



To: Joint Consultative Board: Non Teaching

On: 10 February 2016

Report by: Head of HR and Organisational Development

Heading: Absence Statistics

1. Summary

- 1.1 The purpose of this report is to advise the Joint Consultative Board: Non Teaching of the Quarterly Absence Return for the period 23 June 2015 and 21 September 2015. The report breaks down the absence statistics by service and by category of staff. Attached to this report are appendices A-B described in the index of appendices at the end of this report
- 1.2 The report provides information in relation to absence targets and how services have performed against them. An analysis of the reasons for absence for the latest quarter has also been compiled and details are included within the report. Information is also provided on supporting attendance activity and the costs of sick pay.

2. Recommendation

- 2.1 It is recommended that the Board notes the content of the report.

3. Background

3.1 At its meeting on 28 October 2009 the Joint Consultative Board: Non Teaching agreed that arrangements be made for the quarterly absence levels and information relating to absence statistics and reasons for absence, by service and category of staff, which are reported to the Scrutiny and Petitions Board (now Audit, Scrutiny and Petitions Board), be submitted to meetings of the Joint Consultative Board: Non Teaching.

4. Absence Statistics - Quarter Ending 21 September 2015

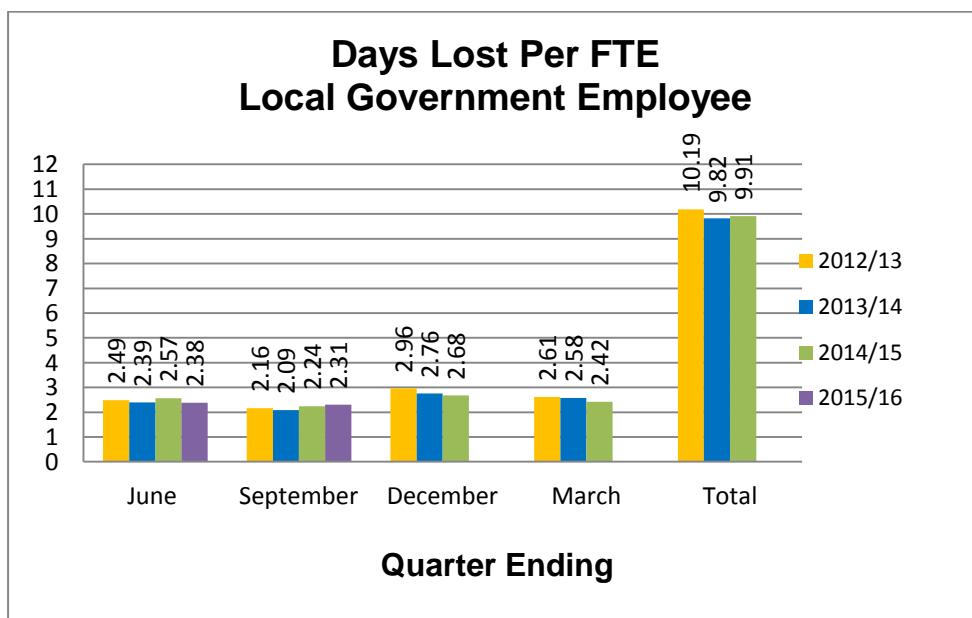
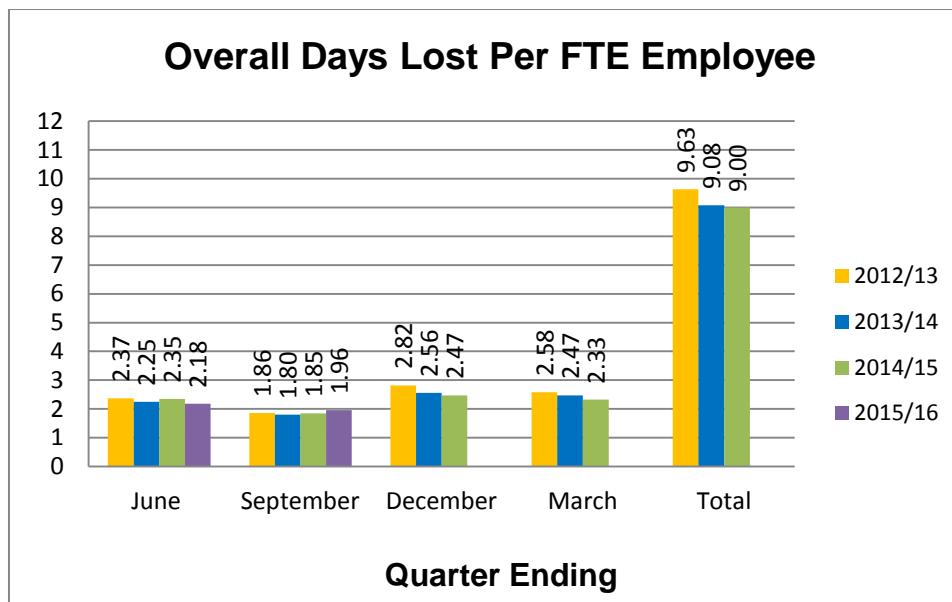
4.1 Please find service and Council overall absence performance for quarter ending 21 September 2015 against target given in the table to follow. In line with the reporting requirements for Scottish Councils absence is expressed as a number of work days lost per full time equivalent (FTE) employee. The absence performance for the equivalent quarters in the previous year has also been included in the tables for comparison purposes.

