

SELECT COMMITTEE

at 6.30pm on Wednesday, 26th July 2017
Belle Vue Suite, 1 Belle Vue Square, Broughton Road, Skipton

Committee Members : The Chairman (Councillor Staveley) and Councillors Brown, Graham, Mason, Mercer, Moorby, Pighills, Shuttleworth, Solloway, Sutcliffe, Thompson and Whitaker.

AGENDA

1. **Apologies for absence**
2. **Confirmation of Minutes** – 28th July 2017.
3. **Public Participation** - In the event that any questions / statements are received or members of the public attend, the public participation session will proceed for a period of up to fifteen minutes. (Note: Where the participation relates to any particular item on the agenda, participation will usually be when that item is considered.)
4. **Declarations of Interest** – All Members are invited to declare at this point any interests they have in items appearing on this agenda, including the nature of those interests.

(Note: Declarations should be in the form of:

a “***disclosable pecuniary interest***” under Appendix A to the Council’s Code of Conduct, or “***other interests***” under Appendix B or under Paragraph 15 where a matter arises at the meeting which relates to a financial interest of a friend, relative or close associate.

A Member of Council who has a disclosable pecuniary interest must leave the room and not take part in the discussion or vote. When declaring interests under Appendix B or Paragraph 15 of the Code, Members must move to the public seating area, not vote, and speak only if members of the public are also allowed to speak at the meeting.)

5. **Absence Management** – Report of the Senior Human Resources Officer. Attached.

Purpose of Report – To present the Council’s sickness absence statistics for the period 1st April 2016 up to 31st March 2017.

6. **Work Programme** – Members are asked to note that arrangements have been made for Julia Mulligan, Police and Crime Commissioner for North Yorkshire, to attend the Committee’s meeting on 6th September 2017 to present / discuss her business case for the future governance of the North Yorkshire Fire and Rescue Service.

7. **Any other items** which the Chairman decides are urgent in accordance with Section 100B(4) of the Local Government Act, 1972.

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18th July 2017

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- (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and
- (ii) compliance with the Council's protocol on audio/visual recording and photography at meetings, a copy of which is available on request. Anyone wishing to record must contact the Agenda Contact Officer (details above) prior to the start of the meeting. Any recording must be conducted openly and not disrupt proceedings.

SELECT CRIME AND DISORDER COMMITTEE

28th June 2017

Present – The Chairman (Councillor Staveley) and Councillors Brown, Graham, Mason, Mercer, Moorby, Pighills, Shuttleworth, Solloway, Sutcliffe, Thompson and Whitaker.

Officer – Corporate Head of Business Support, Community Safety Co-ordinator and Committee Officer.

Start: 6.35pm

Finish: 8.20pm

Minutes for Report

OS.385

LOCAL POLICING - CRAVEN

Further to Minute OS.377/16-17, the Chairman welcomed Inspector Crocker to the meeting and invited him to update the Committee on local crime and policing matters. A summary and analysis of the key crime statistics for the period 1st April 2017 to 14th June 2017, together with the data for the previous two years for the same period had also been circulated as an appendix to the Chief Executive's report in respect of community safety (Minute OS 386 below). Details of performance data regarding attendance to incidents and victim satisfaction were also submitted.

In presenting an overview of the crime situation in Craven, copies of which had been circulated with the agenda, Inspector Crocker reported that current data showed that in the period from 1st April 2017 the greater part of police work in the District continued to revolve around public safety and welfare, accounting for 42.3% of the Forces time, compared to 19.9% and 13.1% for crime and anti-social behaviour. Road related incidents, which included road traffic offences, accounted for 24.7%. He pointed out that changes in the definition of what was recorded as burglary would affect the ability to clearly compare the current situation with that in previous years.

