



**NOTTINGHAMSHIRE**

**Fire & Rescue Service**

*Creating Safer Communities*

Nottinghamshire and City of Nottingham  
Fire and Rescue Authority  
Human Resources Committee

# HUMAN RESOURCES UPDATE

Report of the Chief Fire Officer

---

**Date:** 4 November 2016

**Purpose of Report:**

To update Members on key Human Resources metrics for the period 1 July – 30 September 2016, including Quarter One absence figures.

## CONTACT OFFICER

**Name :** Wayne Bowcock  
Deputy Chief Fire Officer

**Tel :** 01159 670880

**Email :** wayne.bowcock@notts-fire.gov.uk

**Media Enquiries  
Contact :** Therese Easom  
0115 967 0880 therese.easom@notts-fire.gov.uk

## 1. BACKGROUND

- 1.1 As part of its remit, the Human Resources Committee of Nottinghamshire and City of Nottingham Fire and Rescue Authority receives regular updates on Human Resources (HR) issues within the Service. This includes issues such as sickness absence, formal discipline, grievance, health and safety, employment tribunal cases and staffing numbers. These issues are known as HR metrics.
- 1.2 Reports are on a quarterly basis and allow the Human Resources Committee to keep abreast of ongoing issues and offer their guidance and scrutiny.

## 2. REPORT

### HR METRICS - SICKNESS ABSENCE

- 2.1 Due to the timing of the previous committee, it was not possible to report on absence figures for the first quarter of the financial year (April to June 2016). The following report therefore provides information for both quarter one and quarter two (April to September 2016).

Target absence figures for 2016/17 are:

Wholetime & Control: 6 days per person  
Non-Uniformed: 7 days per person  
Whole Workforce: 6.25 days per person

(The average is affected by the numbers of employees in each work group and the average work shift)

- 2.2 Absence levels reduced across the whole workforce over both quarters – by 18% in Quarter One and by 5% in Quarter Two. A further breakdown of figures by employee group is set out in Appendix D.

#### Quarter One: Total Workforce

Absence	Quarter 1 1 Jan – 31 March 2016	Compared with previous quarter	Cumulative total days lost for 16/17	Cumulative average over last 12 months
<b>Total workforce (133 employees have been absent on 142 occasions during Q1, excluding retained*)</b>	1136 days lost  1.69 days per employee	1381 days lost  2.07 days per employee  18% decrease (-245 days)	1136 days lost	8.33 days per employee (target 6.25 days)

(\*Due to the on-call nature of the Retained Duty System, RDS absence is not reflected in the figures. These are shown separately at Appendix D).

- 2.3 Across the workforce a total of 1136 working days were lost in the first quarter of 2016/17. This is a decrease of 245 days (-18%) on the previous quarter.
- 2.4 Long-term absence equated to 63% of the total absence during this period. Appendix B details the breakdown of long-term and short-term sickness over the quarter.

A full period commentary of Quarter 1 can be found in Appendix D.

### Quarter 2: Total Workforce

Absence	Quarter 2 1 Jul – 30 Sept 2016	Compared with previous quarter	Cumulative total days lost for 16/17	Cumulative average over last 12 months
<b>Total workforce (116 employees have been absent on 131 occasions during Q2, excluding retained*)</b>	1069 days lost  1.60 days per employee	1136 days lost  1.69 days per employee  5% decrease (-67 days)	2205 days lost	7.74 days per employee (target 6.25 days)

(\*Due to the on-call nature of the Retained Duty System, RDS absence is not reflected in the figures. These are shown separately at Appendix D)

- 2.5 Across the workforce, a total of 1069 working days were lost in the second quarter of 2016/17. This is a decrease of 67 days (-5%) on the previous quarter. Graphical representation can be found in Appendix A.
- 2.6 Long-term absence equated to 63% of the total absence during this period. Appendix B details the breakdown of long-term and short-term sickness over the quarter. A full period commentary of Quarter 2 can be found in Appendix D.

### National Trends

- 2.7 The Service contributes to the CFOA sickness absence survey, which is undertaken quarterly and allows for comparison between contributing Fire and Rescue Services. Appendix C reflects the national absence trends for Quarter 1. The two charts reflect Wholetime and Control (12i) and whole workforce figures\* (12ii).
- 2.8 For Wholetime and Control (12i) the chart shows that the Service ranked 4th of the 26 Services and was below the sector sickness average of 0.14 days per employee in quarter one.
- 2.9 For whole workforce (12ii) the chart shows that the Service, ranked 24th of the 25 Services and was above the sector sickness average of 5.76 days per employee in quarter one.
- 2.10 Quarter two figures are currently being collated and the National Report is due for release on 11 November. The outcomes from this review will therefore be reported in the next quarter review.

## DISCIPLINE, GRIEVANCES ETC

Over the period 1 July – 30 September 2016:

- Disciplinary: 2
- Grievances: 2
- Harassment and Bullying: 0
- Formal Management Sickness Absence Policy: 0
- Dismissals including ill health retirements: 1
- Redundancy: 0
- Redeployment: 0
- Employment Tribunal cases: 1
- IDRPs appeals: 1
- Performance and capability: 0

## STAFFING NUMBERS

2.11 During the period 1 July 2016 to 30 September 2016, 18 employees commenced employment. Establishment levels at 30 September 2016 are highlighted below:

	Approved	Actual	Variance
<b>Wholetime</b>	476 (476 FTE)	478 (477.58 FTE)	+2 (+1.58 FTE)
<b>Retained</b>	192 units	276 persons (147 units) Includes 58 dual contracts	-45 units
<b>Non-Uniformed</b>	164 (154.85 FTE)	163 (151.92 FTE)	-1 (-2.93)
<b>Fire Control</b>	25 (24.5 FTE)	26 (25.75 FTE)	+1 (+1.25 FTE)

2.12 There have been 19 leavers and 18 starters since the last report which has resulted in an actual workforce figure of 943 (this includes 58 dual contractors). Leavers are broken down as follows: 6 Wholetime, 8 Retained, 2 Control, 2 Non-uniformed and 1 Contingency Operative.

