

## **Scotland Excel**

**To: Executive Sub Committee**

**On: 6 December 2019**

**Report By:  
Director Scotland Excel**

### **Employee Absence Management Report**

#### **1. Introduction and purpose of the report**

In response to the Renfrewshire Council Internal Audit team recommendation, this report on organisational sickness absence is submitted on a quarterly basis highlighting the absence rate in the organisation.

#### **2. Scotland Excel Absence Management Target**

The Joint Committee has previously agreed that Scotland Excel should work to an absence rate of below 4%. This target aligns Scotland Excel with partner organisations, supports good practice in this area and demonstrates the ongoing commitment to absence management as a key efficiency target.

#### **3. Overview of Attendance**

In line with audit recommendations, the attached report has been prepared for the Executive Sub Committee. The report details:

- Breakdown of current month, last six months and last 12 months absence figures
- Illustration of 12 months in days
- Illustration of last 12 months in percentages

The report includes the latest absence details for period to 31 October 2019. The rate of absence across the organisation has been maintained below the 4% target with the rolling 6 and 12 month average absence rates now below 1.7%.

The absence rates for the reporting periods are:

- previous 1 month to 1.0% (19 days)
- previous 6 months to 1.6% (153.5days)
- previous 12-month period to 1.4% (269 days)

Scotland Excel will continue its positive practices, including working with Occupational Health and other support services, to maintain attendance to support the members of staff who have significant health issues

#### **4. Recommendation**

The Executive Sub Committee is requested to note the contents of report.

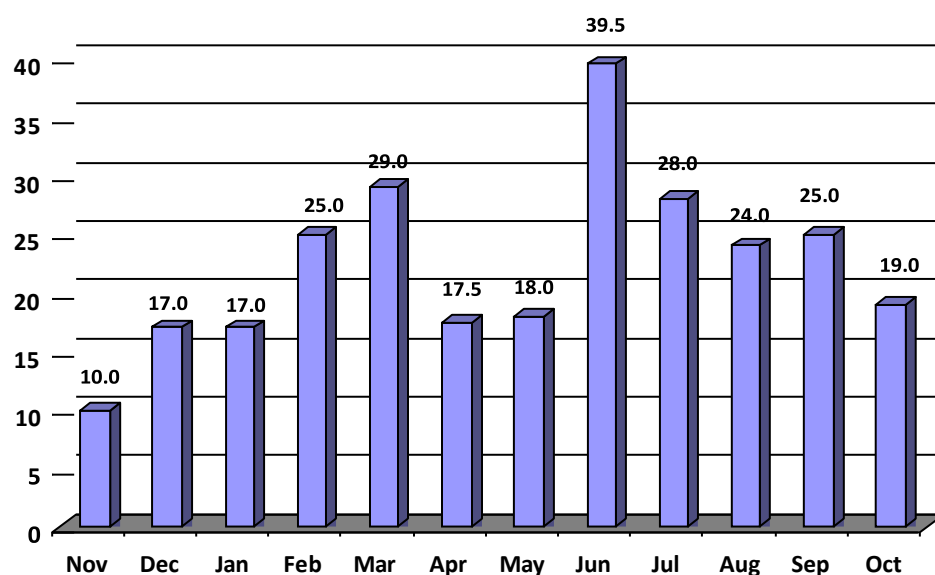
# Absence Report

## Organisation Level

Month Ending: 31 October 2019

Current Month					Last 6 Months					Last 12 Months				
Self Certified Sick	Doctor Certified Sick	Total Sick Leave	Sickness Absence Rate	Sickness Absence Instances	Self Certified Sick	Doctor Certified Sick	Total Sick Leave	Sickness Absence Rate	Sickness Absence Instances	Self Certified Sick	Doctor Certified Sick	Total Sick Leave	Sickness Absence Rate	Sickness Absence Instances
Total: 19	0	19	1.0%	8	77.5	76	153.5	1.6%	39	163	106	269	1.4%	91
No of Employees (Permanent and Temporary):					100					Average no of Sickness Absence Days per Employee:				
No of Leavers included:					11									

Total Sickness Absence Days by Month for Last 12 Months



Monthly YTD Absence Rate

