

**DEVON AND CORNWALL POLICE AUTHORITY  
PERFORMANCE MANAGEMENT AND AUDIT COMMITTEE**

**17 MARCH 2005**

(Open for FOI)

Report by Chief Constable

**HOME OFFICE GUIDANCE FOR CAPTURING, RECORDING  
AND REPORTING SICKNESS ABSENCE**

**INTRODUCTION**

1. The purpose of the report is to provide the Committee with a summary of the Home Office requirements for capturing, recording and monitoring sickness absence, disability related absence and recuperative and restricted duties.

**BACKGROUND**

2. Until March 2005, HMIC and the Home Office will be conducting a series of pilots in forces to check whether their procedures and databases will be able to comply with this guidance, and how long forces will have to make changes to ensure they can comply.
3. A final version of the guidance will be issued in March 2005, in time for the 2005-06 recording year.
4. The guidance is mandatory and the target date for national implementation is 1 April 2005.

**SUMMARY**

5. *Forces are required to record accurately and consistently time lost to sickness absence. To achieve this, the standard definition of sickness absence needs to be well understood and applied.*

**Comment:** Compliant

6. *Forces need to understand the difference between disability related leave and disability related sickness absence; put systems in place that enable disability related sickness absence to be identified and recorded separately from other types of sickness; and, include disability related sickness in force total sickness figures that are reported externally.*

**Comment:** A new category is being built on our MCS system to record disability related sickness absence. The current Attendance Management policy will be updated to reflect this.

7. *Absence should be recorded in hours. Hours should be based on the actual hours the person would have worked if they had not been ill. (eg if they would have worked a 10 hour shift it should be recorded as 10 hours and not the normal 8 hour day. For a member of police staff it should be recorded as 7 hours 24 minutes for a normal day or the actual hours that would have been worked). The same rules should be used for recording recuperative, restrictive or light duties, half or nil pay, and when an officer is seconded into the Force from another Force or organisation.*

**Comment:** A new Attendance Management form is being designed to capture the information and a new category is being built on MCS to record the absence in hours lost as well as duty days. Recuperative and Restricted duties are currently recorded but will now also record hours.

8. ***Sickness absence by cause.*** *By April 2005 sickness should be measured by using the Dorset Model of 12 categories. A list of 81 sub-categories are listed to assist data entry staff when they are unsure about where to classify an illness.*

**Comment:** Compliant

9. *The following instances should NOT be included within the hours lost to sickness:*

- *Rest Days*
- *Lost Rest Days*
- *Overtime*
- *Time off in lieu*
- *Free days (applicable to part-time workers)*
- *Annual leave (where this time is not subsequently reclaimed by the individual)*
- *Part Days (where an individual goes sick part way through a shift)*

## **RECOMMENDATION**

The Committee should note the contents of the report.

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