2.13 A selection process for contingency operatives has recently been undertaken and 16 appointments made (bringing the number of contingency operatives to 35 in total).

2.14 As at 30 September 2016, wholetime establishment stood at 478 (477.58 FTE) employees against an establishment of 476 posts.

2.15 During the period, the Service has appointed to 8 support roles, 1 wholetime role and 9 Retained Trainee Firefighter roles.

## **EQUALITIES MONITORING**

- 2.16 As a result of changes to the way that performance monitoring information is reported, the HR Update now contains data relating to workforce profile and recruitment by protected characteristics (as defined in the Equality Act).
- 2.17 The table set out Appendix E shows the current profile of the workforce by gender, ethnic origin, LGB, disability, age and religion and compares it to the same quarter of 2015 for highlight any changes that have occurred.

### **Current Workforce**

#### **Gender**

- 2.18 Gender: On 30 September 2016, women made up 15.34% of the workforce; this is a small drop from 15.66% on 30 September 2015.
- 2.19 There has been a reduction of 14 (10 male, 4 female) in employee numbers overall, from 894 employees to 880 employees since 30 September 2015. Please note that these figures do not include dual employment i.e. employees have only been counted once for equality monitoring purposes.

#### **Ethnic Origin**

- 2.20 On 30 September 2016, employees from BME groups constituted 3.86% (34) of the workforce (excluding employees who defined themselves as Irish and White Other).
- 2.21 On 30 September 2016, excluding Irish/White Other, there is a difference of 3 employees from a BME background compared to 30 September 2015. This is due to 3 people from BME backgrounds leaving the Service, made up of 2 resignations and 1 retirement.

#### **Disability**

- 2.22 The number of employees declaring a disability has decreased from 43 to 37 as of 30 September 2016. This is due to 6 people identifying as being disabled leaving the Service, made up of 2 redundancies, 3 retirements and 1 resignation.

#### **Sexual Orientation**

- 2.23 Those declaring that they are lesbian, gay or bisexual has remained at 14 people during the review period.

#### **Age**

- 2.24 Most employees fall within the age range 46 and 55 years old who make up 37.5% of the workforce as of 30<sup>th</sup> September 2016. A slight increase of 5 people within the age bracket of 56 – 65 is evident within the workforce since 30 September 2015. At the other end of the age scale, between 2015 and 2016 there has been an increase in employees in the 16 - 25 age bracket – (3.80% - 4.43%).

## Religion

- 2.25 The largest number of employees declared as Christian (374- 42.5%), 21 (2.49%) of employees identify as belonging to other religions. Although those who have chosen not to specify has decreased from 227 (25.39%) in 2015 to 213 (24.1%) on 30 September 2016, it suggests employees do not wish to identify their religion (or no religion) by declaring this to the Service.

## **RECRUITMENT**

### **Recruitment Monitoring (Support Staff Roles Only)**

- 2.26 The table at Appendix F shows applicant data and success rates for the period from 1 March 2016 – 30 September 2016 (7 months to reflect recruitment activity not previously reported). Within this period the Service received 118 applicants for 5 vacancies.

## Gender

- 2.27 Of the 118, 83 (70.33%) of applicants were female, of these female applicants 12 (14.5%) were shortlisted and 2 (50%) of the 4 successful applicants were female.

## BME

- 2.28 The Service received 17 (14.4%) applications from individuals from BME backgrounds, 4 (23.5%) of these applicants were shortlisted for interview; although none of these applicants were appointed. A current review is being undertaken to establish the reasons that applicants from underrepresented groups are unsuccessful in their applications in order to establish areas for potential support.

## Sexual orientation – LGB

- 2.29 4 (3.4%) applications identified as being lesbian, gay or bisexual were received by the Service; none were shortlisted. These applications will be assessed within the review of support staff applications.

## Disability

- 2.30 15 (12.71%) applications were received from individuals with a disability and 3 (20%) of these were shortlisted for interview and 1 person was appointed. It is worth noting that the Service guarantees applicants with a disability an interview providing they meet the essential criteria under the guaranteed interview scheme.

## Age

- 2.31 The highest number of applications received (39 - 33%) were between the ages of 26 – 35; 3 (2.5%) applications were received from applicants between the age of 56 – 65 and no applications were received from applicants over 66. No disproportionate impacts have been identified from the age data shown below.

## **Recruitment Monitoring (Retained Roles Only)**

2.32 The table at Appendix G shows applicant data and success rates for the October 2015 and February 2016 RDS campaigns. Within this period the Service received 129 applicants in total through recruiting for 24 RDS roles. There are occasions when retained firefighters start employment a period of time after they have been successful which can skew recruitment figures. This is the first opportunity the Service has been able to provide full data for both campaigns combined.

### **Gender**

2.33 Of the 129, 9 (6.98%) applicants were female, 2 of the 9 female applicants were shortlisted and 2 were successful in the process.

### **BME**

2.34 The Service received 4 (3.1%) applications from individuals from BME backgrounds, however none were shortlisted. A review is being undertaken of all applicants from under-represented groups currently, which will incorporate RDS applicants.

