

To: Members of the Special Sub-Group

Councillors Humphreys, Phillips, Smith, M Stanley and Sweet

For the information of the other Members of the Council

SPECIAL SUB-GROUP

16 JUNE 2014

The Special Sub-Group will meet in the Labour Group Room, Old Bank House, Atherstone on Monday 16 June 2014 at **4.00pm**.

AGENDA

PART I - PUBLIC BUSINESS

- 1 Evacuation Procedure.**
- 2 Apologies for Absence / Members away on official Council business.**
- 3 Disclosable Pecuniary and Non-Pecuniary Interests**
- 4 Public Participation**

Up to twenty minutes will be set aside for members of the public to ask questions or to put their views to elected Members. Participants are restricted to five minutes each. If you wish to speak at the meeting please contact David Harris on 01827 719222 or email democraticservices@northwarks.gov.uk.

**PART A – ITEMS FOR DISCUSSION AND DECISION
(WHITE PAPERS)**

- 5 **Accommodation Project** – Report of the Assistant Director (Streetscape) – **to follow**

Summary

To receive a progress report on the Accommodation Project.

The Contact Officer for this report is Richard Dobbs (719440).

- 6 **Development of New Indoor Leisure Facilities in Coleshill** – Report of the Assistant Director (Leisure and Community Development)

Summary

This report updates the Sub-Group on progress in respect of the development of new indoor leisure facilities in Coleshill.

The Contact Officer for this report is Simon Powell (719352).

- 7 **Progress Report on Human Resources Issues** – Report of the Assistant Director (Finance and Human Resources)

Summary

This report advises Members of progress against the Human Resources Strategy Action Plan, work being done by the Human Resources team, the sickness levels for the period of April 2013 to March 2014 and provides some further information on action taken in managing absence.

The Contact Officer for this report is Kerry Drakeley (719300).

JERRY HUTCHINSON
Chief Executive

For general enquiries please contact David Harris, Democratic Services Manager, on 01827 719222 or via e-mail – davidharris@northwarks.gov.uk. For enquiries about specific reports please contact the officer named in the report.

Agenda Item No 6

Special Sub-Group

16 June 2014

**Report of the
Assistant Director
(Leisure and Community Development)**

**Development of New
Indoor Leisure Facilities
in Coleshill**

1 Summary

- 1.1 This report updates the Sub-Group on progress in respect of the development of new indoor leisure facilities in Coleshill.

Recommendation to the Sub-Group

That the Sub-Group notes and comments upon the progress being made in respect of the development of new indoor leisure facilities at The Coleshill School.

2 Consultation

- 2.1 The Chairman, Vice-Chairman and Opposition Spokesperson for the Special Sub-Group, the Community and Environment and Resources Boards, the Safer Communities Sub-Committee, Members with responsibility for Health, Well-being and Leisure and Young People and Coleshill Ward Members have all had an opportunity to comment on the content of this report. Any comments received will be reported verbally to the Sub-Group.

3 Background

- 3.1 Further to previous meetings of the Sub-Group, Members are aware that the construction of replacement indoor leisure facilities commenced on site at The Coleshill School on 7 November 2013. The Sub-group is further aware that the capital funding available for the project is £4,301,366, including £2,815,000 from the Borough Council, with the balance being made up of valuable contributions from the Education Funding Agency and England Squash and Racketball.
- 3.2 Account needs to be taken of the need to fund £152,000 of fees attributable to the project, thereby leaving a sum of £4,149,366 available to support project delivery (including all contingencies and provision for fitness equipment and furniture and fittings, etc.).

