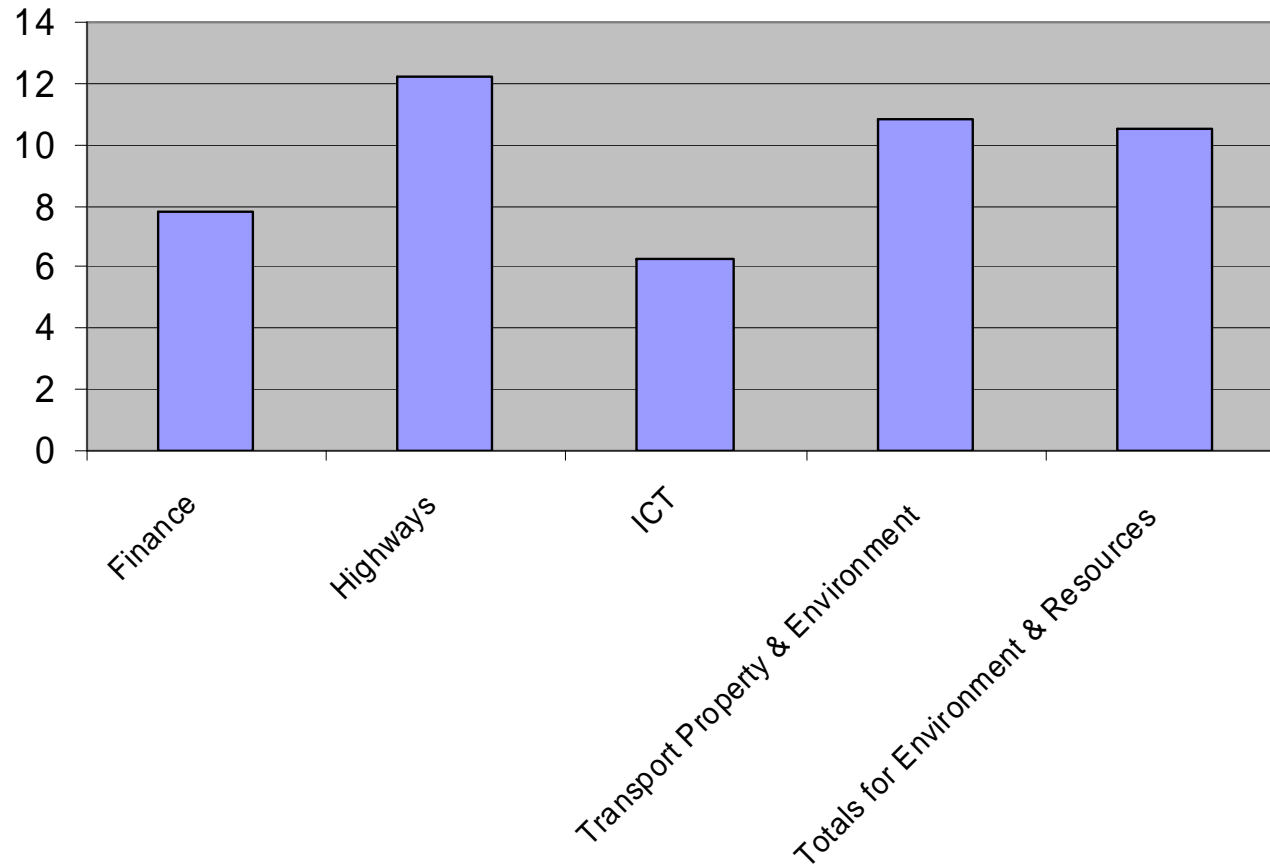
■ Average days lost per employee



Environment & Resources

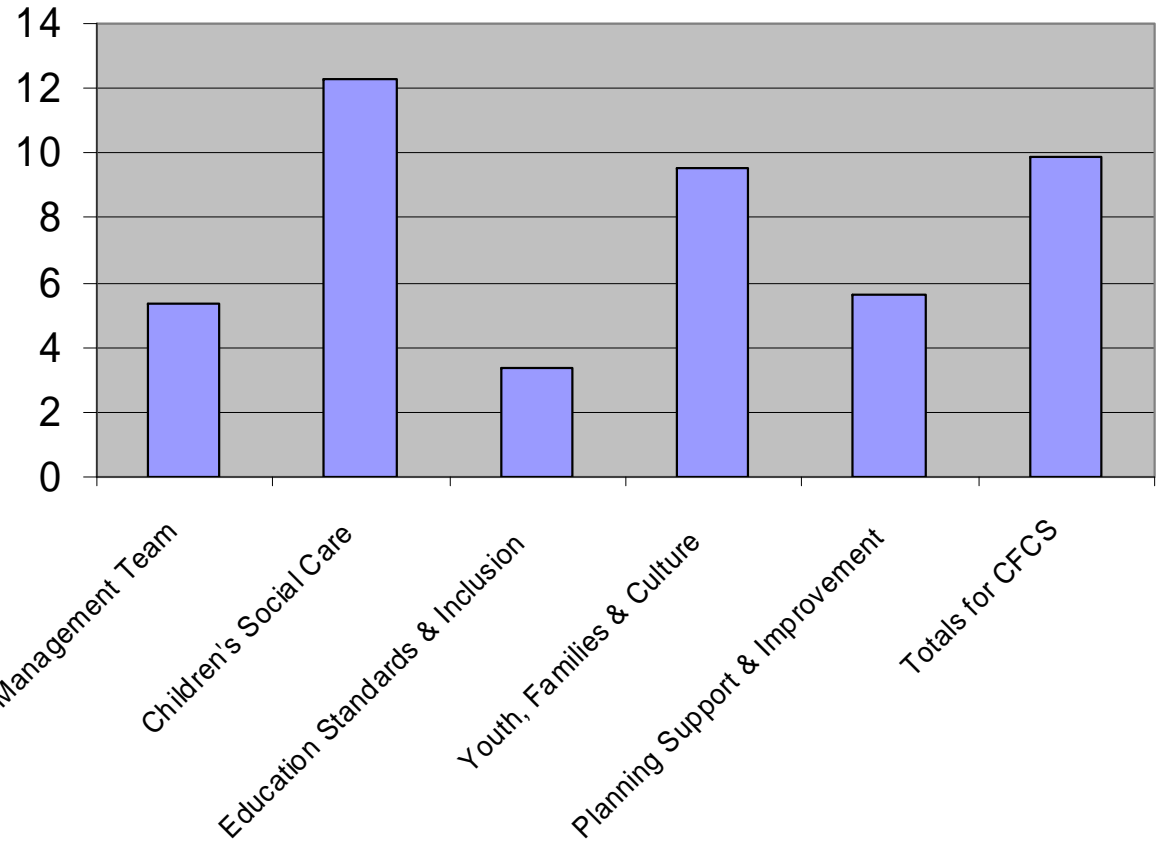
July 2010 - June 2011

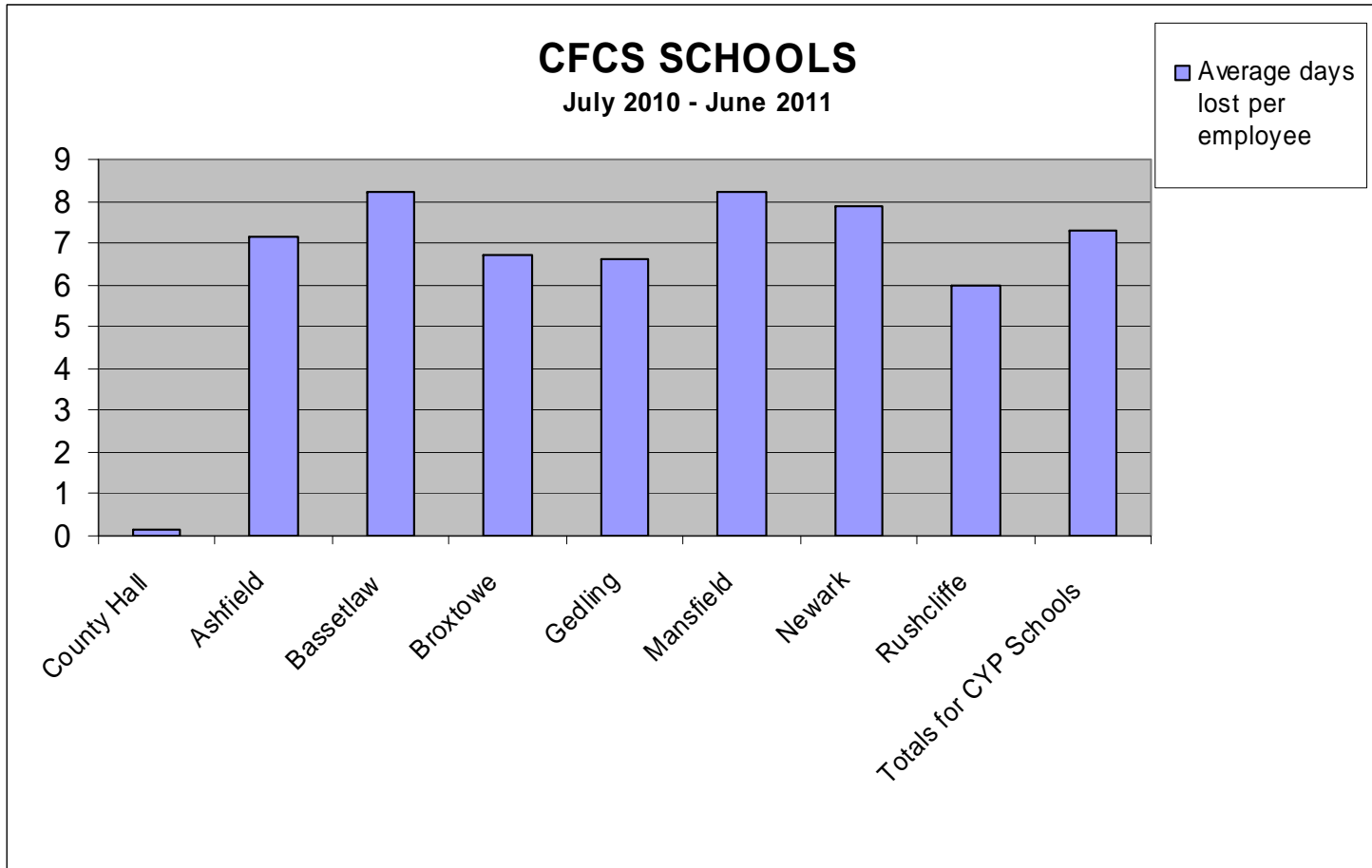
■ Average days
lost per
employee



CFCS
July 2010 - June 2011

■ Average days lost per employee