### **Sexual orientation – LGB**

2.35 2 (1.55%) applications that identified as being lesbian, gay or bisexual were received by the Service, however neither were shortlisted. These applications will be assessed within the review of applications previously mentioned.

### **Disability**

2.36 6 (4.65%) applications were received from individuals with a disability and 2 (4.88%) of these were shortlisted for interview and 1 person was appointed.

### **Age**

2.37 The highest number of applicants 57 – 44 (19%) were in the age range 26 – 35; 6 (4.65%) applications were received from applicants between the age of 46 – 55 and no applications were received from applicants over 56. No disproportionate impacts have been identified from the data.

## **3. FINANCIAL IMPLICATIONS**

3.1 The Authority's pay budgets cover the cost of the workforce, and these include budgets for overtime to cover sickness absence where operational cover is affected. The actual numbers of employees in post compared to the establishment can cause budgetary variances and these are reported to the Finance and Resources Committee.

3.2 The recruitment of new Contingency Operatives, as reported in paragraph 2.5, will result in some additional costs relating to attendance on a training course. This is not budgeted for, although there are sufficient underspends in the revenue budget this year to cover these relatively low costs.

#### **4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS**

The Human Resources implications are set out in the report, and there are no learning and development implications.

#### **5. EQUALITIES IMPLICATIONS**

As this review does not impact upon policy or service delivery, no equality impact has been undertaken.

#### **6. CRIME AND DISORDER IMPLICATIONS**

There are no crime and disorder implications arising from this report.

#### **7. LEGAL IMPLICATIONS**

There are no legal implications arising from this report.

#### **8. RISK MANAGEMENT IMPLICATIONS**

A regular reporting system on the management of HR ensures that the Service and the Authority are aware of any developing workforce issues.

#### **9. RECOMMENDATIONS**

Members endorse the report.

#### **10. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)**

None

John Buckley  
**CHIEF FIRE OFFICER**

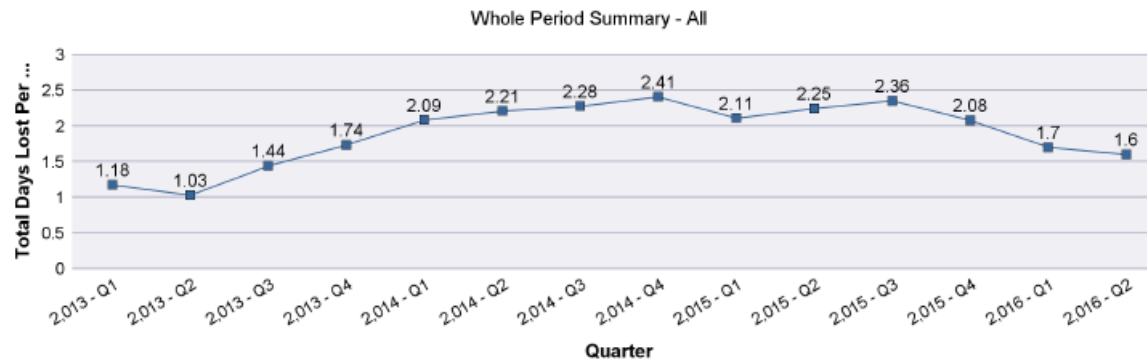
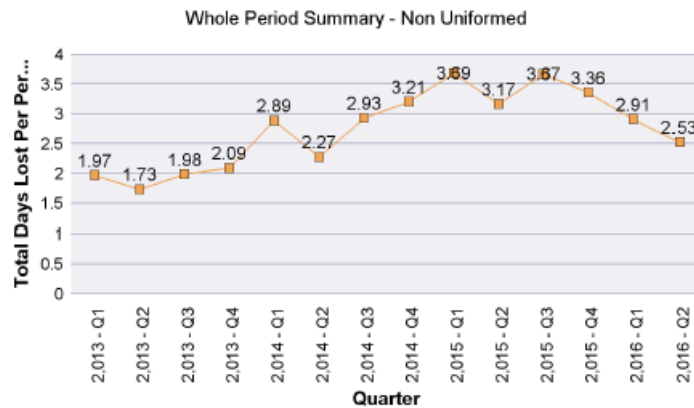