4 Update on Progress – Construction Work

- 4.1 As reported to the Sub-Group in May 2014, despite a slightly delayed commencement of on-site construction work, the building programme is now approximately two weeks ahead of schedule. The overall project completion date, however, remains as the end of October 2014. Recent progress has been encouraging. In addition to the work previously detailed to Members, superstructure block and brickwork are now well advanced, roof insulation and membrane work is nearing completion and detailed mechanical and electrical design undertakings are currently being finalised.
- 4.2 As Members are aware, the Borough Council retains responsibility for the additional costs of all client risks identified within the Risk Register and also for any client changes to the agreed project design. It has been reported to the Sub-group that a number of the client risks on the Risk Register are potentially expensive if they occur.
- 4.3 The most significant risks that are currently facing the project concern the provision of statutory services to the site, and in particular electricity and water. The Sub-Group is already aware that the contractor has been advised that the existing electricity sub-station does not have sufficient capacity to accommodate the needs of the new Leisure Centre. The required upgrade to the sub-station has been estimated to cost in the region of an additional £22,500. This cost is “non-contestable”. The risk is owned by the client and, therefore, will impact on the final Actual Cost of the project. Nevertheless, an alternative solution to this problem, which involves the construction of a new sub-station on the Leisure Centre site, is being investigated. Whilst this undertaking would require planning consent, initial cost projections suggest that it would be approximately £6,000 cheaper than up-grading the existing sub-station. This option, however, carries with it a longer lead-in time and thereby a significant risk of a delay in the provision of electricity onto the site. A delay beyond October 2014 would carry with it the additional risk of failing to meet an EFA funding milestone for practical completion of the project by this date, which could lead to a grant reclaim. Wates Construction is currently investigating both options, with a view to the implementation of a timely and affordable solution to the problem. With regard to the provision of a water supply to the site, the contractor has been working with its mechanical and electrical sub-contractor to develop a scheme that will meet the demands of both the Borough Council and local schools. Based on likely demand patterns, a scheme has been developed that will meet predicted peak usage of the showers on all but the most unusual of occasions. This option is currently under review by the Borough Council and its Project Manager. Wates Construction has been keen to avoid the provision of an expensive oversized water storage option (which would cater for the extraordinary situation of every shower in the building being used simultaneously), as this could lead to poor water quality due to the poor “turn over” of the water rate. A verbal report on both of these risks will be presented to the meeting.
- 4.4 As previously reported, any client design changes will incur additional project cost. The Sub-Group has previously been informed of the need for fibre links to support on-site IT provision, the need for larger than originally proposed viewing gallery windows into the sports hall and the need for mirrors within the fitness suite. A further review of design and operational compatibility has

established a need to revise the specification of security gates, internal doors, power points within the fitness suite and sports hall, lighting within the dance studio and the provision of a water supply to the proposed vending machines. The cost of these changes, however, are largely being offset by the omission of unrequired balustrading on a low level roof, the reconfiguration of a first floor store room and an alternative approach to the provision of CCTV within the Leisure Centre.

5 Update on Progress – Financial Position

- 5.1 Wates Construction is required to provide its Target Cost and Actual Cost forecasts on a monthly basis. The Project Manager, who is very carefully scrutinising all costs on behalf of the Borough Council, is required to produce a monthly Funding Position Statement a week thereafter. For the remainder of the contract, these forecasts and statements will be subject to bi-monthly meetings between the Authority, the Project Manager and Wates Construction. The next of these meetings will be held on 18 June 2014.
- 5.2 At the time of writing this report, approximately £1.7 million had been paid to the contractor. A further invoice from Wates Construction is due, however, as a consequence of which an updated financial position statement will be presented to the Sub-Group at its meeting. Invoices totalling just over £581,091 have been issued to The Coleshill School in order to draw down the appropriate proportion of Education Funding Agency grant for the project.