Although still early in the year there had been a reduction in burglary, and as previously reported the area closest to the West Yorkshire boundary remained the key area for crime. Sexual offences had increased and e-safety was a concern. Across the County, Children's Safeguarding Boards were taking a proactive stance on e-safety as young girls were being drawn into sharing explicit images of themselves online. An emerging drug problem in the District was a concern, together with the threat of violence that accompanied such problems. Officers would be working with the community in that part of District most affected, going door to door and handing out crimestopper leaflets. The problem emanated from south of the District

Landrovers and quad bikes remained popular targets with four quads and two Landrovers having been stolen recently; one quad and one of the Landrovers had been recovered. With two camera vans now deployed in the District it would not be unreasonable to expect to see a reduction in the level of activity associated with road traffic incidents over the current 12 month period. Details of the costs associated with operating the two vans and results from arising from their presence could be made available at the Committee's next meeting.

National crime figures announced on 27th April 2017 for the year ending December 2016 had again confirmed North Yorkshire as the safest place in England. There had been a total of 36,680 crimes in North Yorkshire during this period, giving a crime rate of 45.3 per 1,000 of the population. While this reflected a 1% rise in crime in comparison to the same period the previous year, it was below the 10% increase in England and Wales and took into account improved crime recording standards nationally.

Amongst other news, Inspector Crocker also reported that

- From 10th May 2017 misogyny would be included North Yorkshire Police's hate crime policy.
- Response shifts were all fully staffed and two PCSOs would be starting on 20th June 2017, leaving three positions still to fill, two of which were additional positions. One of the additional positions would be placed in Grassington, the other in Cross Hills. A neighbourhood constable vacancy had recently been filled in Settle and all other vacant positions should be filled by the year end.
- Through the childrens' safeguarding board North Yorkshire Police had joined with partners to enhance the multi agency screening team (MAST). Created in 2014 with the aim of consistently responding to child safeguarding contacts, the team was now comprised of 14 members of staff.
- Chaired by Cllr Solloway, the first meeting of the Stop Search Oversight Group for the Craven area had met on 27th June 2017. The Group was the first of its kind in North Yorkshire and would help to ensure the process was open and transparent, providing independent scrutiny of the data. In the period June 2016 to June 2017, 143 stop searches had been recorded, including 22 individuals with ethnicity defined as black or minority ethnic. Data and outcomes from future meetings of the Group would be made available to the Committee.

During the course of the ensuing discussion Committee Members and others in attendance asked a number of questions and commented as follows, receiving replies from Inspector Crocker as indicated

- A recent television programme on child abuse and included a reference to Skipton?
Response : The case from eleven years ago had involved the grooming of three girls in Skipton by an Asian gang; locally the force was still in touch with one victim. Some of the offenders had been released, one recently. If Members had any child safeguarding concerns drawn to their attention they should speak to a police officer, crimestoppers, a social worker or a teacher, all of whom should be aware of how those concerns should be taken forward. Everyone in the public sector should be aware of how to report concerns.
- Locally, had there been an increase in racially motivated hate crime following recent terrorist incidents?.
Response : There had been some, but not a significant increase. Two incidents had been investigated which in turn had reassured the local community that complaints were taken seriously.
- When terrorist incidents took place such as that in Manchester, was there an impact on policing in this area.
Response : All Forces were a party to the National Strategic Requirement and made officers available when called upon to assist. The Police and Crime Commissioner also had a legal requirement to have officers available, all trained to a required level in specific disciplines.
- When officers were seconded out of the District or officers were temporarily engaged elsewhere, was provision made to cover their absence?
Response : The Force operated safe staffing levels, an Inspector had responsibility for ensuring safe levels were maintained and would move officers from neighbouring areas within North Yorkshire to provide cover as required. Different levels of staffing were maintained for different times of the day. A new system was to be deployed in the near future would identify the location of all officers and vehicles at any given time, the same system also automatically alerted officers to intelligence relevant to their immediate location. By the end of the year every operational police officer would have body cameras.
- The Rural Crime Team had delivered leaflets which included an offer to carry out farm visits to carry out audits and provide advice to farmers to mitigate the possibility of them falling victim to theft, but there appeared to be something of a delay in requests for a visit being followed up?
Response : The offer had resulted in several thousand replies and requests being received, with only one PCSO available to carry out the visits it was taking some time to

work through all the requests.

