

## HUMAN RESOURCES

**Report By: Personnel Manager, Well-being**

### Wards Affected

None

### Purpose

1. To report on the sickness absence and other matters for the Policy & Community Directorate

### Considerations

2. Attached at Appendix 1 is the Human Resources report taken from the Computerised Human Resources Information System (CHRIS).
3. The report covers the year 1st January, 2003 – 31st December, 2003. The figures include all permanent employees excluding casuals. This means that the numerator and denominator are the same as BVPI 12. BVPI 12 is the national standard for sickness absence whereby the average FTE for the year is taken for the denominator but excludes certain categories of employees such as temps who have been working for less than a year.
5. The report shows the number of people working in each division of the Directorate and the full time equivalent (FTE). The next column shows the FTE days lost for each division followed by the average days lost per FTE.
6. The days lost at 5.76 per FTE compares well with last year and is less than the current overall figure for the Council of 9.3 FTE days lost per employee
7. Below the chart are other statistics that show the breakdown and staff turnover etc.
8. The target for ethnic employment of 1.06% is being met by the Directorate's performance of 1.3%.
9. The Council target for employing people with disabilities is 1% and the Directorate on the whole is meeting this target easily with 3.11%.
10. The reasons for sickness absence are shown in Appendix 1. Accident absence is now shown separately. During the year no days were lost because of accidents.

### Recommendation

**That the report is noted.**

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Further information on the subject of this report is available from  
John Clarke, Personnel Manager Employee Well-Being and Systems on (01432) 260448