6 Update on Progress – Other Matters

- 6.1 The Sub-Group will recall that, at its meeting held in April 2014, it approved the content of the draft Joint Use Agreement between the Borough Council and The Coleshill School, through which the facility will be managed and used. Members will be aware, however, that in recent weeks there has been disquiet amongst users of the existing Leisure Centre about the extent of community access to the new sports hall. The question of daytime, term-time access to the new Leisure Centre has always been an acknowledged matter of significance within the local community and it remains so for the Borough Council. The draft Joint Use Agreement affords an opportunity for daytime, term-time community access to the sports hall when it is not being used by local schools. The Leisure Centre Manager will only know about the availability of space two months before the start of each term, however, for it is at this time that The School is required to furnish the Borough Council with sight of its timetable requirements. At the time of writing this report, The School had not yet provided the Authority with its timetable, so it has not been possible to communicate this information to current users and more widely within the local community. The School, however, has repeatedly stated its commitment to wanting to encourage community access, not just to the Leisure Centre, but to The School in general. Whilst every effort will be made to negotiate additional daytime access into the sports hall, school use of this space at the times identified above was essential to securing both permission to build and capital support for the Leisure Centre, without which it would not have been possible to secure the long-term provision of an indoor leisure facility in Coleshill.

6.2 Wates Construction's programme for engaging local schools and the community within the building process is on-going. In this regard, the contractor is proposing to organise a "walk around" the site for children and young people towards the end of the month. A similar visit is also being arranged for Members of the Sub-group and the Community and Environment Board.

7 Report Implications

7.1 Finance and Value for Money Implications

7.1.1 In addition to those previously reported to the Sub-Group, the headline financial implications associated with the construction of the new Coleshill Leisure Centre will be reported verbally to the Sub-group at its meeting.

7.2 Safer Communities Implications

7.2.1 The provision of good quality leisure facilities and services has profound and positive implications for the development of safer communities and a reduction in the likelihood of criminal and / or anti-social behaviour.

7.3 Legal and Human Rights Implications

7.3.1 The future replacement of Coleshill Leisure Centre will have direct and positive implications for the Authority's ability to meet the requirements of Equalities and other legislation and on its determination to enhance access to good quality services for the local community.

7.4 Environment and Sustainability Implications

7.4.1 The proposed investment of resources is required if the Council is to maintain and enhance the quality, consistency and sustainability of its indoor leisure provision in Coleshill. The services provided through the new leisure facility will make a positive and lasting impact on individual and collective quality of life within North Warwickshire.

7.5 Health, Well-being and Leisure Implications

7.5.1 Leisure facilities have a positive impact on the health and well-being of individuals and communities through the provision of opportunities for formal and informal recreation and by contributing to an enhanced quality of life in the Borough. The project is also compliant with, and helps to deliver against, the priorities identified in the Warwickshire Health and Well-being Strategy and the supporting Joint Strategic Needs Assessment.

7.6 Human Resources Implications

7.6.1 There is no immediate human resource implication arising directly from this report.

7.7 Risk Management Implications

7.7.1 The condition and future replacement of Coleshill Leisure Centre have been the subject of a detailed risk assessment, a copy of which was presented to the Community and Environment Board in July 2012.

7.8 **Equalities Implications**

7.8.1 The scheme to replace Coleshill Leisure Centre has been designed to positively impact on the corporate priority to protect and provide access to Council services. An Equality and Impact Needs Assessment (EINA) has been carried out and was presented to the Community and Environment Board at its meeting held in July 2012.

7.9 **Links to Council's Priorities**

7.9.1 The undertaking to replace Coleshill Leisure Centre has positive and direct links to the following corporate priorities:

- Public service
- Crime and disorder
- Access to services
- Consultation and communication
- Health and well-being

7.9.2 The future replacement of Coleshill Leisure Centre with a new development at The Coleshill School has positive implications for the Sustainable Community Strategy priorities to:

- Raise aspirations, educational attainment and skills
- Develop healthier communities
- Improve access to services

The Contact Officer for this report is Simon Powell (719352).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
1	Wates Construction	Client Meeting Report 2	January 2014
2	Coventry City Council	Clerk of Works Report 2	January 2014
3	Coventry City Council	Client Meeting Notes (16 January 2014)	January 2014
4	Coventry City Council	Client Meeting Notes (26 February 2014)	Feb 2014
5	Wates Construction	Client Meeting Report 4	March 2014
6	Wates Construction	Client Meeting Report 5	April 2014
7	Wates Construction	Client Meeting Report 6	May 2014

Agenda Item No 7

Special Sub Group

16 June 2014

**Report of the Assistant Director
(Finance and Human Resources)**

**Progress Report on Human
Resources Issues**

1 Summary

- 1.1 This report advises Members of progress against the Human Resources Strategy Action Plan, work being done by the Human Resources team, the sickness levels for the period of April 2013 to March 2014 and provides some further information on action taken in managing absence.