- The position in respect of online / internet fraud? Response : The Force had a positive response to fraud. A national fraud action group examined whether fraud incidents required investigation, incidents referred to North Yorkshire Police were acted upon.
- What was the technical capacity of the camera vans? Response : The cameras could cover vehicles approaching in either direction and alongside the vans. The lenses were very high quality and worked over quite a distance, some discretion was allowed over the speed limit. In addition to the obvious locations on the A59 and A65, alternative locations were being sought. Residents of West Marton had requested that a van be deployed within the village to act as a deterrent amid concerns from parents trying to cross the road with their children to school. A site was currently being assessed. One of the vans was also fitted with ANPR. As previously reported North Yorkshire was a lead force in the use of ANPR and the intelligence gathered from mobile, static and covert ANPR cameras was proving to be extremely useful in disrupting criminal activity, including cross border and the investigation of crime. The Chairman stated that Ribblesbanks Parish Council had recently expressed concerns regarding vehicle speeds through Rathmell and would appreciate the presence of a van.
- Was there anything the Council could do to help promote crimestoppers? Response : The Force worked with the Council's Community safety Officer and other parts of the Council, any assistance in promoting the initiative was welcomed.
- Was there an explanation as to why court proceedings in respect of crimes committed in Craven were increasingly being heard at Harrogate Magistrates' Court? Response : The Police had no input to the decision as to where cases were heard, it was a matter for the Court Service.

In drawing the discussion to a close the Chairman thanked Inspector Crocker for his attendance and response to Members' questions and comments. Members asked that the Chairman write to the Court Service seeking an explanation as to why cases are increasingly being heard in Harrogate, not Craven.

OS.386

COMMUNITY SAFETY

Further to Minute OS.378/16-17, the Chief Executive submitted a report updating the Committee on the work of the North Yorkshire Community Safety Partnership and the Craven Community Safety Hub, formerly known as the Community Safety Local Delivery Team for Craven. An analysis of crime statistics for the District provided by North Yorkshire Police for the period 1st April to 14th June 2017, with comparative data for the same period in 2015 and 2016, had been circulated with the Chief Executive's report.

a. North Yorkshire Community Safety Partnership

Key messages arising from the most recent meeting of the North Yorkshire Community Safety Partnership (20/06/2017) were

- A health representative had now been identified to sit on the Partnership.
- The Prevent strategic board was to have been the subject of a peer review in September, however that had been postponed to a date to be agreed, but in the meantime it was expected that the Board would be in receipt of a number of recommendations, including some related to governance.
- Events throughout the county were being organised in each district around Notice, Check, Share as part of the Prevent duty and would include presentations on the role of the community safety hub. Two events were being planned for the Craven area in October 2017.

- A victims of terrorism unit had been established to co-ordinate nationally, support for citizens affected by recent attacks and any future attacks affecting British citizens at home or overseas. Two gov.uk web pages had been set up that contain advice on the support services available.

b. Craven Community Safety Hub

The Craven Community Safety Hub supported the work of the North Yorkshire Community Safety Partnership by co-ordinating and ensuring delivery of the North Yorkshire Community Safety Plan in the Craven District. Working at an operational level, the Hub ensured that multiple agencies and related organisations worked effectively in partnership to make communities within the District safer; it was managed by the Council's Community Safety Officer and a Police Officer based at the Council's Belle Vue Square Offices. Being sited at Belle Vue Square enabled regular contact with Adult and Children's Social Services, an arrangement which was working very well with close co-operation on cases of anti-social behaviour. The Chief Executive's report highlighted the following activity etc

i. Multi-Agency Problem Solving Group : Monthly meetings of the Multi-Agency Problem Solving Group continued to take place with much of the focus on various forms of anti-social behaviour causing a nuisance to residents. Issues arising from the implementation of the PREVENT strategy and Hate Crime were also discussed as standing agenda items.

ii. PREVENT : As indicated at (a) above, two events highlighting the role played in helping people from becoming radicalised and drawn into terrorism were to be held in this District. The first would focus on the Notice, Check, Share initiative which supported trained and advised people where to go if they had anything to report. It would also promote the role and function of the community safety hub. The second event would run alongside any events already planned, focusing on understanding what the area's communities looked like and any emerging issues. The event would seek to improve community cohesion and provide awareness raising and reassurance in relation to the Prevent agenda. It was also hoped that it would improve community intelligence and assist in informing future counter-terrorism local plans. A theatre production/workshop aimed at young people (13-14yrs), exploring radicalisation and extremism had been rolled out across the County and all schools within Craven, with the exception of one, had hosted the production. A DVD had been produced of the same production to be given to each of the schools to enable them to host showings at their leisure.

