

From: [REDACTED]
HR Business Partner
NICS HR

Date: 18 July 2018

Work and Inclusion Group Management Team

HUMAN RESOURCES MANAGEMENT INFORMATION REPORT: JUNE 2018

Issue: Human Resources Management Information Report
for Work and Inclusion Group

Timing: Immediate

FOI Implications: This note is disclosable

Presentational Issues: None

Recommendation: Work and Inclusion Group Management Forum is asked to note:

- the revised workforce position at June 2018;
- resource bids to be filled;
- the position on recruitment and promotion competitions
- Performance Management compliance; and
- Attendance Management statistics

1. Introduction

1.1 Work and Inclusion Group Management Team is invited to note the contents of this HR Management Information report.

2. Staff in Post Position

2.1 A summary of substantive Work and Inclusion Group staff in post (full time equivalent) at 19 June 2018 assessed against the June 2018 and March 2019 baselines is shown in Table 1.

Table 1: Work and Inclusion Group substantive staff in post (FTE) at 19 June 2018

Work and Inclusion Group					
	Substantive SIP @ 19/06/2018	June 18 Baseline	Surplus / Vacancies	March 19 Baseline	Surplus / Vacancies
Grade 3	0.20	1.00	-0.80	1.00	-0.80
Grade 5	6.00	6.00	0.00	6.00	0.00
Grade 6	6.00	7.00	-1.00	7.00	-1.00
Grade 7	39.01	45.50	-6.49	44.55	-5.54
DP	107.74	111.27	-3.53	105.87	1.87
SO	258.08	267.84	-9.76	263.24	-5.16
EO1	475.38	519.10	-43.72	506.35	-30.97
EO2	1893.68	2312.80	-419.12	2302.22	-408.54
AO	2419.51	2623.64	-204.13	2530.97	-111.46
AA	301.10	337.95	-36.85	314.47	-13.37
Personal Secretary	3.77	4.77	-1.00	4.77	-1.00
Typists	3.81	4.40	-0.59	4.40	-0.59
Temporary AO	13.00	5.84	7.16	5.48	7.52
Fixed Term AO	3.67	0.00	3.67	0.00	3.67
Fixed Term EO2	134.00	0.00	134.00	0.00	134.00
Total Permanent and Temporary Staff	5664.95	6247.11	-582.16	6096.32	-431.37
Recruitment Agency	1199.00	947.22	251.78	947.22	251.78
Total	6863.95	7194.33	-330.38	7043.54	-179.59

Key points to note:

- At 19 June 2018 the Work and Inclusion Group permanent and temporary staff in post position stood at 5664.95 FTE. In addition there were 1199 Recruitment Agency members of staff in Work and Inclusion Group.
- Baselines are provided by Finance Management Branch and updated on a monthly basis.
- A breakdown of Work and Inclusion Group staff in post by Grade 5 Division compared to the June 2018 baselines are included at **Appendix 1**.

3. Temporary Promotions

- 3.1 At 19 June 2018 a total of 495 staff were temporarily promoted in Work and Inclusion Group as shown in Table 2.

Table 2: Work and Inclusion Group Temporary Promotions at June 2018

TP'd to Grade	G3	G5	G6	G7	DP	SO	EO1	EO2	AO	Total
No. Of Staff	1	2	3	13	27	40	93	177	139	495

3.2 Of the 495 staff temporarily promoted, 283 staff were temporarily promoted to fill a vacant post as shown in Table 3.

Table 3: Work and Inclusion Group staff temporarily promoted to fill vacant posts


Work and Inclusion Group - Staff TP'd to Fill Vacant Post			
Grade	No of staff TP'd to fill vacant post	< 1 year	1 year +
SCS	2	1	1
Grade 6	2	1	1
Grade 7	8	2	6
DP	15	9	6
SO	17	12	5
EO1	45	30	15
EO2	101	72	29
AO	93	56	37
TOTAL	283	183	100

3.3 A list of all staff temporarily promoted in Work and Inclusion Group, taken from HRConnect at 19 June 2018, is attached at **Appendix 2**.

4. Resource Bids


4.1 A summary of plans to fill outstanding Work and Inclusion Group resource bids is shown in Table 4.

Table 4: Work and Inclusion Group vacancies in train @ 16 July 2018


Grade 5 Business Area	Branch / Unit	Grade	Method to Fill
Working Age - 	Antrim (DS)	1 x EO1	Officer identified from promotion list - start date TBC
		8 x EO2	1 to be filled from promotion list - start date 30.07.18. Considering pools and promotion list for remainder.
	Belfast Region - Lisburn	1 x EO1	Officer identified from promotion list - due to start 16.07.18