Recommendation to the Board

That the report be noted.

2 Report

- 2.1 This report provides an update on the Human Resources (HR) Strategy Action Plan and under Health and Absence Management gives the position on sickness for 2013/14.

3 Recruitment, Retention and Selection

- 3.1 On the 17 June 2013 the Disclosure and Barring Service (DBS) took over from CRB. An updated policy was agreed by Board on the 19 August 2013. All managers were trained in the changes during September 2013. The HR team with managers operate in line with the policy and the DBS guidelines.
- 3.2 There were a number of starters and leavers between April 2013 and March 2014. There were 34 leavers, including 1 end of contract, 2 ill-health retirements, 4 dismissals and 5 employees who retired. Out of the remaining 22 leavers, there was a high proportion of leavers from Leisure Centres, which is an industry with higher than average turnover. There were 27 starters. This equates to a labour turnover of 9.97%.
- 3.3 The Council has continued with the strategy of reviewing all posts that become vacant. Those posts that need to be filled are recruited to internally where possible.

4 Pay and Benefits

- 4.1 Under section 38 of the Localism Act 2011 the Council is required to have a Pay Policy Statement, which is reviewed and updated on an annual basis. The 2014/15 statement will go to the Executive Board on the 17 June 2014 and then to Full Council on the 24 June 2014. The Pay Policy Statement is published on the Council's website.
- 4.2 The Employers have offered a pay increase which is for increases of between 1.25% and 4.66% for those on the bottom six pay points and 1.0% for the remainder of employees. UNISON has announced that 70% of its members who voted have rejected the pay offer. The turnout figure is not known. The results of GMB's and Unite's pay consultations are not yet known. Unison will now ballot their members for industrial action, commencing on 23 May and running for 4 weeks until 23 June. If there is a 'Yes' vote to industrial action, the action is likely to be in July 2014.

5 Learning, Training and Development

- 5.1 In the 2013/14 training year, Principal Officers received a 360 degree appraisal with the HR section managing the process and producing the analysis in house. An external consultant provided the feedback to the officers and produced a report of the overall findings. The findings were that although concerned about the cuts managers remained motivated and engaged with the 360 degree appraisal process. There were good examples of succession planning which could be adopted across the authority. There were some suggestions to improve the 360 degree appraisal process further and HR will be examining these for the 2014/15 360 degree appraisals.
- 5.2 The learning and development arm of the Staffordshire Plus Project has continued to meet to share information, learning and training. The HR Manager is part of this group. Working in collaboration with the other Local Authorities in the group, the Council has continued to benefit from cost effective or free training. The Council has joined the partnership for E learning with this group, which is a cost effective way of delivering some areas of training. Our E learning programme is currently covering Health and Safety, Fraud Awareness, Equality and Diversity, Customer Service, Data Protection, Freedom of Information and Safeguarding Adults. The HR Manager is part of the project group that prioritises which modules are developed first and will ensure wherever it is practicable that NWBC's needs are met from the partnership. In addition NWBC has developed its own E learning induction programme with the administrators of the partnership which will be rolled out in 2014/15.
- 5.3 During the 2013/14 training year, the Council planned and ran in house courses including Child Protection, Health and Safety courses (e.g. Risk Assessment, Manual Handling, First Aid and Personal Safety and Conflict Management) and Communicating Effectively to Lead Successful Change.
- 5.4 The Council has up skilled the workforce which means that there are fewer employees that meet the criteria to qualify for funded training for basic skills.

However, where appropriate the Council will continue to take advantage of this funding.