In the wake of recent events the community safety officer would also be holding basic awareness training for the Council's business support and reception staff around the National Police Chiefs Council, Run, Hide, Tell advice, which outlined what to do if someone found themselves in the rare event of a firearms or weapons attack. A run, hide, tell leaflet would also be distributed in staff payslips. In responding to a members query as to what, if anything was being done to inform younger people about the run, tell, hide advice, the Community Safety Co-ordinator stated that it was an issue being worked on through the community safety pages on the Council's, she also regularly tweeted about the advice, and leaflets had been circulated to all Councillors. She would make enquiries of North Yorkshire County Council as to the information and advice being issued to schools. Any suggestions would be more than welcomed. Councillor Brown stated that he would mention the issue when next at Craven College.

iii. Anti-Social Behaviour : The Council's Cleaner Neighbourhood Team dealt with a large number of issues which originated in anti-social behaviour. The Community Safety Officer was now working alongside environmental health officers within the Team on issues around low level noise nuisance and other anti-social issues. The closer working arrangement was working well, enhancing the ability to address cross cutting themes. The Public Spaces Protection Order, a measure available to the Council under the Anti-Social Behaviour, Crime and Policing Act 2014, implemented in October 2016 at Coach Street Car Park, Skipton would be reviewed in October 2017, and a second proposed order for the Town Hall Car Park was to be the subject of further consultation.

iv. Funding : Uncommitted funding obtained from the Police and Crime Commissioner during the 2016-17 financial year was to be directed towards a scheme which supported victims of burglary and a rise in fire related domestic abuse incidents. Local mental health agencies were also being encouraged to bid for funding under the Community Safety Services Fund, available through the Office of the Police and Crime Commissioner, to assist any individuals with complex mental health needs.

Resolved – That the Chief Executive’s update on the work of the North Yorkshire Community Safety Partnership, the Community Safety Hub and related matters is noted.

OS.387

DOOR STEP COLD CALLING

In responding to concerns raised by Councillor Moorby in respect of door step sellers who had been operating in Long Preston, the Community Safety Co-ordinator stated that the activity was covered by trading standards, she undertook to obtain and make available “no cold calling stickers” from a colleague in the County Council’s trading standards department. If someone was being regularly pestered by the sellers it would be helpful if they could provide a description and possibly a vehicle registration number which could then be shared with the trading standards officers.

Councillor Moorby pointed out that the actions of the cold callers, whom he understood had become abusive if a resident refused to buy anything from them, was very worrying for older residents who felt vulnerable and intimidated. The Police had advised him that residents should contact them if a seller became abusive.

The Chairman asked the Community Safety Co-ordinator to circulate parishes, age concern locally and other appropriate community groups regarding the concerns raised and seeking their co-operation in reinforcing the message to residents regarding cold calling and the availability of stickers.

-Sitting as Select Committee-

OS.388

CONFIRMATION OF MINUTES

Resolved – That the minutes of the meeting held on 7th June 2017 are confirmed and signed as a correct record.

OS.389

NEXT MEETING - COMMITTEE WORK PROGRAMME

Further to Minute OS.383/17-18, the Committee was asked to determine whether it wished to consider the North Yorkshire Police Commissioner’s business case for taking over responsibility for the North Yorkshire Fire and Rescue Service. It was understood the business case would be the subject of a 10 week consultation exercise commencing on 17th July 2017.

The Committee was also asked to consider bringing forward consideration of the Council’s sickness absence statistics for the 2016-17 financial year to a meeting of this Committee to be held immediately before a meeting of the Waste Management Working Group on 26th July 2017.

