

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. I would like to request the following information...What was the total number of working days lost for your organisation due to sickness absence in the last financial year? April 2013- March 2014 and may I request, that your reply be broken down to reflect your organisations structure of Directorates, for example a council might have Adult Care Services, Child Care Services, Waste and Highways Services etc.
2. What was the Total number of employees (also known as average Head Count) from April 2013 to end of March 2014 and broken down into directorates as in your reply to Q1.
3. What was the average FTE staff numbers to reflect your organisations structure as laid out in Q1 covering time period from April 2013 to end of March 2014 March

Example of Data expected for questions 1, 2 & 3 to be supplied in separate excel document **not** embedded in an word document or PDF file

Department/Division	Head Count	FTE	Days lost to sickness
Example Department A	Example 1000	Example 950	Example 6527.3
Example Department B			
Example Department C			
Example Department D			
Example Department E			

ANSWER:

Please see [attached Excel spreadsheet](#)

5. What was the total cost of temporary and or cover staff for your organisation from April 2013 to March 2014

We do not record centrally the cost of sickness cover. This information would be held by individual managers. With nearly 8000 members of staff this would take over the 18 hour limit.

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.

You may wish to refine your request by narrowing its scope by being more specific about what information you particularly wish to obtain, including any dates or period of time relevant to the information required. We do have a duty to advise and assist you in refining your request under s16 of the Act so please don't hesitate to contact us if you need help in refining your request.

6 During the period April 2013 to March 2014 what was the percentage of return to work interviews held and documented on

(A) The day the employee returned

(B) The week the employee returned to work but NOT on the first day

(C) Outside the first week or not held at all.

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	

Please NOTE

If you do not have the data covering the whole time period ready within the FOI 20 day deadline

Please supply the data for the first three quarters of the time period April 2013 to March 2014 and then update me with the rest when the information is available.

Recording the return to work data is not compulsory for managers electronically, therefore we would have to approach all managers to ask for individuals return to work information. As with the above question, this would take over the 18 hour time limit.

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The legislation allows you to use the information supplied for your own personal use, or for journalistic purposes. If the information is a dataset (which does not relate to the environment), you may also use the information for commercial re-use under an [Open Government Licence](#).

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: info.requests@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 may also seek independent advice from 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 requests until the internal appeals process of the Council has been exhausted. You are therefore advised to appeal to the Information Governance Manager before contacting the Commissioner.