- 5.5 The Council continues with its apprenticeship programme. Currently we have two apprentices, one of which is on an advanced apprenticeship (Level 4).

6 Safety Management

- 6.1 The HR Team has 3 officers with the NEBOSH qualification. This enables the team to provide support for managers in completing risk assessments and providing health and safety advice, where needed. The risks around the management of health and safety have been assessed as a higher priority following the HSE action against the Council last year. To mitigate these risks, more proactive monitoring of health and safety issues will be undertaken by both the HR section and the corporate Health & Safety Working Party in 2014/15. This will require service managers to manage sickness issues within their areas with less support from the HR team.

- 6.2 The Council continues to run Healthy Workforce days and a Health and Safety week is held every year. Examples of activities undertaken include healthy eating and hazard awareness information sessions for employees. The next Health and Safety week will be held in Autumn 2014.

7 Health and Absence Management

7.1 Summary of Sickness Absence 2013/14 (April 2013 – March 2014)

- 7.1.1 The number of recorded days sick for the period April 2013 to March 2014 was 3,600.66, equating to 10.54 days per full time employee (FTE). For the same period last year the number of recorded days sickness was 3,141.64 days with a FTE of 9.18 days per employee. Appendix A shows these figures by Division for both years, and also shows the split between long and short-term sickness.

- 7.1.2 The variations between the two years show that there has been an overall increase of 459.02 days in sickness in 2013/14. This has produced an increase of 1.36 days, from 9.18 to 10.54 days per FTE.

- 7.1.3 Short-term sickness in April 2013 – March 2014 has decreased by 0.78 days per FTE, compared with the short-term sickness in April 2012 – March 2013. Short-term sickness absence reports are sent to Assistant Directors on a monthly basis. HR also meet with the Assistant Directors on a bi-monthly basis to provide advice and to discuss what action they have taken within their Divisions. The aim of these reports and meetings is to increase managers' awareness of sickness absence within their Divisions, which should aid proactive and consistent management of absence issues and will contribute to a reduction in the short-term absence figures. Managers are now looking to take employees with habitual short-term absences to case management sooner.

- 7.1.4 Long-term sickness in April 2013– March 2014 has increased by 2.14 days per FTE, compared with the long term sickness in April 2012 – March 2013. The long-term sickness absence is being managed either by getting staff back to work or them exiting the organisation either on ill-health retirement or by

dismissal. Those with significant long-term absence equates to 12 employees having lost a total of 1,202.35 days. Two of these employees have now left the Authority, 1 is still absent and 9 have successfully returned to work.

... 7.1.5 Appendix B shows the reasons for the number of days lost per FTE. The main reasons for absence relate to: Operation/Post Op and Stress. It is intended to run a stress audit in July through August to gain a better understanding of the causes which will enable us to act to reduce and prevent these cases where possible.

7.1.6 To support managers and supervisors to be able to have more ownership and be able to respond more quickly to ill health issues a number of training sessions to be run by ACAS have been arranged from the 21 May 2014 through to the 10 July 2014. Managers will then be in a better position to make early interventions. HR will continue to advise managers in these cases.

7.2III Health Monitored Under the Attendance Management Policy

7.2.1 Under the Attendance Management Policy where ill health is having a detrimental effect on an individual's ability to perform their job, or where the trigger points have been exceeded under the policy, then managers will seek to manage these cases in a pro-active way. The Attendance Management Policy sets out the procedures to be used, starting with management reviews to Case Management stages 1, 2 and working through, if necessary, to the end of the process at stage 3.

7.2.2 There are a number of cases currently being dealt with under the Attendance Management Policy, and the current status of these cases are as follows:

- 2 employees are due to start having management/formal reviews
- 12 employees are having management/formal reviews
- 1 employee is due to go onto Stage 1
- 12 employees are at Stage 1
- 3 employees are at stage 2

8 Human Resource Management Systems

8.1 The whole team has worked on putting all records into TRIM. This was a huge task, as it required data cleansing, culling of personal files and scanning personal files onto the system. The task is now complete and all personal files are paperless.