Resolved – That the 2017-18 work programme is adjusted to enable

- a. Consideration to be given to the North Yorkshire Police Commissioner’s business case for taking over responsibility for the North Yorkshire Fire and Rescue Service, and

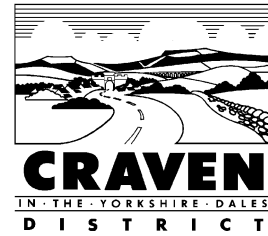
Craven District Council

b. Presentation of the 2016-17 sickness absence statistics to a meeting of this Committee at 6.30pm on 26th July 2017.

Chairman.

SELECT COMMITTEE – 26 July 2017

ABSENCE MANAGEMENT REPORT 2016/17



Report of the Senior HR Officer

Lead Member – Councillor Dawson

1. **Purpose of Report** – To outline Craven District Council’s sickness absence statistics from 1st April 2016 up to 31st March 2017
2. **Recommendations** – Members are recommended to note the sickness absence statistics up to 31st March 2017
3. **Sickness Absence – 2016/17**
 - 3.1 During 2016/17 the Best Value Performance Indicator 12 (BV12) target for sickness absence was 8.5 days absence per FTE. The actual number of days lost per FTE up to 31st March 2017 was 8.31 days. The total number of days lost was 1,576.1.
 - 3.2 The last 10 years figures are shown below.

YEAR	ACTUAL DAYS LOST	TARGET
2007/08	12.52	10.12
2008/09	9.08	11.50
2009/10	12.61	9.00
2010/11	9.79	10.00
2011/12	9.59	8.50
2012/13	7.14	9.00
2013/14	9.27	7.00
2014/15	9.97	8.5
2015/16	7.98	9.5
2016/17	8.31	8.5

- 3.3 A total of 1,576.1 days were lost due to sickness absence up to the end of March 2017 compared to 1,532.6 at the same time last year.
- 3.4 Up to 31st March 2017 long term increased by 24% and short term decreased by 12%. The table below shows the days lost per FTE over the last 10 years.

Year	Long Term Sickness	Short Term Sickness
2008/09	7.86	4.65
2009/10	8.04	4.56
2010/11	5.67	4.13
2011/12	5.63	3.93
2012/13	3.56	3.58
2013/14	5.36	3.90
2014/15	5.92	4.04
2015/16	3.64	4.34
2016/17	4.51	3.80

- 3.5 **Long Term Sickness Absence (4 weeks absence and more) -** 4.51 days per FTE were lost to long term absence. This equates to 854.60 days. This is an increase of 155.2 days compared to last year when 699.4 days were lost.
- 3.6 Days lost to long term absence were accumulated as a result of 22 employees being absent during the twelve month period.
- 3.7 Waste Management had the highest number of staff on long term sickness (10 people). The reasons for long term sickness absence were:-

Category	Total Number
Personal Stress	6
Work Related Stress	2
Operations	4
Musculo-Skeletal Problems including back problems	6
Other – Investigations into illness'	4

- 3.8 Of the 22 people on long term sickness, 18 have returned to work, 2 left before the end of 2016/17, 1 has been granted ill health retirement and left 31st May 2017 leaving 1 employee still to return to work.
- 3.9 Of the 22 people on long term sickness, 7 returned to work earlier than expected due to adaptations to work stations or alternative working arrangements.
- 3.10 Staff at Engine Shed Lane have undergone manual handling training which should help them carry out their day to day duties more professionally and also limit the risk of injury through lifting incorrectly.
- 3.11 The Council's Confidential Counselling Support Service, (OASIS) has been widely used during 2016/17.
- 3.12 The annual report from OASIS stated that they had 7 referrals during 2016/17. 5 referrals have now been closed whilst there are still 2 referrals on going.