	BPC Andersonstown	4 x EO2	To be filled from promotion list - 3 due to start 30.07.18, 1 due to start 06.08.18
	BPC Hollywood Road	2 x EO2	To be filled from promotion list - 1 due to start 30.07.18, 1 due to start 06.08.18
		1 x AO	Officer identified from promotion list - due to start 23.07.18
		1 x AA (Agency)	Bid with agency - due to start 16.07.18
	BSC Plaza	1 x EO1	Officer identified from promotion list - due to start 16.07.18
		3 x EO2	1 officer identified from promotion list - start date 16.07.18. Considering pools / promotion list for remainder.
		7 x AO	To be filled from promotion list - 1 due to start 23.07.18, 4 due to start 30.07.18
		1 x EO1 Trainer (Agency)	Bid with agency - candidate due to start 06.08.18
		15 x AO (Agency)	Bid with agency - due to start 23.07.18
	BSC Lisahally	1 x EO1	Officer identified from promotion list - due to start 16.07.18
	Central Programme Management Office	1 x EO2	Officer identified from promotion list - due to start 06.08.18
	Corporate Support Branch	2 x EO1	Considering promotion list
	Dungannon (DS)	9 x EO2	To be filled from promotion list - 3 due to start 16.07.18, 3 due to start 30.07.18, 2 due to start 06.08.18
		1 x EO2 (Agency)	Bid with agency - due to start 16.07.18
	ESA	3 x EO1	3 officers identified from promotion list - 2 due to start 16.07.18, 1 start date TBC
		5 x EO2	To be filled via promotion list - 2 to start 16.07.18, 2 to start 30.07.18
		15 x AO	To be filled via promotion list - 4 to start 23.07.18, 3 to start 30.07.18, 3 to start 13.08.18
	FL Andersonstown	1 x EO1	Officer identified from promotion list - due to start 16.07.18
		6 x EO2	3 officers identified from promotion list - 1 due to start 16.07.18, 1 due to start 30.07.18, 1 due to start 06.08.18
	FL Antrim	2 x EO2	1 to be filled from promotion list - start date 16.07.18
	FL Ballymoney	1 x EO2	1 to be filled from promotion list
	FL Bangor	1 x EO1	Considering pools lists.

	FL Carrickfergus	3 x EO2	1 to be filled from promotion list - start date 16.07.18
	FL Dungannon	1 x EO2	To be filled from promotion list.
	FL Falls Rd	1 x EO1	Officer identified from promotion list - start date TBC
		2 x EO2	2 x officers from promotion list declined. Considering pools.
	FL Foyle	9 x EO2	3 to be filled from promotion list - start date 30.07.18
	FL Portadown	5 x AO	Considering pools / promotion list
	FL Newtownabbey	1 x EO1	Officer identified from promotion list - start date TBC
	FL Shaftesbury Square	3 x EO2	2 officers identified from promotion list - due to start 16.07.18
		1 x AO	Considering promotion list
	North Belfast	1 x EO2	Considering promotion list
	Regulated Social Fund	1 x EO2	Officer identified from promotion list - start date 30.07.18
		6 x AO	4 officers identified - 3 due to start 16.07.18, 1 due to start 23.07.18
	Royal Avenue	1 x AO	Officer identified from promotion list - start date 30.07.18
	Service First (Omagh)	8 x EO2	Elective transfer unsuccessful. Considering pools lists. 1 officer identified from promotion list - due to start 06.08.18
	South Region (Newry)	1 x EO1	Officer due to start 23.07.18
	DWP UC Full Service	10 x EO2	2 x Belfast - 1 due to start 16.07.18, 1 due to start 06.08.18. 8 x Lisahally - 2 due to start 16.07.18, 3 due to start 30.07.18
		2 x AO	Lisahally - 2 officers identified from promotion list - due to start 23.07.18
		5 x AO (Agency)	Lisahally - start date to be 06.08.18
		5 x AA (Agency)	Lisahally - start date to be 06.08.18
	Working Age Group	2 x G7	Awaiting supply from promotion lists.
	Work & Inclusion Group Support	1 x PS	No supply - future competition planned
Work & Wellbeing - [REDACTED]	Guidance, Learning & Development	3 x EO1	2 officers identified from promotion list - 1 due to start 16.07.18, 1 start date TBC. Considering pools and promotion list for remaining post.
		1 x EO2 (Trawl)	Competition advertised 09.07.18. Closing 03.08.18, Sift 20.08.18, interviews 6-10 Sep
		3 x EO2	Considering pools lists

		2 x AO	1 officer identified from promotion list - due to start 23.07.18.
	Employers Online	2 x EO2	2 officers identified from promotion list - 1 due to start 16.07.18, 1 due to start 30.07.18.
		2 x AO	2 officers identified from promotion list - 2 due to start 30.07.18.
	Employer Services Branch	2 x EO1	Considering pools / promotion list (11.07.18)
		1 x AO	Officer identified from promotion list - due to start 13.08.18
	Health Assessment	1 x G7	Considering draft ClB and await confirmation of panel.
		1 x DP	Bid to HRConnect 13.11.17. Original CIM date of 07.12.17 postponed at request of business area. Awaiting approval to proceed. Business area have advised review completed however they wish to run G7 competition before launching this competition.
		2 x SO (Higher Psychologist)	External competition - 2 candidates identified, arranging start dates
	Preparation for Work Services	3 x SO	Considering pools and promotion list.
		3 x EO1	1 officer identified from promotion list - due to start 16.07.18. Considering pools / promotion list for remaining posts.
		1 x EO2	Officer identified from promotion list - due to start 30.07.18
Universal Credit - 	Universal Credit Division, Ballymena	1 x EO1	Officer identified from promotion list - due to start 16.07.18.
	Universal Credit Division, Belfast Service Centre	1 x EO2	Officer identified from promotion list - due to start 30.07.18.
	Universal Credit Division, Castle Court	1 x EO2	Officer identified from promotion list - due to start 16.07.18.
	Universal Credit Division, Falls Rd	3 x EO2	Considering pools and promotion list - 1 due to start 16.07.18, 1 due to start 30.07.18.
	Universal Credit Division, Lisnagelvin	1 x EO1	Officer identified from promotion list - due to start 16.07.18.
	Universal Credit Division, Shankill	2 x EO2	1 officer identified from promotion list - due to start 16.07.18.
	FL Antrim	1 x EO1	Officer identified from promotion list - due to start 16.07.18.

