Bullet point response for Overview and Scrutiny Committee:

1. **Average number of working days lost due to sickness absence**

Quarter	Result	Target	RAG status
Q4 13/14	11.3	10.0	Red

- Latest data shows reduction in sickness in the first quarter of this year compared to same period last year:

Quarter	Result	Target	RAG status
Q1 14/15	2.34	2.5 (¼ of target for full year – 10 days)	Green
Q1 13/14	2.57	2.5 (¼ of target for full year – 10 days)	Amber

- Cautionary note - sickness rates tend to be higher in Qs 2&3 - target of 2.5 days assumes linear sickness rate throughout the year.

- If sickness remains at current level projected out-turn will be 10.18 days for the year

- Sickness is an HR PI that is reported to, and monitored by, ELT as part of the Corporate Performance Report

- Absence rates also continue to be monitored via the OPD reports which are discussed at quarterly DMT meetings

2. **Average number of working days lost due to short term sickness absence**

Quarter	Result	Target	RAG status
Q4 13/14	4.6	3.5	Red

- Latest data shows reduction in short-term sickness in Q1 this year compared to same period last year:

Quarter	Result	Target	RAG status
Q1 14/15	0.92	0.875 (¼ of target for full year – 3.5 days)	Amber
Q1 13/14	1.05	0.875 (¼ of target for full year – 3.5 days))	Red

- Cautionary note - sickness rates tend to be higher in Qs 2&3 - target of 0.875 days assumes linear sickness rate throughout the year.

Actions:

- BP leading Attendance Management project to reduce sickness absence including:

training for managers initially targeting areas of highest sickness – ASC, CityClean & Housing

training modules on managing long and short-term absence, carrying out return to work interviews and OH referrals

programme started 1 September 2014 with roll out across the council before end of March 2015

experienced managers to be available to support those with less experience or who lack confidence in managing sickness to improve effectiveness

BPs to work closely with DMTs to embed robust approach to attendance management

3. **Percentage of employees responding that they have experienced discrimination or harassment or bullying in the last 12 months**

Quarter	Result	Target	RAG status
Q4 13/14	17%	< 15%	Red

- This will be monitored through staff survey more closely now survey is annual
- Bullying and harassment cases notified to HR are being monitored by protected characteristic and outcomes via PIER
- mediation scheme introduced last year which provides mechanism for early intervention and resolution for cases of conflict at work.
- Effectiveness of mediation being monitored – initial feedback is that mediation is proving to be effective in preventing cases escalating into formal processes when they become harder to resolve
- The Living Our Values Every Day mandatory programme for managers will help embed culture change and the development of a culture based on dignity and respect
- The health and safety committee receive quarterly reports on health and safety incidents to ensure investigation of incidents of violence and aggression and follow-up action has taken place
- A personal safety event is planned to take place on 6th October to raise awareness of personal safety risks, control measures and provide information on the range of available support. This event has been communicated through newsletters, ELT briefing and via the health safety business partners at Departmental Consultative Group meetings.

4. **Staff who declare they are from an ethnic minority as a percentage of the total workforce who declare their ethnicity**

Quarter	Result	Target	RAG status
Q4 13/14	13.25%	19.5%	Red

Quarter	Result	Target	RAG status
Q2 13/14 *	13.15%	19.5%	Red
Q1 14/15	13.37%	19.5%	Red

* First quarter that we included "white other" as part of BME group

- Slight increase since Sept 2013.
- Workforce profile will only change slowly as dependent upon recruitment activity which is currently at a reduced level due to downsizing
- Strengthening diversity messaging on council jobs site
- Work is underway to explore why BME applicants fare less well through the recruitment process – identification of barriers will inform action planning
- As part of the Workforce Equalities Action Plan, work is about to start on re-invigorating our engagement with community groups to listen to their experiences of our recruitment processes and their views on us as an employer
- Have taken steps to encourage staff to declare their personal equality information – this has resulted in a reduction in the percentage of staff not disclosing their ethnicity from 11.51% in Q4 2013/14 to 10.59% in Q1 2014/15
- We are currently undertaking work to improve the capture and quality of exit data to enable us to identify the key reasons why staff leave, particularly those from under-represented groups. This will help inform future actions.

5. **Staff who declare themselves to be LGBT as a percentage of the total workforce who declare their sexuality**

Quarter	Result	Target	RAG status
Q2 13/14	11.6%	13%	Red
Q1 14/15	11.57%	13%	Red

- The percentage of staff identifying as LGBT in the workforce has remained fairly static
- As with the ethnicity data, it should be noted that any change in these results will be gradual, as the make up of the workforce will only change as result of staff joining and leaving
- LGB applicants generally fare on a par with heterosexual candidates throughout the recruitment process
- Work to improve the quality of workforce information has led to a reduction in the percentage of 'Unknown' data regarding sexual orientation, from 19.85% in Q2 2013/14 to 18.37% in Q1 2014/15.
- the percentage of LGB "unknowns" is the highest of the protected characteristics –more work needs to be done to build confidence amongst employees to disclose their sexual orientation

Note:
RAG ratings defined as follows:

RED – more than 10% off target
AMBER – within 10% of target
GREEN – on or better than target