- 3.13 The report also stated that 5 of the referrals presented issues outside of the workplace which included depression due to bereavement.
- 3.14 HR has also been able to help and advice staff when and where ever possible.
- 3.15 **Short Term Sickness Absence** – A total of 720.50 days were lost as a result of short term sickness absence. Compared to the same period last year this has decreased by 112.7 days

4.0 **Breakdown by service up to 31st March 2017**

Chief Executive	No of days lost per fte	Total No of days lost
CLT	6.66	29.3
Finance	2.09	21.9
Electoral Services	0.00	0.00
Legal Services	29.82	83.5
Partnerships and Comms	0.00	0

Director of Services	No of days lost per fte	Total No of days lost
Assets & Commercial Services	2.19	17.0
Bereavement Services	31.7	111.2
Economic Development	3.42	18.1
Environmental Health	6.57	51.9
Facilities	2.45	5.4
Housing	3.21	18.8
ICT Services	5.56	30.0
Leisure	3.32	63.2
Museum & Arts	1.37	6.1
Planning & Regeneration	10.14	215.5
Waste Management	13.94	699

Corporate Head (Business Support)	No of days lost per fte	Total No of days lost
Business Support	15.17	107.7
Customer Services	7.09	80.8
Democratic Services	5.90	12.4
Human Resources	0.00	0.00
Licensing	2.39	7.4
Revs & Bens	2.59	26.9

- 4.1 Sickness absence is monitored monthly by HR. The monthly reports are distributed to line managers for comments. Managers scrutinise levels of absence to establish trends and reasons for sickness absence. Managers arranged meetings with staff who have reached trigger points. Actions and targets are agreed for individuals. Targets

are reviewed and actions agreed. If actions and targets are met then a further meeting is held to acknowledge the achievement.

- 4.2 Absence is monitored across two specific categories consisting of long term and short term absence. Long term sickness is defined as any absence lasting more than 4 continuous weeks over a 12 month period, whilst short term sickness is any other sickness periods.
- 4.3 Staff are encouraged to inform their line managers as soon as they are aware that they may have to take time off due to operations etc so that arrangements/plans can be made to cover their workload and existing staff are aware of any pressures that there may be sooner rather than later. It also enables adaptations to be put into place if necessary.
- 4.4 HR support and guidance continues to be available to line managers managing complex cases of absence.
- 4.5 Waste Management has been allocated a dedicated HR representative to support managers to encourage the reduction of sickness absence. By having this resource it has helped the manager keep up to date with the sickness levels in the service as the HR representative ensures the policy is adhered to and that invites to the sickness monitoring meetings are arranged. HR also ensures that the letters are sent to the depot and to their home address. This helps to avoid people saying that they have not received them. A text message from the HR mobile is also sent to remind them of the meeting a few days before the meeting.
- 4.6 Since 2015/16, short term absence within Waste Management has reduced by 35%.

5.0 **Initiatives in place to support reduced sickness absence**

- 5.1 The OASIS Counselling Service is advertised throughout the Council to encourage staff to contact them should they require any confidential help and advice. During 2016/17 this service was actively used and staff have expressed how helpful they have found this service
- 5.2 Variety of wellbeing activities continue to be made available to staff, for example Pilates classes held at Belle Vue Square.
- 5.3 Discounted membership fees at local gym and fitness facilities with Waste Management staff having allocated time for free to help them with their duties.
- 5.4 Staff with no absence in 2016/17 were entered into a draw and 8 people won a prize of £25. This incentive will continue.
- 5.5 During 2016/17 across all services there was a total of 95 staff with nil absence.
- 5.6 This equates to 49% of staff had nil absence which is an increase on 2015/16 where 38% of staff had nil absence

The 95 staff came from:-

Service Area	Total Number of Staff within the Service	Number of Staff with NIL Absence
Assets & Commercial Services	12	4
Bereavement Services	3	1
Business Support	10	3
Communications & Partnerships	4	4
CLT	5	3
Customer Services	12	3
Craven Swimming Pool	37	11
Democratic Services	3	1
Economic Development	5	1
Elections	3	2
Environmental Health	10	4
Financial Management	12	4
Housing	7	3
Human Resources	3	3
ICT	9	2
Licensing	3	1
Planning	25	15
Revenues and Benefits	13	7
Town Hall	9	4
Waste Management	46	19

6.0 **Sickness Figures in Other Councils during 2016/17**

Sickness data per FTE has been collated from Councils within the District and are shown in the table below:-

Council	Sickness Absence Days per FTE during 2016/17
Hambleton	No figures available as of yet
Harrogate	8.08
North Yorkshire	6.36
Richmondshire	6.84
Ryedale	No figures available yet
Scarborough	7.76
Selby	No figures available yet