	FL Coleraine	1 x EO1	Officer identified from promotion list - due to start 16.07.18.
	FL Falls Rd	2 x EO1	2 officers identified from promotion list - 1 due to start 16.07.18, 1 start date TBC
	FL Limavady	1 x EO2	Officer declined post. Considering pools and promotion list
	FL Newtownards	1 x AO (Agency)	With agency - to start 23.07.18
	North Belfast	2 x EO2	2 officers identified from promotion list - 1 due to start 30.07.18, 1 due to start 06.08.18.
	Northern Region, Antrim	1 x EO1	Officer identified from promotion list - due to start 16.07.18
	UC Business Change - External	1 x G7	Trawl - CIB agreed, Draft to TUS 04/06/18. Trawl approved by NICS HR policy side 08.06.18. CIM 03.07.18
	UC Customer Service	1 x G7	Trawl - CIB agreed, Draft to TUS 04/06/18. Trawl approved by NICS HR policy side 08.06.18. CIM 03.07.18
		1 x SO	Officer identified from promotion list - due to start 16.07.18
	UC OCC	2 x EO1	2 officers identified from promotion list - 1 due to start 16.07.18, 1 start date TBC
		15 x EO2	To be filled from promotion list - 13 due to start 16.07.18, 2 due to start 30.07.18
		9 x AO	Considering promotion list (11.07.18)
		1 x AO (Agency)	Bid with agency - start date to be 18.07.18
	UC Programme	1 x DP	Officer identified from promotion list - due to start 30.07.18.
		1 x EO1	Considering pools and promotion list
	UC Technical & Process Design	2 x EO1	Considering pools and promotion list (11.07.18)
Child Maintenance and Wraparound Service - [REDACTED]	CMS	3 x DP	Considering promotion list (16.07.18)
		3 x VWP SO	Post to be filled by trawl competition - list published 18.06.18. Awaiting start dates.
		2 x VWP EO1	VWP Trawl - Awaiting branch response to TUS queries.
		2 x EO1	Trainer posts - to be filled via trawl. Drafting CIB
		1 x EO1	Considering pools lists (11.07.18)
		20 x EO2	Considering promotion list - 3 to start 16.07.18, 7 to start 30.07.18
		20 x AO	Considering pools and promotion list (11.07.18)
		55 x VWP AO (Agency)	With agency, start dates to be 23.07.18, 06.08.18, 20.08.18

	Improving Benefit Uptake	4 x EO2	2 officers identified from promotion list - due to start 16.07.18. Considering promotion list / elective transfer for remainder.
		7 x AO	2 officers identified from promotion list - due to start 13.08.18. Considering pools and promotion list for remainder (16.07.18)
		2 x AO (Agency)	With agency
	Poverty & Active Aging	1 x DP	Officer identified from promotion list - start date 30.07.18
Pensions, Disability, Fraud & Error Reduction - 	Benefit Security Division Strategic Planning	2 x EO1	2 officers identified from next tier of promotion list - start date TBC
	Bereavement Support & Retirement Provision Command	1 x SO	Officer identified from promotion list - due to start 16.07.18
		1 x EO1	Officer identified from promotion list - due to start 16.07.18
	DCS	1 x SO	Considering promotion list (11.07.18)
		2 x EO1	1 officer identified from promotion list - due to start 16.07.18. Considering pools / promotion list for remaining post.
		13 x AO	5 officers identified from promotion list - 3 due to start 30.07.18, 2 due to start 13.08.18. 1 to be filled from external list - due to start 24.09.18. Considering pools / promotion list for remainder.
	Error Reduction & Information Security	3 x EO1	Officer identified from promotion list - due to start 16.07.18. Considering pools / promotion list for remainder
		1 x EO2	Officer identified from promotion list - due to start 16.07.18
	Mail Opening Unit	1 x EO1	Bid sent to HRC for elective transfer 10.04.18. With branch and HRC to take forward. Vacancy advertised on HRC closing date date 29.06.18
		1 x EO2	Officer declined, considering pools and promotion list
	Pensions	1 x SO	Considering promotion list
		3 x EO1	3 officers identified from promotion list - due to start 16.07.18
		12 x EO2	Considering promotion list - 2 to start 16.07.18, 4 to start 30.07.18, 1 to start 06.08.18
		5 x AO	5 officers identified from promotion list - 3 to start 23.07.18, 2 to start 30.07.18.