# APPENDIX A

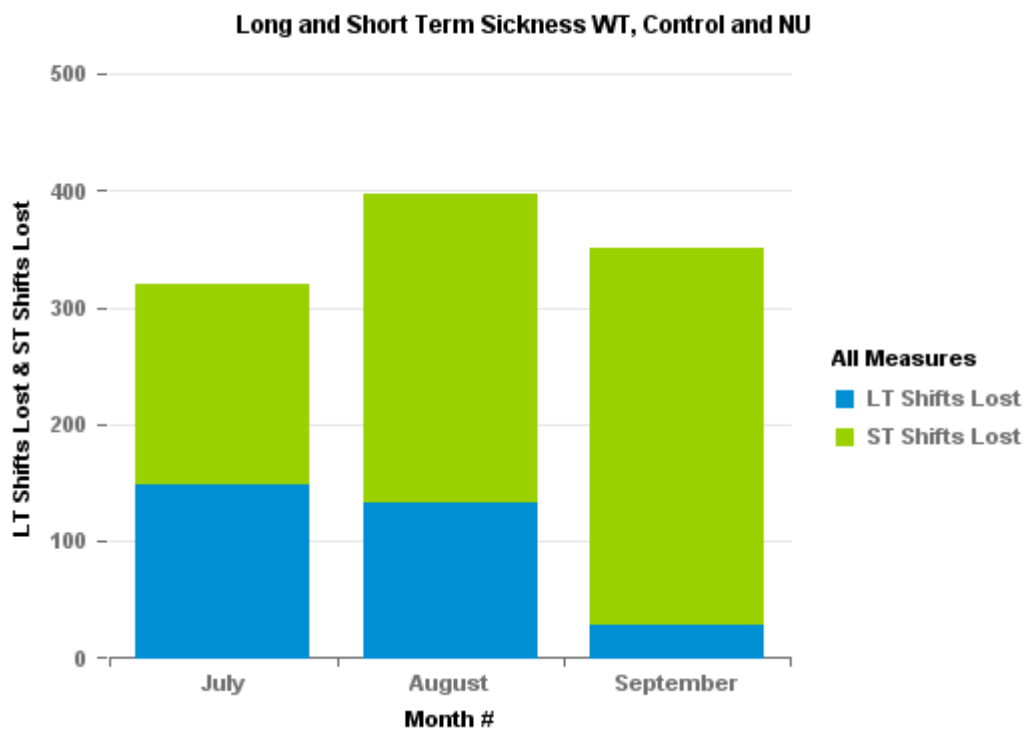
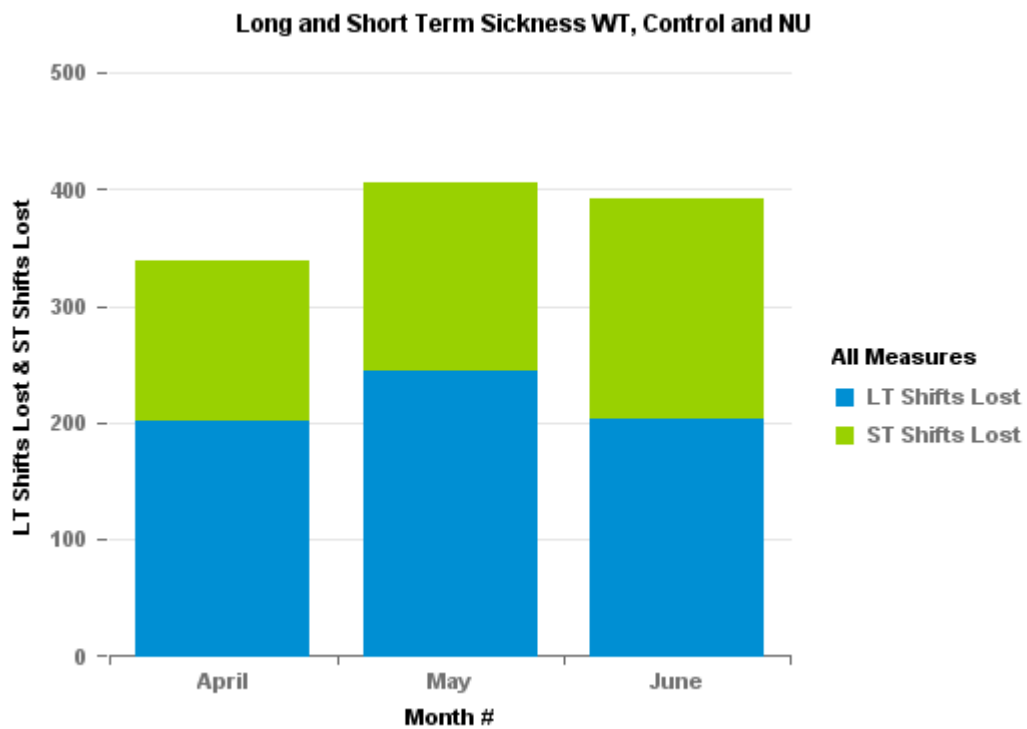
## Appendix - Reporting Period: 01/04/2013 to 30/09/2016

Quarter Breakdown by Month	July		August		September	
	Days Lost Per Person	Total Working Days Lost	Days Lost Per Person	Total Working Days Lost	Days Lost Per Person	Total Working Days Lost
Non Uniformed	0.69	112.0	1.02	166.5	0.82	133.5
Wholetime & Control	0.41	208.0	0.46	231.0	0.43	218.0
Sum:	0.48	320.0	0.6	397.5	0.53	351.5

