

Sickness Absence

Request

1. What was the total number of days lost for your organisation due to sickness absence over the last 2 years? For guidance and to help expedite the response, I would like to clarify my request. Last 2 years defined as financial years 2011-12 & 2012-13 and may I request, that your reply be broken down to reflect the organisations structure of Directorates, (as I have no idea of your organisations structure) I have used Birmingham Council structure purely as an example (Adults & Communities), (Children, Young People & Families), (Corporate Resources), (Development),(Environment & Culture), (Homes & Neighbourhoods).
2. What is the Total number of employees (headcount broken down in to the organisational structure and also covering the same time period as requested in question 1).
3. What is the FTE (full time equivalent) broken in to the organisational structure and also the same time period as requested in question 1.

	Year 2011-12	Year 2012-13
<i>Department Name</i> Working Days Lost to sickness		
<i>Department Name</i> Head Count		
<i>Department Name</i> Average FTE		

4. During the last financial year April 2012 to March 2013 what percentage of your organisations “return to work meetings” are held and documented on:
(A) The day employee returns
(B) The week employee returns but not on first day
(C) RTW interview held outside the week employee returned or not held

RTW meeting Held	% of RTW
Day employee returns to work	
RTW meeting held in first week but not on day employee returned	
RTW interview held outside of first seven days or not held at all	

5. Please submit data contained in your reply into an Excel spread sheet.

Our Response

Please find attached spreadsheet containing the data you require in response to questions 1,2,3 and 5 above.

Q4. Our policy states: “A return to work meeting must be conducted after each period of sickness absence regardless of duration. Where possible the line manager should meet with the employee to conduct this meeting. However where line managers and their teams are not sited in the same location it will be acceptable to conduct this meeting by telephone”. However, this information is recorded in the individuals’ personnel records and we estimate that to locate and retrieve it would exceed the appropriate costs limit of £450 under Section 12 of the Freedom of Information Act 2000.