	PIP	4 x EO1	3 officers identified from promotion list - 1 due to start 16.07.18, 2 x start date TBC. Considering pools / promotion list for remainder
		6 x EO2	To be filled from promotion list - 2 due to start 16.07.18, 2 due to start 30.07.18, 1 due to start 06.08.18
		3 x AO	2 officers identified from promotion list - 1 due to start 23.07.18, 1 due start 30.07.18. Considering pools / promotion list for remainder
	Single Investigation Services	2 x EO1	2 officers identified from promotion list - due to start 16.07.18
		4 x AO	Considering promotion list - 1 due to start 30.07.18, 1 due to start 13.08.18
	Standards Assurance Unit	8 x EO2	Elective transfers advertised for 6 posts. 1 due to start 23.07.18, 1 due to start 30.07.18. Considering pools for remaining posts.
	Supplementary Payments Team	2 x EO1	1 officer identified from promotion list - start date TBC. Considering pools / promotion list for remainder.
		9 x EO2	Considering pools / promotion list. 1 officer due to start 16.07.18, 2 due to start 30.07.18, 1 due to start 06.08.18
		3 x AO	Considering pools
Social Security Policy & Legislation - 	SSPLD	2 x DP	2 officers identified from promotion list - 1 due to start 16.07.18, 1 start date TBC
		2 x EO1	2 officers identified from promotion list - 1 due to start 16.07.18, 1 start date TBC

5. Supply

The availability from internal and external promotion competitions and the NICS Priority Pools (including Career Breakers) at 16 July 2018 is shown in Table 5.

Table 5: Supply Table

Grade	Supply Position at Grade
Permanent Secretary	<ul style="list-style-type: none"> A Permanent Secretary competition was advertised on 16 October 2017. The successful candidates from the Permanent Secretary recruitment competition have been identified.
Grade 3	<ul style="list-style-type: none"> Grade 3 vacancies arising will now be filled by external departmental competitions.

Grade 5	<ul style="list-style-type: none"> <u>Grade 5 Promotion Competition</u> – Interviews for the grade 5 GS competition commenced in April 2018 and a list of successful candidates was published on 2 July 2018.
Grade 7	<ul style="list-style-type: none"> <u>Grade 7 Promotion Competition</u> – The first stage assessments from the G7 competition started in week commencing 11th June, the second stage assessment will commence in September. <p>3: Supply from DDA, Surplus, Welfare & Career Break</p>
DP	<ul style="list-style-type: none"> <u>DP Promotion Competition</u> – A reserve General Service DP lists was published on 7th May. Remaining DfC supply available = 38 <p>6: Supply from DDA, Surplus, Welfare & Career Break</p>
SO	<ul style="list-style-type: none"> <u>SO Promotion Competition</u> Reserve General Service SO lists were published on 19th March 2018. Remaining DfC supply available = 42. <p>11: Supply from DDA, Surplus, Welfare & Career Break</p>
EO1	<ul style="list-style-type: none"> <u>EO1 Promotion Competition (2014)</u> – Departmental Supplementary lists were published on 5th February 2018. Remaining DfC supply available = 117. <p>17: Supply from DDA, Surplus, Welfare & Career Break</p>
EO2	<ul style="list-style-type: none"> <u>EO2 Promotion Competition</u> – Phase 3 of the EO2 competition is progressing with the further 1000 candidates having sat validation in May/June and results issued at the end of June. Interviews for those who pass validation will commence in September. A list from this further phase is expected by the end of October. DFC Supply available = 214 <p>76: Supply from DDA, Surplus, Welfare & Career Break</p>
AO	<ul style="list-style-type: none"> <u>AO Promotion Competition</u>. A list from the AO promotion competition was published on 4 April. DFC Supply available = 296 (included carry forwards). <p>132: Supply from DDA, Surplus, Welfare & Career Break</p>

***The numbers of staff on NICS Pools lists are shown for General Service grades only.**

6. Performance Management

6.1 A summary of the 2017/2018 End of Year Reviews completed for Work & Inclusion Group at 2 July 2018 is shown in Table 6.

Table 6: Work & Inclusion Group 2017/18 End of Year Reviews

Agency/Grade 3 Division	Agreed %	In Progress %	Not Started %
Work & Inclusion Group	89.5%	3.3%	7.2%

6.2 End of Year Performance Reviews were to be completed on HR Connect by the end of April 2018. At 2 July 2018, 89.5% of Work & Inclusion Group staff Year End reviews have been completed. The NICS target to be achieved is 90%.

Table 7: Work & Inclusion Group 2018/19 PPA/PDPs

Agency/Grade 3 Division	Agreed %	In Progress %	Not Started %
Work & Inclusion Group	79.7%	6.7%	13.6%

6.3 PPA/PDPs were to be completed on HRConnect by 30 June 2018. At 2 July, 79.7% of Work & Inclusion Group staff PPA/PDPs have been completed. The NICS target to be achieved is 90%.

7. Attendance Management

- 7.1 The overall Department for Communities sickness absence Projections, Analysis and Organisational Breakdown Reports produced by NISRA at May 2018 are attached at **Appendix 3**.

Points to note:

