

**Appendix 1** Information on absence management example

|                    | <b>Oct-13</b> | <b>Nov-13</b> | <b>Dec-13</b> | <b>Jan-14</b> | <b>Feb-14</b> | <b>Mar-14</b> | <b>Apr-14</b> | <b>May-14</b> | <b>Jun-14</b> | <b>Jul-14</b> | <b>Aug-14</b> | <b>Sep-14</b> |
|--------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| <b>Days</b>        | 6987.89       | 6800.68       | 6612.92       | 6394.26       | 6231.59       | 5890.01       | 5758.73       | 5813.62       | 5946.96       | 5930.34       | 5828.99       | 5706.32       |
| <b>Average FTE</b> | 691.38        | 668.86        | 645.90        | 622.32        | 598.50        | 575.47        | 568.50        | 565.35        | 563.52        | 562.16        | 560.40        | 557.23        |
| <b>Days Lost</b>   | 10.11         | 10.17         | 10.24         | 10.27         | 10.41         | 10.24         | 10.13         | 10.28         | 10.55         | 10.55         | 10.40         | 10.24         |

12 month's rolling absence rates.

| Area Name                                  | Short Term Sickness % | Long Term Sickness % | Year to Date BVPI - 12 | Year to Date Target | Outturn Target |
|--|-----------------------|----------------------|------------------------|---------------------|----------------|
| Dir. of Regeneration Enterprise & Planning | 58.70%                | 41.30%               | 4.90                   | 2.50                | 5.01           |
| Dir. Of Customers & Communities            | 66.95%                | 33.05%               | 3.75                   | 2.50                | 5.00           |
| Housing & Well Being                       | 45.86%                | 54.14%               | 7.00                   | 5.88                | 11.75          |
| Planning                                   | 81.21%                | 18.79%               | 3.35                   | 2.50                | 5.00           |
| Landlord Services                          | 52.80%                | 47.20%               | 6.42                   | 5.88                | 11.75          |
| Joint Planning Unit                        | 100.00%               | 0.00%                | 2.52                   | 2.50                | 5.00           |
| Assets Management                          | 100.00%               | 0.00%                | 2.22                   | 2.50                | 5.01           |
| Customers & Cultural Services              | 60.28%                | 39.72%               | 4.07                   | 4.50                | 9.00           |
| Major Projects & Enterprise                | 100.00%               | 0.00%                | 1.78                   | 2.50                | 5.00           |
| Housing Management Team                    | 100.00%               | 0.00%                | 1.34                   | 2.50                | 5.00           |
| Communities & Environment                  | 56.40%                | 43.60%               | 4.02                   | 5.88                | 11.75          |
| Chief Executive                            | 100.00%               | 0.00%                | 0.25                   | 2.51                | 5.01           |
| Borough Secretary                          | 86.76%                | 13.24%               | 1.31                   | 5.00                | 10.00          |
| <b>NBC Corporate position</b>              | <b>56.44%</b>         | <b>43.56%</b>        | <b>4.89</b>            | <b>5.00</b>         | <b>10.00</b>   |

| Service Plan Area Name                          | RTW Completed in Target % August 2014 | RTW Completed in Target % September 2014 | RTW Total Due September 2014 | RTW On-Time September 2014 |   |
|---|---------------------------------------|--|------------------------------|----------------------------|---|
| Director of Regeneration, Enterprise & Planning | n/a                                   | n/a                                      | 0                            | 0                          | ◀ |
| Chief Executive                                 | n/a                                   | n/a                                      | 0                            | 0                          | ◀ |
| Assets Management                               | 100.00%                               | n/a                                      | 0                            | 0                          | ◀ |
| Joint Planning Unit                             | 100.00%                               | 100.00%                                  | 2                            | 2                          | ◀ |
| Borough Secretary                               | 100.00%                               | 100.00%                                  | 3                            | 3                          | ◀ |
| Customer & Cultural Services                    | 100.00%                               | 92.31%                                   | 13                           | 12                         | ▼ |
| Planning  | 100.00%                               | 83.33%                                   | 6                            | 5                          | ▼ |
| Communities & Environment                       | 100.00%                               | 80.00%                                   | 5                            | 4                          | ▼ |
| Housing & Well Being                            | 60.00%                                | 76.47%                                   | 17                           | 13                         | ▲ |
| Director of Customers & Communities             | 71.43%                                | 75.00%                                   | 4                            | 3                          | ▲ |
| Landlord Services                               | 68.42%                                | 73.08%                                   | 26                           | 19                         | ▲ |
| Director of Housing                             | n/a                                   | 0.00%                                    | 2                            | 0                          | ◀ |
| Major Projects & Enterprise                     | n/a                                   | 0.00%                                    | 2                            | 0                          | ◀ |
| <b>Northampton Borough Council</b>              | <b>84.38%</b>                         | <b>76.25%</b>                            | <b>80</b>                    | <b>61</b>                  | ▼ |