

FREEDOM OF INFORMATION ACT 2000

Your request for information has now been considered and the Council's response to your questions is shown below.

You asked:

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		

[ANSWER: Please find attached spreadsheet with the above information.](#)

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	

During the period in question we contracted out the absence function and all back to work interviews were carried out within their systems. Unfortunately, the contract has now come to an end and we now record absence in house. We do not hold the data requested for this period centrally. And to check with each team would take us in excess of 18 hours.

Section 12 of the Act makes provision for public authorities to refuse requests for information where the cost of dealing with them would exceed the appropriate limit, which for local government is set at £450. This represents the estimated cost of one person spending more than 18 hours in determining whether the department holds the information, locating, retrieving and extracting the information.

This is therefore a Refusal Notice under section 17.1 of the Freedom of Information Act, because under the provisions of section 12.1 of the Act, the Council estimates that to comply with your request in its current form will exceed the appropriate limit.

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

Please see attached spreadsheet.

The legislation allows you to use the information supplied for your own personal use. Please be aware that any commercial or other use, for example publication, sale, or redistribution may be a breach of copyright under the Copyright, Designs and Patents Act 1988 as amended unless you obtain the copyright holder's prior permission.

Not all the information that is supplied which is covered by copyright will be the Council's copyright, for example it may be the copyright of a government department or another Council. You should seek either the Council's consent or their consent as appropriate. The Council is willing to advise you of any such potential issues on request. In order to make a request to re-use the information please contact the Information Governance Manager using the details below.

If you are dissatisfied with the handling of your request please write to:

**Information Governance Manager
Information and Support
Leicester City Council
FREEPOST (LE985/33)**

New Walk Centre
LEICESTER LE1 6ZG

e-mail: FOIA@leicester.gov.uk

Your request for internal review should be submitted to the above address within 40 (forty) working days of receipt by you of this response. Any such request received after this time will only be considered at the Council's absolute discretion.

You can also complain to the Information Commissioner at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow SK9 5AF

Telephone: 01625 545 700

www.informationcommissioner.gov.uk

Please be aware that the Information Commissioner does not normally consider appeals or complaints until the internal appeals and complaints processes of the public authority which is answering the request have been exhausted. You are therefore advised to complain or appeal to the Information Governance Manager before contacting the Commissioner.