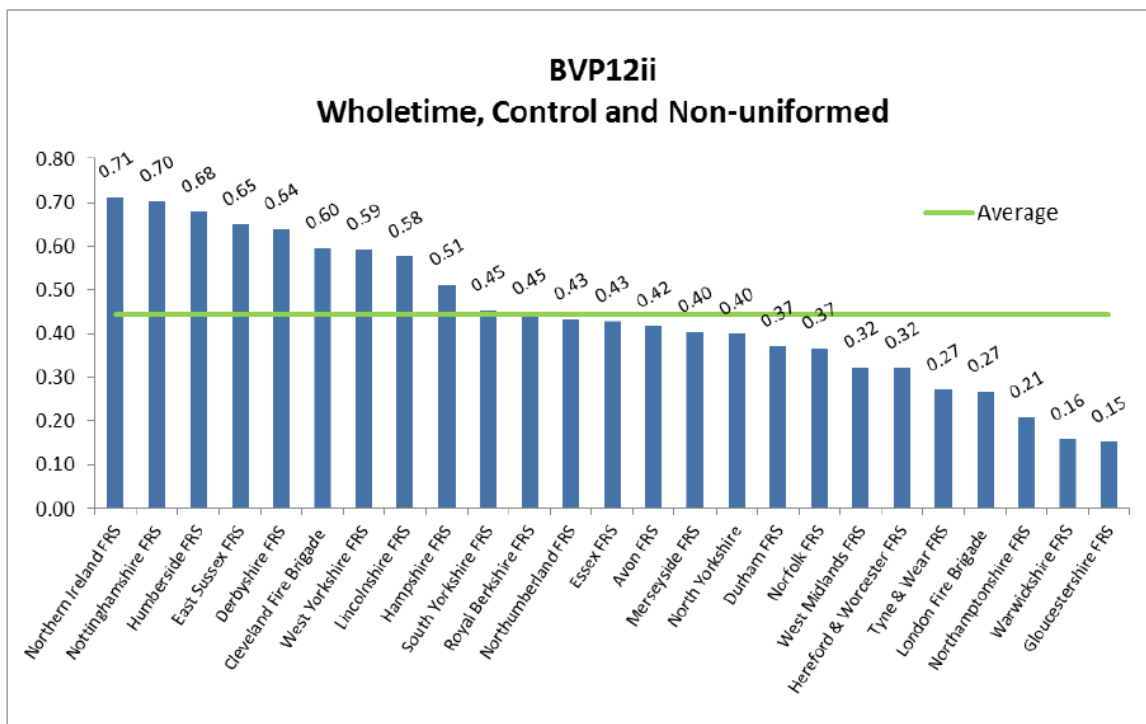
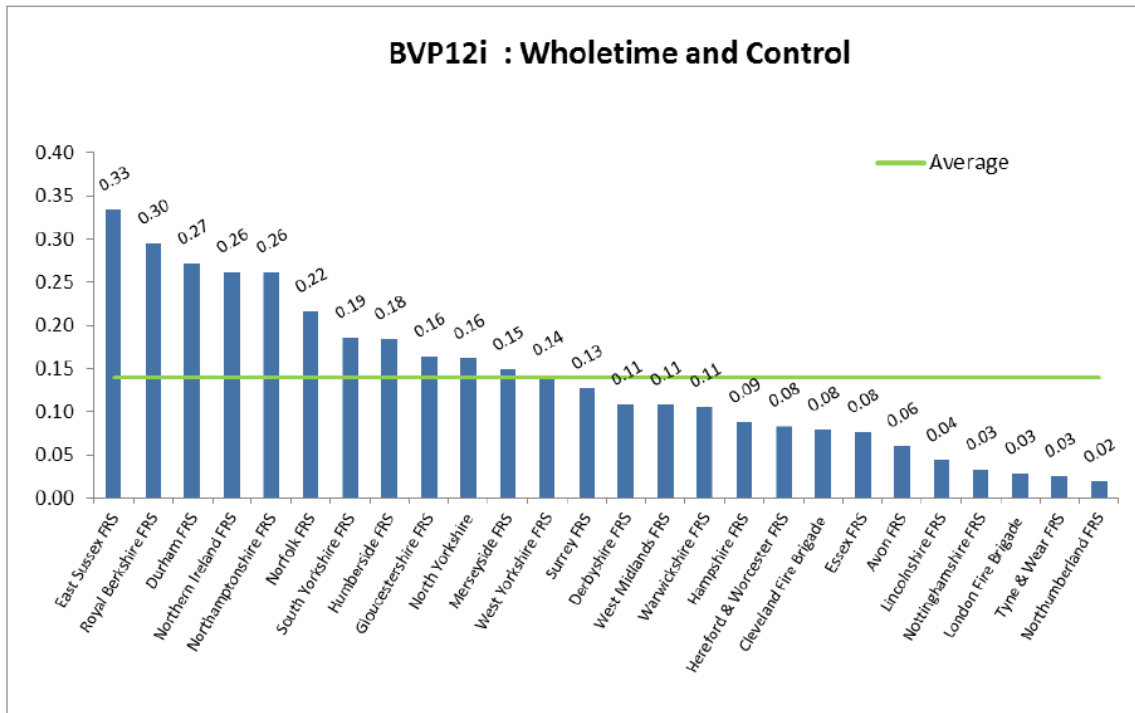
Current Q vs Previous Q	2,016 - Q1		2,016 - Q2	
	Days Lost Per Person	Total Working Days Lost	Days Lost Per Person	Total Working Days Lost
Non Uniformed	2.91	474	2.53	412
Wholetime & Control	1.31	662	1.3	657
Sum:	1.7	1,136	1.6	1,069



## APPENDIX B



## APPENDIX C



**Q1 - WHOLETIME**

In total 652 working days were lost due to sickness during this quarter. Of this, 446 days were lost to long-term absence (28+ days absence) and 206 days were lost due to short-term absence. This represents a decrease of 125 days (-16%) on the previous quarter.

The average absence per employee was 1.35 days lost, which is below the target figure of 1.6 days lost per quarter per employee.

There were 28 periods of absence covered by a Medical Certificate (i.e. absence longer than 8 days in duration), 17 of which were classified as long-term sickness. At the end of the period 18 employees had returned to work.

There are 3 wholtime employees who have been sick for greater than 6 months and remain off work. There are support processes in place for these individuals and their cases are being monitored by the HR Business Partners and management.

**Reasons for Absence**

Main reasons for sickness absence for the Wholtime are musculoskeletal issues (29 instances, 324 days) and mental health (8 instances, 123 days). These were also the top reasons for long-term absences. For short-term absences musculoskeletal, hospital/post-operative and gastro-intestinal also featured highly.