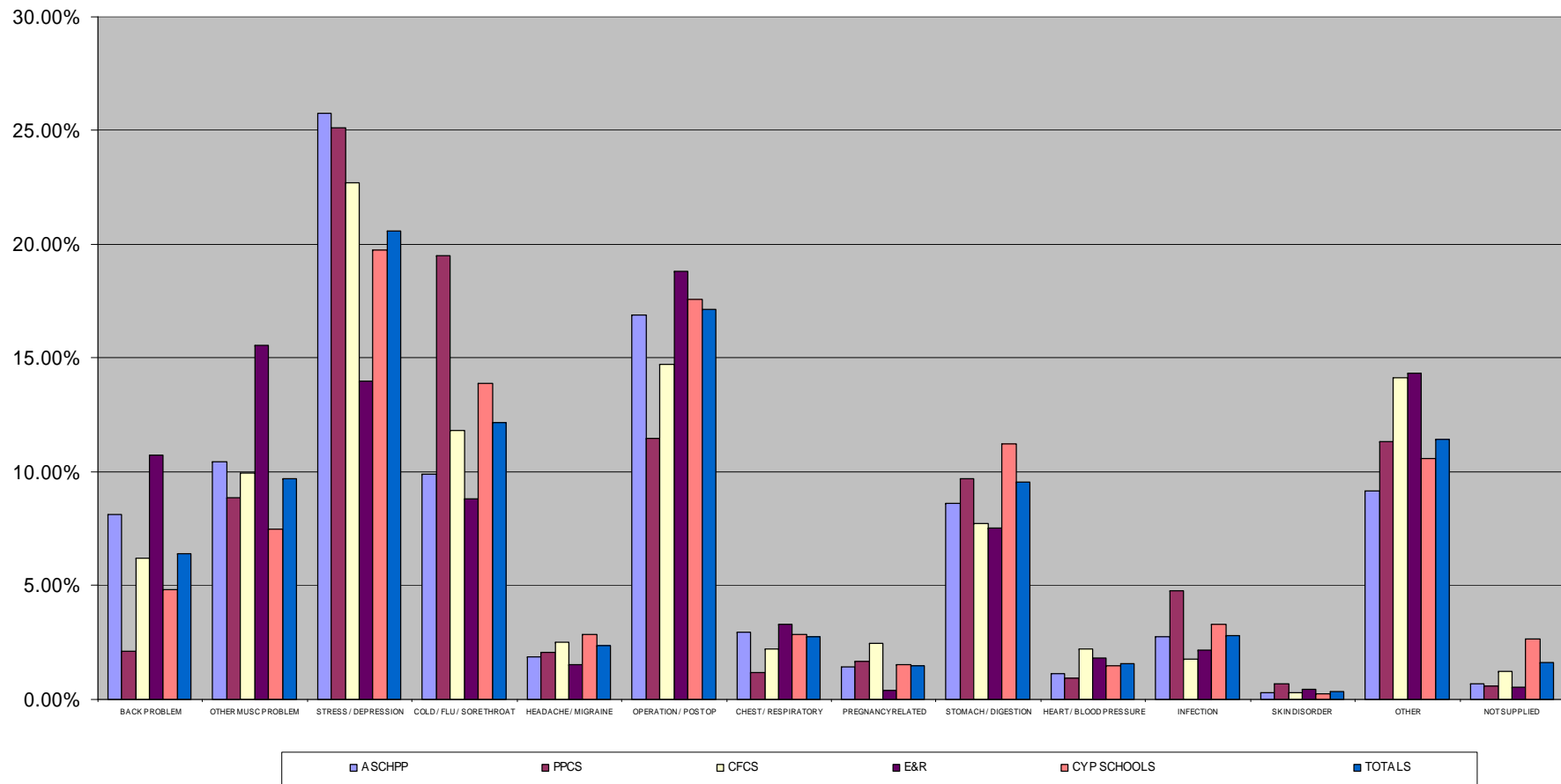




Reasons for Absence 1ST April – 30th June 2011:

	BACK PROBLEM	OTHER MUSC PROBLEM	STRESS/DEPRESSION	COLD/FLU/SORE THROAT	HEADACHE/ MIGRANE	OPERATION/ POST OP	CHEST / RESPIRATORY	PREGNANCY RELATED	STOMACH / DIGESTION	HEART/ BLOOD PRESSURE	INFECTION	SKIN DISORDER	OTHER	NOT SUPPLIED
ASCHPP	8.13%	10.42%	25.74%	9.90%	1.88%	16.92%	2.95%	1.45%	8.61%	1.13%	2.78%	0.28%	9.14%	0.68%
PPCS	2.10%	8.85%	25.13%	19.49%	2.06%	11.50%	1.19%	1.67%	9.71%	0.94%	4.76%	0.70%	11.34%	0.58%
CFCS	6.22%	9.95%	22.72%	11.80%	2.50%	14.73%	2.21%	2.46%	7.72%	2.24%	1.75%	0.31%	14.16%	1.23%
Env & Res	10.75%	15.55%	13.99%	8.82%	1.55%	18.81%	3.31%	0.41%	7.52%	1.82%	2.18%	0.45%	14.33%	0.52%
CYP Schools	4.53%	7.48%	19.77%	13.87%	2.86%	17.58%	2.87%	1.54%	11.22%	1.48%	3.29%	0.26%	10.61%	2.66%
TOTALS	6.40%	9.70%	20.59%	12.18%	2.38%	17.16%	2.78%	1.48%	9.58%	1.565	2.80%	0.33%	11.42%	1.65%

REASONS FOR ABSENCE (Jul 10 - Jun 11)



Distribution of sickness type (Jul 10 - Jun 11)