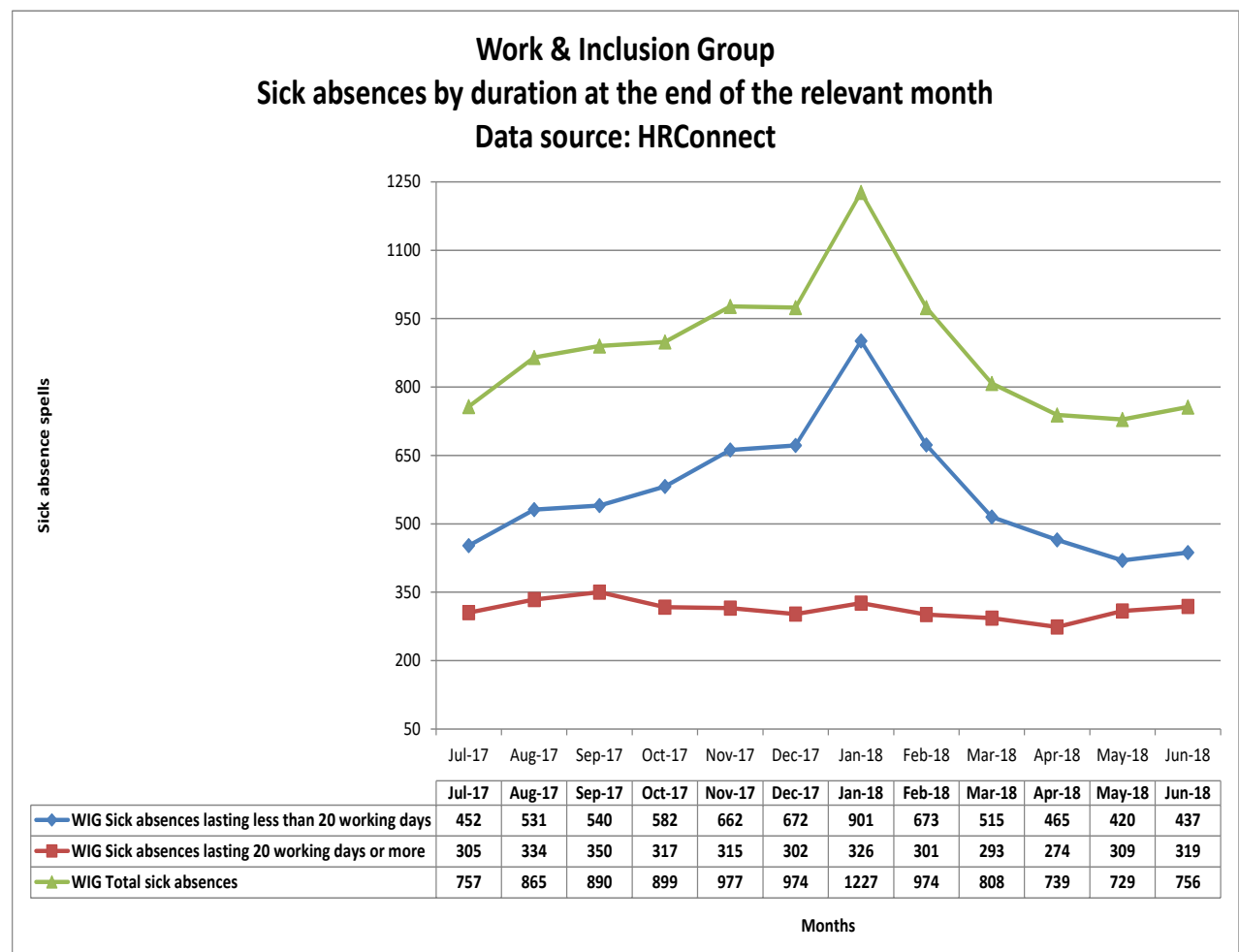
- Work and Inclusion Group sick absence projection for 2018/2019 at May 2018: 16.4 days lost per staff year.
 - Department for Communities Overall sick absence projection for 2018/2019 at May 2018: 15.4 days lost per staff year.
 - NICS sick absence rate projection for 2018/2019 at May 2018: 14.0 days lost per staff year.
 - Department for Communities Overall long-term sick absence frequency rate (i.e. number of long-term sick absences per 100 staff) projection for 2018/2019 will not be available until June 2018.
 - Department for Communities Overall long term sick absence average duration projection for 2018/2019 will not be available until June 2018.
- 7.1 A detailed organisational breakdown report for Work and Inclusion Group's YTD sick absence rate at May 2018 is shown in Table 8.

Table 8: Work & Inclusion Group YTD Sickness Absence Rate Information at May 2018