**Wholtime**

Absence Reason - Grouped	Unique Absence Count	Days Lost
Musculo Skeletal	29	324
Mental Health	8	123
Hospital/Post Operative	6	94
Gastro-Intestinal	12	23
Cancer and Tumours	1	18
Ear, Nose, Throat	6	16
Respiratory - Cold/Cough/Influenza	6	14
Eye Problems	1	8
Unknown causes, not specified	3	8
Other known causes (not specified in list)	3	6
Respiratory - Chest Infection	2	6
Virus/Infectious Diseases	2	6

**Short Term Absences**

Absence Reason - Grouped	Unique Absence Count	Days Lost
Musculo Skeletal	19	81
Hospital/Post Operative	4	28
Gastro-Intestinal	12	23
Mental Health	4	17
Ear, Nose, Throat	6	16
Respiratory - Cold/Cough/Influenza	6	14
Eye Problems	1	8
Unknown causes, not specified	3	8
Other known causes (not specified in list)	3	6
Respiratory - Chest Infection	2	6
Virus/Infectious Diseases	2	6

**Long Term Absences**

Absence Reason - Grouped	Unique Absence Count	Days Lost
Musculo Skeletal	10	243
Mental Health	4	106
Hospital/Post Operative	2	66
Cancer and Tumours	1	18

**Control Absence**

In total 17 working days were lost due to sickness absence during this quarter. Of this, no days were lost due to long-term absence and all 17 days were lost due to short-term absence, at an average of 0.65 days per employee.

This represents a decrease of 40 days (70%) on the previous quarter.

There was 1 period of absence covered by a Medical Certificate (i.e. absence longer than 8 days in duration) during the review period, this person has since returned to work. Due to the low level of absence, and to protect confidentiality, no analysis has been made of reasons for absence.

## Retained Absence

Due to a new reporting facility, we are now able to record and report on sickness absence for RDS employees. It must be borne in mind that attendance for on-call fire-fighters does not reflect shifts lost as they do not have standard working hours, instead it reflects availability to attend incidents or training periods and absence is predicated over a 7 day availability pattern (compared to 4 days for wholetime employees).

In Q1, 548 days were unavailable due to sickness, broken down into 385 days of long-term absence (28+ days) and 163 days of short-term absence. This equates to an average of 2 “days” of unavailability per employee.

Compared to Q4, when 830 days were lost to sickness absence, this reflects a decrease of 282 available days (-34%).

There were 12 periods of absence covered by a Medical Certificate (i.e. absence longer than 8 days in duration), 7 of which were classified as long-term sickness. At the end of the period 11 employees had returned to work with 2 still absent.

There are 2 employees who have been absent for more than 6 months, 1 has since returned on modified duties and the other is leaving the Service.

## Reasons for Absence

The two main conditions leading to long-term absence for RDS employees in Q1 were musculoskeletal issues (9 instances, 254 days) and mental health issues (2 instances, 80 days).

<u>Retained</u>				<u>Short Term Absences</u>				<u>Long Term Absence</u>			
Absence Reason - Grouped	Unique Absence Count	Days Lost		Absence Reason - Grouped	Unique Absence Count	Days Lost		Absence Reason - Grouped	Unique Absence Count	Days Lost	
Musculo Skeletal	9	254		Musculo Skeletal	6	34		Musculo Skeletal	3	220	
Mental Health	2	80		Nervous System Disorder	1	25		Mental Health	2	80	
Cancer and Tumours	1	54		Respiratory - Other	1	18		Cancer and Tumours	1	54	
Hospital/Post Operative	1	31		Respiratory - Cold/Cough/Influenza	3	15		Hospital/Post Operative	1	31	
Nervous System Disorder	1	25		Ear, Nose, Throat	1	13					
Respiratory - Other	1	18		Respiratory - Chest Infection	2	11					
Respiratory - Cold/Cough/Influenza	3	15		Virus/Infectious Diseases	1	9					
Ear, Nose, Throat	1	13		Blood Disorders	1	7					
Respiratory - Chest Infection	2	11		Eye Problems	1	7					
Virus/Infectious Diseases	1	9		Gastro-Intestinal	3	7					

## Non-Uniformed (Support) Absence

In total, 474 working days were lost due to sickness absence for non-uniformed personnel during the quarter. This breaks down into 281 days due to long-term sickness absence (28+ continuous days absent) and 193 working days due to short-term absence. This represents a decrease of 73 days (-13.3%) on the previous quarter.

The average absence per employee was 2.9 days lost, which is above the target figure of 1.6 days lost per quarter per employee.

There were 13 periods of absence covered by a Medical Certificate (i.e. absence longer than 8 days in duration), 8 of which were classified as long-term sickness. At the end of the period, 13 employees had returned to work with 5 still absent.

There are 2 people who have been off sick for longer than 6 months.

### **Reasons for Absence**

The 2 main reasons for non-uniformed long-term absence were mental health issues (9 instances, 234 days) and post-operative/hospital admission (6 instances, 84 days).

<u>Non Uniformed</u>			<u>Short Term Absences</u>			<u>Long Term Absence</u>		
Absence Reason - Grouped	Unique Absence Count	Days Lost	Absence Reason - Grouped	Unique Absence Count	Days Lost	Absence Reason - Grouped	Unique Absence Count	Days Lost
Mental Health	9	234	Musculo Skeletal	7	47	Mental Health	5	193
Hospital/Post Operative	6	84	Mental Health	4	41	Hospital/Post Operative	2	57
Musculo Skeletal	8	78	Hospital/Post Operative	4	27	Musculo Skeletal	1	31
Gastro-Intestinal	9	17	Gastro-Intestinal	9	17			
Genitourinary/Gynecological/Reproductive	2	13	Genitourinary/Gynecological/Reproductive	2	13			
Other known causes (not specified in list)	5	13	Other known causes (not specified in list)	5	13			
Respiratory - Cold/Cough/Influenza	4	12	Respiratory - Cold/Cough/Influenza	4	12			
Unknown causes, not specified	3	6	Unknown causes, not specified	3	6			
Heart, Cardiac and Circulatory Problems	1	5	Heart, Cardiac and Circulatory Problems	1	5			
Skin Condition	1	4	Skin Condition	1	4			

### **Q2 - WHOLETIME**

In total, 632 working days were lost due to sickness during this quarter. Of this, 353 days were lost to long-term absence, (28+ days absence) and 279 days were lost due to short-term absence. This represents a decrease of 20 days (-3%) on the previous quarter.