8.2 The HR Manager and the HR Officer are involved in providing advice to Managers on policies, procedures, employment law and best practice.

8.3 A number of policies, both new and reviewed have been implemented and managers and supervisors have been fully briefed on these. A number of policies have been identified for review in 2014/15.

9 Organisational Development

9.1 The Council's Workforce Plan (WFP) for 2013-2016 has been approved by this group. The action plan is monitored and updated to support the WFP.

This is outstanding for 2014. It is intended to reaffirm the existing responsibilities for managers in Attendance Management and the responsibilities for HR in Health and Safety, in line with policies, for example, the Attendance Management Policy and the Health Safety and Welfare Policy.

10 Employee Relations

- 10.1 The HR team provides advice and support to managers on all HR issues. The HR Manager and the HR Officer provide support to managers and lead, where appropriate, on investigations, disciplinary, grievance, and capability relating to performance or attendance. There were 7 investigations undertaken from April 2013 – March 2014.
- 10.2 The HR Manager and HR Officer also provide considerable support in the preparation for Hearings and Appeals. Of the investigations – 1 resulted in dismissal, 1 resulted in an action short of dismissal, 1 resulted in a resignation during the investigation, 1 resulted in a resignation on the day of the scheduled disciplinary hearing, 2 resulted in final warnings and 1 did not go to a disciplinary hearing.
- 10.3 The results of the 2013 staff survey have been published, and Assistant Directors are taking action where appropriate. A total of 203 employees completed the survey. This is a response rate of 43%, which is an increase of 15% from the previous survey. There were 42 questions in total. In comparison to last year's staff survey –
- 30 questions received best ever results or improved to some degree
 - 6 questions remained the same
 - 1 question received a worse result
 - 5 questions were new
- Overall, the results were positive across the sections.
- 10.4 The HR team are co-ordinating the Staff Survey 2014, which will be sent to all employees in October 2014. It is planned that these results will be available by the end of December 2014.

11 Equality and Diversity

- 11.1 There are responsibilities under the Equality Act 2010. The policy section is bringing the policy on the internet up to date. HR continue to send out the Council's Equality statement with the recruitment packs and ensures that all HR policies are equality impact assessed.

12 Report Implications

12.1 Finance and Value for Money Implications

- 12.1.1 These will depend on whether additional resources are used to cover periods of absence. Most short-term absence is absorbed within sections. However, if sickness is long term, and the service could potentially fail as a result of staff shortages, then there would be additional costs to maintain services, either through buying in extra resources or acting up arrangements.

12.2 Human Resources Implications

12.2.1 As detailed in the report.

12.3 Environment and Sustainability Implications

12.3.1 Supporting apprenticeships, where possible, will directly contribute towards the priorities of the North Warwickshire Sustainable Communities Strategy 2009 – 2026 of raising aspirations, education, attainment and skills.

12.4 Equality Implications

12.4.1 Under the Equality Act there are specific responsibilities specified under the public sector equality duty to ensure that local authorities meet the general equality duty. In terms of Human Resources there are specific codes of practice for employment and for equal pay.

12.4 Links to Council's Priorities

12.4.1 The HR strategy and action plan supports the Council's priority for Local Employment, bringing more jobs to North Warwickshire, whilst seeking to protect existing jobs and developing our workforce.

The Contact Officer for this report is Kerry Drakeley (719300).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

APPENDIX A

ALL SICKNESS

	2012/13	2013/14	2012/13	2013/14	2012/13	2013/14
Division	FTE per Division	FTE per Division	Days Lost by FTE	Days Lost by FTE	Sickness per FTE	Sickness per FTE
Assistant Chief Exec	30.73	30.83	266.52	200.73	8.67	6.51
Corporate Services	31.54	31.34	181.34	100.07	5.75	3.19
Streetscape	63.04	64.84	687.29	953.22	10.90	14.70
Leisure & Comm Dev	59.25	58.25	264.97	1,022.01	4.47	17.55
Community Services	41.33	41.79	382.27	214.90	9.25	5.14
Finance & HR	16.90	15.71	137.70	97.89	8.15	6.23
Housing	92.97	92.46	1,199.57	981.83	12.90	10.62
Internal Audit	2.49	2.48	9.00	2.50	3.61	1.01
Chief Exec	4.00	3.86	13.00	27.51	3.25	7.13
Total	342.25	341.56	3,141.64	3,600.66	9.18	10.54