7.0 **Future initiatives planned to manage sickness absence**

It is imperative that levels of sickness absence are managed effectively. In order to ensure a reduction in sickness absence during 2016/17, it is anticipated that the following initiatives will support both managers and staff to work towards reducing sickness absence:-

- Monthly statistical information to be provided to all employees within each service area to highlight levels of sickness absence.
- The sickness table to be published in Core Brief every month.
- Quarterly performance clinics to proactively work towards reducing sickness absence along with HR Clinics with Line Managers to enable early intervention.
- Regular updates on the management of long term sickness absence to CLT.
- Continued opportunities for staff to explore wellbeing activities
- Robust monitoring by HR to ensure that monitoring of sickness absence is undertaken by line managers and is effective.
- The current Absence Management Policy and Procedure is currently under review to include further robust monitoring methods
- Direct HR support to areas with high absence levels
- Quarterly HR Clinics are held with each service area to identify future challenges, explore options to manage resources and discuss areas to create succession planning.

8. **Summary**

- 8.1 Short term sickness absence decreased during 2016/17. This was due to adaptations being put in place to enable staff to return to work earlier and also the continued good service that OASIS provides to staff to enable them to cope with their personal and work related stress. Early intervention continues to enable some staff to work in different areas of the Council along with home working and phased returns arrangements where possible. Referrals have also been made to Occupational Health and guidance from the Council's Advisor has identified adaptations were necessary.

- 8.2 Unfortunately long term sickness absence increased during 2016/17. This is mainly due to bereavements, serious illnesses and operations which understandingly have made it difficult for staff to return to work within the 4 week period.
- 8.3 Members of HR have supported line managers with advice and guidance to help decrease sickness absence.
- 8.4 With the initiatives planned for 2017/18 and the majority of staff that were absence due planned surgery, we are confident that sickness absence will continue to reduce during 2017/18. The target for 2017/18 is 8 days per FTE.
9. **Implications**
- 9.1 **Financial Implications** – None
- 9.2 **Legal Implications** – None.
10. **Contribution to Corporate Priorities** – Have a more cost effective and efficient Council.
11. **Risk Management** – N/A
12. **Equality Impact Assessment** - The Council's Equality Impact Assessment procedure is not required for this update.
13. **Consultations with Others** – N/A.
14. **Access to Information : Background Documents** – None.
15. **Author of the Report** – Jacquie Hodgson – Senior HR Officer
jhodgson@cravendc.gov.uk. – 01756 706209
16. **Appendix 1** – Cumulative Sickness Data – 2016/17

CRAVEN DISTRICT COUNCIL - CUMULATIVE SICKNESS DATA 2016/2017

Month 12

Service Unit - Permanent & Fixed Term Staff	FTE's in Post 1.4.16	FTE's in Post 31.03.17	Average No of Staff	Total Working Days	Total Days Lost to Sickness	HRP 1	BV12
						Absence Rate %	Ave Sick Days per Employee
Council Leadership Team	4.90	3.90	4.40	1,003.20	29.30	2.92	6.66
Partnerships and Communications	3.10	3.00	3.05	695.40	-	-	-
Electoral Services	2.10	2.00	2.05	467.40	-	-	-
Legal Services	2.80	2.80	2.80	638.40	83.50	13.08	29.82
Director of Services	95.40	99.60	97.50	22,230.00	961.10	4.32	9.86
Business Support	35.80	36.60	36.20	8,253.60	235.20	2.85	6.50
Planning & Regeneration	34.10	32.30	33.20	7,569.60	245.10	3.24	7.38
Financial Services	10.20	10.80	10.50	2,394.00	21.90	0.91	2.09
Overall CDC total in days	188.40	191.00	189.70	43,251.60	1,576.10	3.64	8.31

FTE's - Full Time Equivalentents

Working Days - Excludes Weekends (unless contracted to work), Annual Leave & Bank Holidays

Total Days Lost to Sickness - No of Sick Days (pro rata for Part Time Workers)

Absence Rate % - Total Sick Days / Total Working Days

Average Sick Days Per Employee - Total Sick Days / Average No of Staff