The average absence per employee was 1.32 days lost, which is below the target figure of 1.6 days lost per quarter per employee.

There were 27 periods of absence covered by a Medical Certificate (i.e. absence longer than 8 days in duration), 16 of which were classified as long-term sickness. At the end of the period, 18 employees had returned to work.

There are 2 wholetime employees who have been sick for greater than 6 months and remain off work. There are support processes in place for these individuals and their cases are being monitored by the HR Business Partners and management.

## Reasons for Absence

Main reasons for sickness absence for the Wholetime are musculoskeletal issues (25 instances, 223 days) and mental health (8 instances, 103 days). These were also the top reasons for long-term absences. For short-term absences musculoskeletal, hospital/post-operative and gastro-intestinal also featured highly.

### Wholetime

Absence Reason - Grouped	Unique Absence Count	Days Lost
Musculo Skeletal	25	223
Mental Health	6	103
Hospital/Post Operative	6	83
Cancer and Tumours	1	46
Gastro-Intestinal	15	36
Headache/Migraine/Neurological	2	28
Ear, Nose, Throat	2	27
Respiratory - Chest Infection	3	20
Respiratory - Cold/Cough/Influenza	5	15
Skin Condition	3	14
Unknown causes, not specified	3	14

### Short Term Absences

Absence Reason - Grouped	Unique Absence Count	Days Lost
Musculo Skeletal	23	98
Gastro-Intestinal	15	36
Mental Health	4	29
Respiratory - Chest Infection	3	20
Hospital/Post Operative	4	18
Respiratory - Cold/Cough/Influenza	5	15
Skin Condition	3	14
Unknown causes, not specified	3	14
Virus/Infectious Diseases	3	10
Headache/Migraine/Neurological	1	8

### Long Term Absences

Absence Reason - Grouped	Unique Absence Count	Days Lost
Musculo Skeletal	4	125
Mental Health	2	74
Hospital/Post Operative	2	65
Cancer and Tumours	1	46
Ear, Nose, Throat	1	23
Headache/Migraine/Neurolog	1	20

## Control Absence

In total, 25 working days were lost due to sickness absence during this quarter. 20 days were lost due to long-term absence and 5 days were lost due to short-term absence, at an average of 0.95 days per employee.

This represents an increase of 8 days (47%) on the previous quarter.

There was 1 period of absence covered by a Medical Certificate (i.e. absence longer than 8 days in duration) during the review period, this person remains off work.

Due to the low level of absence, and to protect confidentiality, no analysis has been made of reasons for absence.

## Retained Absence

When reporting on sickness absence for employees conditioned to the retained duty system, it must be borne in mind that attendance for on-call fire-fighters does not reflect shifts lost as they do not have standard working hours, instead it reflects availability to attend incidents or training periods and absence is predicated over a 7 day availability pattern (compared to 4 days for wholetime employees). In effect, this represents calendar days lost rather than working time lost.

In Q2, 692 days were unavailable due to sickness, broken down into 492 days of long-term absence (28+ days) and 200 days of short-term absence. This equates to an average of 2.52 "days" of unavailability per employee.

Compared to Q1, when 548 days were lost to sickness absence, this reflects an increase of 144 available days (+26%).

There were 15 periods of absence covered by a Medical Certificate (i.e. absence longer than 8 days in duration), 6 of which were classified as long-term sickness. At the end of the period, 8 employees had returned to work with 7 still absent.

There are no retained employees who have been absent for more than 6 months.

### **Reasons for Absence**

The main condition leading to long-term absence for RDS employees in Q2 were musculoskeletal issues (20 instances, 390 days).

#### **Retained**

			<b>Short Term Absences</b>			<b>Long Term Absence</b>		
Absence Reason - Grouped	Unique Absence Count	Days Lost	Absence Reason - Grouped	Unique Absence Count	Days Lost	Absence Reason - Grouped	Unique Absence Count	Days Lost
Musculo Skeletal	20	390	Musculo Skeletal	16	124	Musculo Skeletal	4	266
Hospital/Post Operative	2	87	Mental Health	1	23	Hospital/Post Operative	2	87
Headache/Migraine/Neurological	2	85	Genitourinary/Gynecological/Reproductive	1	21	Headache/Migraine/Neurological	2	85
Mental Health	2	77	Gastro-Intestinal	4	11	Mental Health	1	54
Genitourinary/Gynecological/Reproductive	1	21	Respiratory - Chest Infection	2	6			
Gastro-Intestinal	4	11	Unknown causes, not specified	1	5			
Respiratory - Chest Infection	2	6	Virus/Infectious Diseases	1	4			
Unknown causes, not specified	1	5	Respiratory - Cold/Cough/Influenza	1	3			
Virus/Infectious Diseases	1	4	Cause Known, but not specified	2	2			
Respiratory - Cold/Cough/Influenza	1	3	Skin Condition	1	1			

### **Non-Uniformed (support) absence**

In total, 412 working days were lost due to sickness absence for non-uniformed personnel during the quarter. This breaks down into 300 days due to long-term sickness absence, (28+ continuous days absent) and 112 working days due to short-term absence. This represents a decrease of 62 days (-13%) on the previous quarter.