Work & Inclusion Group Overall: May 2018 Year To Date Analysis of Absences by Business Area						
Business Area	Staff Year Equivalent (sy)	Available Working Days	Working Days Lost	Working Days Lost per sy	Absence Rate (%)	Estimated Lost Production (£)
NI Business Support	2.6	96.0	23.0	8.9	24.0	3,182
Benefit Security Decision Making and Intervention	7.3	277.3	51.8	7.1	18.7	3,455
Employers Online Command	12.0	430.9	75.8	6.3	17.6	8,693
DWP Universal Credit Full Service Command	263.5	9,590.8	1,076.7	4.1	11.2	101,326
Health Assessment and Work Psychology Team Command	8.7	330.5	31.0	3.6	9.4	2,722
ESA WRAC Removal & Support for Mortgage Interest Comman	11.5	425.6	40.0	3.5	9.4	5,387
Preparation for Work Programme Command	44.7	1,660.1	149.5	3.3	9.0	22,351
BPC Support Command	488.4	17,544.4	1,607.7	3.3	9.2	160,418
Universal Credit Operational Control Centre Command	44.2	1,596.4	134.0	3.0	8.4	15,931
Corporate Support Command	41.1	1,474.3	120.3	2.9	8.2	12,845
Northern Region UC	102.7	3,776.1	294.4	2.9	7.8	32,493
Northern Region	368.1	13,400.8	1,047.9	2.8	7.8	119,410
Belfast Service Centre	418.0	14,898.6	1,102.9	2.6	7.4	110,432
Southern Region	375.6	13,857.0	985.8	2.6	7.1	97,406
Make The Call Wraparound Service Command	61.1	2,207.6	158.0	2.6	7.2	19,499
Mitigation Measures Project Command	76.3	2,772.5	189.1	2.5	6.8	20,071
Eastern CMS 2012 New Case & Complaints	92.0	3,288.4	210.2	2.3	6.4	23,621
Single Investigation Services Command	42.5	1,413.8	94.0	2.2	6.6	8,022
Universal Credit Programme Management Command	39.6	1,449.0	86.7	2.2	6.0	13,465
Pension Centre Command	274.3	9,789.6	600.5	2.2	6.1	63,117
Northern Ireland Operations	181.1	6,310.6	395.7	2.2	6.3	41,688
Employment and Support Allowance Command	474.0	16,722.7	1,028.1	2.2	6.1	103,975
Belfast Region	454.3	16,384.5	972.7	2.1	5.9	104,182
Corporate Projects Command	40.1	1,488.9	85.2	2.1	5.7	9,494
Personal Independence Payment Team Command	388.7	13,807.2	791.9	2.0	5.7	84,344
Southern Region UC	89.8	3,353.3	182.2	2.0	5.4	22,222
NI Business Analytics and Training	23.4	844.5	46.7	2.0	5.5	6,410
Benefit Security Fraud and Compliance Command	156.9	5,684.0	302.6	1.9	5.3	32,737
DCS & Supplementary Payments Command	237.5	8,465.7	427.2	1.8	5.0	42,182
Eastern / National 2012 Arrears & National Applications	353.2	12,621.3	631.3	1.8	5.0	66,907
Transfer of Legal Aid Assessment Office Command	7.7	274.4	12.2	1.6	4.5	745
Programme Management and Development Command	2.0	74.5	3.0	1.5	4.0	408
Standards Assurance Unit Command	56.0	1,967.6	71.1	1.3	3.6	9,614
Universal Credit ESD Command	16.4	603.3	20.2	1.2	3.3	3,099
Learning Development & Guidance Command	72.2	2,557.2	84.0	1.2	3.3	8,577
Universal Credit Business Change (External) Command	39.3	1,448.2	40.0	1.0	2.8	5,549
PIP Independent Review	2.3	90.0	2.0	0.9	2.2	320
Business Support Group	43.1	1,523.9	34.9	0.8	2.3	4,421
Service First Command	5.3	180.0	4.0	0.8	2.2	982
Work and Health Policy Command	6.5	241.0	4.0	0.6	1.7	641
Single Investigation Service Support Command	28.2	1,011.4	16.0	0.6	1.6	2,040
Error Reduction & Information Security Command	26.0	959.5	10.8	0.4	1.1	1,060
Preparation for Work Services Command	24.9	906.2	6.5	0.3	0.7	908
Social Security Policy and Legislation Command	41.6	1,492.2	2.0	0.0	0.1	272
Universal Credit Human Resources Strand Command	8.5	290.2	0.0	0.0	0.0	0
Universal Credit Customer Service and Design Command	19.2	684.2	0.0	0.0	0.0	0
Disability Employment Service Command	1.0	35.0	0.0	0.0	0.0	0
Improving Benefit Uptake Command	1.0	40.0	0.0	0.0	0.0	0
Risk Measurement and Analytics Command	2.5	89.0	0.0	0.0	0.0	0
Bereavement Support & Retirement Provision Command	13.4	475.3	0.0	0.0	0.0	0
Customer Insight & Continuous Improvement Command	5.5	196.5	0.0	0.0	0.0	0
Belfast Region UC	1.0	34.0	0.0	0.0	0.0	0
Social Welfare Policy Command	1.0	40.0	0.0	0.0	0.0	0
Northern Region ESD	1.0	38.0	0.0	0.0	0.0	0
Work and Inclusion Group Overall	5,631.8	202,387.9	13,300.7	2.4	6.6	1,403,132
DfC Overall	6,974.9	250,870.5	15,529.9	2.2	6.2	1,664,718
NICS Overall	21,601.9	778,192.6	41,107.5	1.9	5.3	4,920,695

8.3 The following graph shows sick absences by duration at the end of the relevant month.

Table 9: Sick absences by duration at the end of the relevant month



Sickness absence compliance

This compliance data is taken from HRConnect's standard summary compliance reports – it is a snapshot of **recorded action** at a point in time, which may subsequently be updated by line manager action. It is important to note that:

- Until recently there was a gap in HRConnect functionality which prevented line managers from recording self-certification for staff on ongoing sick absences. This meant that for certification, non-compliance levels were inflated. From 5 June 2017, line managers can record self-certificates in respect of these sick absences, and BI emails will direct line managers to address gaps in certification. Summary compliance report data also does not provide the breakdown of cases in which (a) medical certificates; or (b) self-certificates are missing for a period of absence.

- Examination of local data in individual cases may provide acceptable reasons for the apparent non-compliance.
- Line managers now have access to local compliance information through the 'BI' function on HR Connect, so should be encouraged to monitor this to assess and improve local performance.

