

	AGENDA ITEM NO.
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Report Cover Sheet

Name of Meeting:	Employment Committee
Date of Meeting:	18th September 2007
Report Title:	Quarterly Sickness Absence and Turnover Monitoring 07/08
Summary of report:	This report presents the sickness absence and turnover figures for the first quarter of 2007/2008
For Further Information Please Contact (report author):	Liz Reed, HR Manager (Acting)
Business Unit	Corporate Personnel Services
Would the recommended decision be contrary to the Policy Framework:	No
Would the recommended decision be contrary to the Budgetary framework:	No
Wards of the District directly affected by this decision:	None
Key Decision?	No
Included within the Forward Plan?	No
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No
Background Papers:	None

Consultation Undertaken

Below is a table of the Council's regular consultees. However not all have to be consulted on every matter and if there was no obligation to consult with a specific consultee they will be marked as n/a.

Consultees	Yes/ No	Who
Other Committees	n/a	
Ward Councillors	n/a	
Portfolio Holders	n/a	
Other Councillors	n/a	
Warwick District Council recognised Trades Unions	n/a	
Other Warwick District Council Service Areas	n/a	

Project partners	n/a	
Parish/Town Council	n/a	
Highways Authority	n/a	
Residents	n/a	
Citizens Panel	n/a	
Other consultees	n/a	
Officer Approval		
With regard to officer approval all reports must be approved by the report authors relevant director, Finance Services and Legal Services.		
Officer Approval	Date	Name
Relevant Director(s)	August 07	Karen Pearce
Chief Executive		
CMT		
Section 151 Officer		
Legal		
Finance		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. **RECOMMENDATIONS**

- 1.1 Members are asked to decide if they would like to receive this information on a quarterly basis and report their decision to the Audit and Resources Scrutiny committee.

2. **BACKGROUND**

- 2.1 Appendix A shows the total number of full time equivalent days per Service Area lost due to sickness absence during the period 1st April 2007 and 30th June 2007.
- 2.2 Appendix B shows the total number of leavers and turnover percentage per Service Area for the same period.

3. **MAIN POINTS FROM THE DATA**

- 3.1 The total number of FTE working days lost due to sickness absence from 1st April 2007 until 30th June 2007 was 953.2 which is an average of 1.97 days per employee. This includes nine cases of long-term sickness absence (20 days or more).
- 3.2 The total number of leavers for the period was 22 (not including casuals). This equates to a turnover of 4.55% for the quarter. 68.2% of leavers were voluntary resignations (including 2 early retirements) and 31.8% were non-voluntary leavers, which included three dismissals.

4. **ACTION**

- 4.1 This data will be collected and presented to Heads of Service on a quarterly basis together with detailed information on which individuals are taking excessive sickness absence so that managers are aware and can take necessary action.