The average absence per employee was 2.52 days lost, which is above the target figure of 1.6 days lost per quarter per employee.

There were 15 periods of absence covered by a Medical Certificate (i.e. absence longer than 8 days in duration), 6 of which were classified as long-term sickness. At the end of the period, 11 employees had returned to work with 4 still absent.

There is 1 person who has been off sick for longer than 6 months.



## Reasons for absence

The 2 main reasons for non-uniformed long-term absence were mental health issues (6 instances, 138 days) and musculoskeletal (11 instances, 92.5 days).

### Non Uniformed

Absence Reason - Grouped	Unique Absence Count	Days Lost
Mental Health	6	138
Musculo Skeletal	11	92.5
Hospital/Post Operative	4	86
Skin Condition	2	31
Genitourinary/Gynecological/Reproductive	1	26
Gastro-Intestinal	8	19
Headache/Migraine/Neurological	4	6
Respiratory - Cold/Cough/Influenza	4	5
Respiratory - Chest Infection	1	4
Virus/Infectious Diseases	1	3

### Short Term Absences

Absence Reason - Grouped	Unique Absence Count	Days Lost
Musculo Skeletal	10	51
Gastro-Intestinal	8	19
Hospital/Post Operative	1	13
Mental Health	3	8
Headache/Migraine/Neurological	4	6
Respiratory - Cold/Cough/Influenza	4	5
Respiratory - Chest Infection	1	4
Virus/Infectious Diseases	1	3
Skin Condition	1	2
Unknown causes, not specified	2	2

### Long Term Abse

Absence Reason - Grouped	Unique Absence Count	Days Lost
Mental Health	3	130
Hospital/Post Operative	3	73
Musculo Skeletal	1	42
Skin Condition	1	29
Genitourinary/Gynecological/Reproduct	1	26

## Equalities Data - Current Workforce

	30 Sept 2015			30 Sept 2016	
<b>Women</b>	140		15.66%	135	15.34%
<b>Men</b>	754		84.34%	745	84.66%
<b>Total</b>	894		100%	880	100%
<b>Black and Minority Ethnic (BME)</b>	Local comparator 11.2%	37	4.14%	34	3.86
<b>Ethnicity declaration</b>	93.51%			93.38%	
<b>Women in operational roles</b>	27		3.02%	27	3.07%
<b>LGB</b>	National Comparator 6%	14	1.57	14	1.59%
<b>Sexual orientation declaration</b>	78.3%			80.57%	
<b>Disability</b>	National Comparator 16%	43	4.81%	37	4.20%
<b>Declaration rate overall</b>	99.44%			95.91%	
<b>Age</b>	<25	34	3.80%	39	4.43%
	26-35	234	26.17%	211	23.98%
	36-45	237	26.51%	241	27.39%
	46-55	336	37.58%	330	37.50%
	56-65	51	5.70%	56	6.36%
	+66	2	0.22%	3	0.34%
<b>Religion</b>	Christian (all denominations)	378	42.28%	374	42.50%
	Other religions*	26	2.91%	21	2.49%
	No religion	263	29.42%	272	30.91%
	Not Specified	227	25.39%	213	24.1%

**Appendix F**

**Recruitment Monitoring (Support Staff Roles Only)**

		<b>Application</b>	<b>%</b>	<b>Interview</b>	<b>%</b>	<b>Successful</b>	<b>%</b>
<b>Total Applicants</b>		118	100	20	16.95	4	3
<b>Women</b>		83	70.33	12	60	2	50
<b>Men</b>		35	29.66	8	40	2	50
<b>Black and Minority ethnic (BME)</b>		17	14.4	4	20	0	0
<b>Sexual Orientation – LGB</b>		4	3.39	0	0	0	0
<b>Disability</b>		15	12.71	3	15	1	25
<b>Age</b>	<b>&lt;25</b>	38	32.2	4	20	0	
	<b>26 – 35</b>	39	33.05	6	30	3	75
	<b>36 – 45</b>	16	13.56	5	25	1	25
	<b>46 – 55</b>	22	18.64	3	15	0	0
	<b>56 – 65</b>	3	2.54	2	10	0	0
	<b>&gt;66</b>	0	0	0	0	0	0

**Appendix G**

**Recruitment Monitoring (Retained Roles Only)**

		<b>Application</b>	<b>%</b>	<b>Interview</b>	<b>%</b>	<b>Successful</b>	<b>%</b>
<b>Total Applicants</b>		129	100	41	31.78	24	18.60
<b>Women</b>		9*	6.98	2	4.88	2	8.33
<b>Men</b>		120	93.02	39	95.12	22	91.67
<b>Black and Minority ethnic (BME)</b>		4**	3.1	0	0	0	0
<b>Sexual Orientation – LGB</b>		2	1.55	0	0	0	0
<b>Disability</b>		6	4.65	2	4.88	0	0
<b>Age</b>	<b>&lt;25</b>	55	42.64	14	34.15	8	33.33
	<b>26 – 35</b>	57	44.18	20	48.78	12	50
	<b>36 – 45</b>	10	7.75	3	7.32	1	4.17
	<b>46 – 55</b>	6	4.65	3	7.32	2	8.33
	<b>56 – 65</b>	1	0.78	1	2.44	1	4.17
	<b>&gt;66</b>	0	0	0	0	0	0