Table 10

Work and Inclusion Group: Sickness Absence Compliance - Recording of Certification												
Month	Number of Absence Occasions	Number of Absence Occasions Compliant	% Absence Occasions Compliant	Number of Absence Occasions NOT Compliant	% Absence Occasions NOT Compliant	Number of Absence Days	Number of Absence Days Certified	% Absence Days Certified	Number of Days Entered Late	% Days Entered Late	Number of Absence Days NOT Certified	% Absence Days NOT Certified
Apr-18	742	535	72.1	207	27.9	10730	9711	90.5	305	2.8	714	6.7
May-18	724	511	70.6	213	29.4	11588	10519	90.8	212	1.8	857	7.4
Jun-18	759	559	73.7	200	26.4	11637	10574	90.9	159	1.4	904	7.8
YTD	2225	1605	72.1%	620	27.9%	33955	30804	90.7%	676	2.0%	2475	7.3%

Table 11

Work and Inclusion Group: Sickness Absence Compliance - Recording of Return to Work Interviews									
Month	Total Number of Records	Interview Conducted <= 2 Days	Percentage of Interviews Conducted <= 2 Days	Interview Conducted > 2 Days	Percentage of Interviews Conducted > 2 Days	Interview Not Completed	Percentage of Interviews Not Completed	Interview Date Incorrect	Percentage of Interview Dates Incorrect
Apr-18	427	341	79.9	31	7.3	48	11.2	7	1.6
May-18	408	325	79.7	32	7.8	48	11.8	3	0.7
Jun-18	404	319	79.0	27	6.7	53	13.1	5	1.2
YTD	1239	985	79.5%	90	7.3%	149	12.0%	15	1.2%

Attendance Management action

Table 12

Work & Inclusion Group	Apr-18	May-18	Jun-18	YTD
Written Warnings considered	43	41	49	133
Written Warnings issued	30	27	43	100
Percentage of Written Warnings considered that were issued	69.8%	65.9%	87.8%	75.2%
Final Written Warnings considered	6	10	5	21
Final Written Warnings issued	4	7	4	15
Percentage of Final Written Warnings considered that were issued	66.7%	70.0%	80.0%	71.4%
Dismissals	1	2	5	8
Ill health retirements	5	3	1	9

Work and Inclusion Group Staff in Post at 19 June 2018 v June 2018 Baseline

Work and Inclusion Group			
	Total Grade 3 June 18 Baseline	Substantive SIP @ 19/06/2018	Surplus / Vacancies
Permanent Secretary	0.00	0.00	0.00
Special Advisor	0.00	0.00	0.00
Grade 3	1.00	0.20	-0.80
Grade 5	6.00	6.00	0.00
Grade 6	7.00	6.00	-1.00
Grade 7	45.50	39.01	-6.49
DP	111.27	107.74	-3.53
SO	267.84	258.08	-9.76
EO1	519.10	475.38	-43.72
EO2	2312.80	1893.68	-419.12
AO	2623.64	2419.51	-204.13
AA	337.95	301.10	-36.85
Personal Secretary	4.77	3.77	-1.00
Typists	4.40	3.81	-0.59
Temporary AO	5.84	13.00	7.16
Temporary EO2	0.00	0.00	0.00
Fixed Term AO	0.00	3.67	3.67
Fixed Term EO2	0.00	134.00	134.00
Recruitment Agency	947.22	1199.00	251.78
Non-Civil Servants	0.00	0.00	0.00
Total	7194.33	6863.95	-330.38

Deputy Secretary Grade 3 Office			
	G3 Office June 18 Baseline	Substantive SIP @ 19/06/2018	Surplus / Vacancies
Permanent Secretary			0.00
Special Advisor			0.00
Grade 3	1.00		-1.00
Grade 5		1.00	1.00
Grade 6			0.00
Grade 7	1.00	1.00	0.00
DP	2.00	2.00	0.00
SO	2.00		-2.00
EO1	8.00	3.00	-5.00
EO2	7.00	4.00	-3.00
AO	2.00	1.00	-1.00
AA			0.00
Personal Secretary	1.00	1.00	0.00
Typists			0.00
Temporary AO			0.00
Temporary EO2			0.00
Fixed Term AO			0.00
Fixed Term EO2			0.00
Recruitment Agency		3.00	3.00
Non-Civil Servants			0.00
Total	24.00	16.00	-8.00

Working Age Services			
	Working Age Services June 18 Baseline	Substantive SIP @ 19/06/2018	Surplus / Vacancies
Permanent Secretary			0.00
Special Advisor			0.00
Grade 3			0.00
Grade 5	1.00	1.00	0.00
Grade 6	1.00	1.00	0.00
Grade 7	6.20	6.00	-0.20
DP	20.40	20.29	-0.11
SO	62.70	65.75	3.05
EO1	126.91	116.07	-10.84
EO2	821.04	688.88	-132.16
AO	1111.68	986.11	-125.57
AA	191.46	180.93	-10.53
Personal Secretary			0.00
Typists			0.00
Temporary AO			0.00
Temporary EO2			0.00
Fixed Term AO		3.67	3.67
Fixed Term EO2		48.00	48.00
Recruitment Agency	433.07	591.00	157.93
Non-Civil Servants			0.00
Total	2775.46	2708.70	-66.76

Social Security Policy & Legislation			
	Social Security Policy & Legislation June 18 Baseline	Substantive SIP @ 19/06/2018	Surplus / Vacancies
Permanent Secretary			0.00
Special Advisor			0.00
Grade 3			0.00
Grade 5	1.00	1.00	0.00
Grade 6			0.00
Grade 7	5.00	4.00	-1.00
DP	12.18	11.61	-0.57
SO	15.10	14.32	-0.78
EO1	12.00	10.60	-1.40
EO2	1.00	0.60	-0.40
AO			0.00
AA	2.00	1.78	-0.22
Personal Secretary	1.00	1.00	0.00
Typists			0.00
Temporary AO			0.00
Temporary EO2			0.00
Fixed Term AO			0.00
Fixed Term EO2			0.00
Recruitment Agency			0.00
Non-Civil Servants			0.00
Total	49.28	44.91	-4.37