SHORT TERM SICKNESS

	2012/13	2013/14	2012/13	2013/14	2012/13	2013/14
Division	FTE per Division	FTE per Division	Days Lost by FTE	Days Lost by FTE	Sickness per FTE	Sickness per FTE
Assistant Chief Exec	30.73	30.83	171.12	93.93	5.57	3.05
Corporate Services	31.54	31.34	160.34	78.07	5.08	2.49
Streetscape	63.04	64.84	544.29	370.22	8.63	5.71
Leisure & Comm Dev	59.25	58.25	234.97	322.39	3.97	5.53
Community Services	41.33	41.79	190.88	161.90	4.62	3.87
Finance & HR	16.90	15.71	24.70	28.16	1.46	1.79
Housing	92.97	92.46	531.86	523.91	5.72	5.67
Internal Audit	2.49	2.48	9.00	2.50	3.61	1.01
Chief Exec	4.00	3.86	13.00	27.51	3.25	7.13
Total	342.25	341.56	1,880.16	1,608.59	5.49	4.71

LONG TERM SICKNESS

	2012/13	2013/14	2012/13	2013/14	2012/13	2013/14
Division	FTE per Division	FTE per Division	Days Lost by FTE	Days Lost by FTE	Sickness per FTE	Sickness per FTE
Assistant Chief Exec	30.73	30.83	95.40	106.80	3.10	3.46
Corporate Services	31.54	31.34	21.00	22.00	0.67	0.70
Streetscape	63.04	64.84	143.00	583.00	2.27	8.99
Leisure & Comm Dev	59.25	58.25	30.00	699.62	0.51	12.01
Community Services	41.33	41.79	191.39	53.00	4.63	1.27
Finance & HR	16.90	15.71	113.00	69.73	6.69	4.44
Housing	92.97	92.46	667.71	457.92	7.18	4.95
Internal Audit	2.49	2.48	0.00	0.00	0.00	0.00
Chief Exec	4.00	3.86	0.00	0.00	0.00	0.00
Total	342.25	341.56	1,261.51	1,992.07	3.69	5.83

Reasons for Sickness

APPENDIX B

	Accident	Anxiety / Dep	Back	Cancer	Chest	Cold	ENT / Eye	Flu	Geni-Urin	Heart	Hyperten	Musc	Neuro	Op & Post Op	Preg	Stom	Stress	Total
NWBC	64.00	486.11	115.18	11.32	238.20	113.96	100.47	159.23	37.48	89.60	4.00	500.13	119.89	586.43	116.47	288.60	569.59	3,600.66

<u>Sickness Code</u>	<u>Description</u>
Accident	Accident At Work
Anxiety/ Depression	Anxiety, Depression
Back	Back & Neck problems
Cancer	Cancer related
Chest	Chest & Respiratory: to include Chest infections
Cold	Cold symptoms
ENT/Eye	Eye, Ear, Nose & Mouth/Dental : to include sinusitis
Flu	Flu symptoms
Genito-Urinary	Genito Urinary: to include menstrual problems
Heart	Heart Blood pressure& circulation
Hypertension	High Blood Pressure
Muscular	Other musculoskeletal problems
Neurological	Neurological; to include headaches and migraine
Operation & Post Op	Operation, Post Op
Pregnancy	Pregnancy related
Stomach	Stomach, Liver, Kidney & Digestion; to include gastro-enteritis
Stress	Stress, Mental health & fatigue
Unknown	No reason known for absence