Work and Wellbeing Division			
	Work and Wellbeing June 18 Baseline	Substantive SIP @ 19/06/2018	Surplus / Vacancies
Permanent Secretary			0.00
Special Advisor			0.00
Grade 3			0.00
Grade 5	1.00		-1.00
Grade 6	1.00	1.00	0.00
Grade 7	7.00	6.61	-0.39
DP	19.79	19.39	-0.40
SO	32.48	26.88	-5.60
EO1	48.38	39.70	-8.68
EO2	57.50	49.68	-7.82
AO	35.79	28.57	-7.22
AA			0.00
Personal Secretary			0.00
Typists			0.00
Temporary AO			0.00
Temporary EO2			0.00
Fixed Term AO			0.00
Fixed Term EO2		2.00	2.00
Recruitment Agency	4.00	12.00	8.00
Non-Civil Servants			0.00
Total	206.94	185.83	-21.11

Universal Credit			
	Universal Credit June 18 Baseline	Substantive SIP @ 19/06/2018	Surplus / Vacancies
Permanent Secretary			0.00
Special Advisor			0.00
Grade 3			0.00
Grade 5	1.00	1.00	0.00
Grade 6	2.00	1.00	-1.00
Grade 7	12.00	7.00	-5.00
DP	28.60	28.80	0.20
SO	74.89	72.48	-2.41
EO1	131.05	130.76	-0.29
EO2	555.69	479.58	-76.11
AO	467.35	442.83	-24.52
AA	39.91	26.41	-13.50
Personal Secretary			0.00
Typists			0.00
Temporary AO			0.00
Temporary EO2			0.00
Fixed Term AO			0.00
Fixed Term EO2			0.00
Recruitment Agency	34.00	67.00	33.00
Non-Civil Servants			0.00
Total	1346.49	1256.86	-89.63

Appendix 1 Cont'd

Pensions, Disability & Corporate Services Division			
	Pensions, Disability & Corporate Services June 18 Baseline	Substantive SIP @ 19/06/2018	Surplus / Vacancies
Permanent Secretary			0.00
Special Advisor			0.00
Grade 3		0.20	0.20
Grade 5	1.00	1.00	0.00
Grade 6	2.00	2.00	0.00
Grade 7	8.30	8.40	0.10
DP	17.60	18.01	0.41
SO	57.83	54.97	-2.86
EO1	138.93	126.69	-12.24
EO2	631.58	452.79	-178.79
AO	547.51	522.16	-25.35
AA	104.58	91.98	-12.60
Personal Secretary	1.00		-1.00
Typists	4.40	3.81	-0.59
Temporary AO			0.00
Temporary EO2			0.00
Fixed Term AO			0.00
Fixed Term EO2		84.00	84.00
Recruitment Agency	39.15	64.00	24.85
Non-Civil Servants			0.00
Total	1553.88	1430.01	-123.87

CMS, Social Strategy & Wraparound			
	CMS, SS, WR June 18 Baseline	Substantive SIP @ 19/06/2018	Surplus / Vacancies
Permanent Secretary			0.00
Special Advisor			0.00
Grade 3			0.00
Grade 5	1.00		-1.00
Grade 6	1.00	1.00	0.00
Grade 7	6.00	6.00	0.00
DP	10.70	7.64	-3.06
SO	22.84	23.68	0.84
EO1	53.83	48.56	-5.27
EO2	238.99	218.15	-20.84
AO	459.31	438.84	-20.47
AA			0.00
Personal Secretary	1.77	1.77	0.00
Typists			0.00
Temporary AO	5.84	13.00	7.16
Temporary EO2			0.00
Fixed Term AO			0.00
Fixed Term EO2			0.00
Recruitment Agency	437.00	462.00	25.00
Non-Civil Servants			0.00
Total	1238.28	1220.64	-17.64

Evaluation of Welfare Review Division			
	Evaluation Welfare Review June 18 Baseline	Substantive SIP @ 19/06/2018	Surplus / Vacancies
Permanent Secretary			0.00
Special Advisor			0.00
Grade 3			0.00
Grade 5		1.00	1.00
Grade 6			0.00
Grade 7			0.00
DP			0.00
SO			0.00
EO1			0.00
EO2			0.00
AO			0.00
AA			0.00
Personal Secretary			0.00
Typists			0.00
Temporary AO			0.00
Temporary EO2			0.00
Fixed Term AO			0.00
Fixed Term EO2			0.00
Recruitment Agency			0.00
Non-Civil Servants			0.00
Total	0.00	1.00	1.00

Note: The above Staff in Post Full time equivalent (FTE) information is provided at substantive grade and was downloaded from HR Connect at 19 June 2018

Baseline information reflects the June 2018 Baseline provided by Finance Management Branch @ 6 July 2018.

Work and Inclusion Group Staff Temporarily Promoted @ 19 June 2018

[REDACTED]



DfC Sickness Absence Reports produced by NISRA	
Projections	<i>DfC – Projections – May18.pdf attached separately</i>
Sickness Absence	<i>DfC – Sickness Absence Report – M.pdf attached separately</i>
Detailed Organisational Breakdown	<i>WIG – Detailed Organisational Brea.excel attached separately</i>