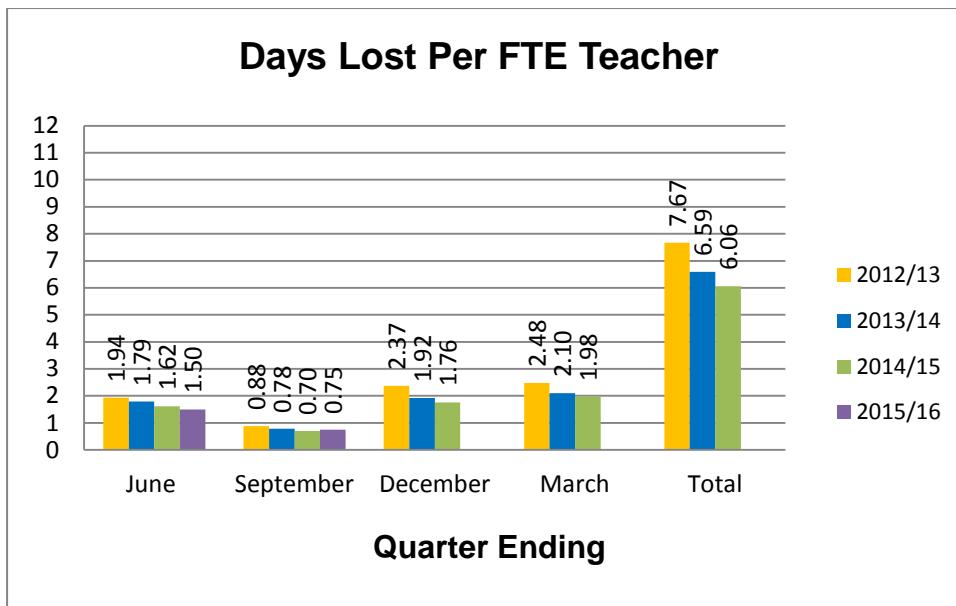
Service/Area	Quarter Ending 21 September 2014	Quarter Ending 21 September 2015	Quarter Ending 21 September 2015 Target
Chief Executive's Services	0.74	1.70	0.80
Education and Leisure Services	2.48	1.04	1.56
Community Resources	2.29	2.26	2.15
Finance and Resources	1.86	2.25	1.34
Development and Housing Services	1.86	1.26	1.69
Social Work Services	3.27	3.48	2.36
Council Overall	1.85	1.96	1.79

5. Analysis and Trends - Quarter Ending 21 September 2015

5.1 The overall number of days lost due to absence for this quarter is 1.96 days per FTE employee. This is a decrease of 0.22 day per FTE employee on the previous quarter. There has been a 0.11 day per FTE employee increase in the overall absence level in comparison to the equivalent quarter last year.

5.2 The following tables detail the absence levels for the Council overall and by employee group for 2015/2016 and for the equivalent quarters in 2012/2013, 2013/2014 and 2014/2015:-





6. Absence Targets 2015/2016

6.1 The absence performance of services, the Council overall and employee groups against the set absence targets for 2015/2016 is shown at **Appendix A**. The Council has recorded an overall absence rate of 1.96 days lost per FTE employee for the quarter which is 0.17 days per FTE employee **above** the target figure of 1.79 days.

6.2 Please see **Appendix B** for trends in Council overall and employee group absence performance in recent years, in comparison to other Scottish Councils. The ranking information for 2014/2015 will not be available until later this year.

7. Reasons for Absence

7.1 The category with the highest level of absence in quarter ending 21 September 2015 is 'Psychological' - 26.98% (non work related - 23.70%, work related - 3.28%), with the second highest being 'Musculoskeletal and Joint Disorders' - 24.32%. This compares with quarter ending 22 June 2015 when the category with the highest level of absence was highest level of absence in quarter ending 22 June 2015 was 'Psychological' - 28.05% (non work related - 24.88%, work related - 3.17%), with the second highest being 'Musculoskeletal and Joint Disorders' - 25.75%.

8. Supporting Attendance Activity

8.1 Recent and planned actions to improve absence performance include the following:-

- Proactively contacting managers who have absence cases of 2 to 4 weeks in duration, to monitor action taken to date and proposed next steps. This is to ensure that managers intervene early in absence cases and keep in regular contact with absent employees. In turn, discussion is facilitated around the

employee's progress, any support that may be required and allows flexible return to work options to be explored.

- The introduction of an electronic referral management system in February 2015 operated by the new Occupational Health Service provider, People Asset Management (PAM). This system simplifies the referral process, facilitates early intervention in cases and increases the speed with which medical guidance is received. It also enables Occupational Health Service appointment details to be sent directly to an employee's mobile telephone number, where made available.
- Continued delivery of supporting attendance training at a corporate level for managers, with the provision of tailored training for managers and employees at a service level on request.
- Seasonal flu vaccination programme.
- Ongoing health promotion activities including smoking cessation, mental health awareness, events aimed at raising employee awareness of health issues and providing opportunities to try different sport/exercise activities. A number of taster activities have been offered to employees including free swims, blood pressure and mini fitness checks.
- Ongoing work to improve the absence information available to managers, and to streamline supporting attendance related processes to facilitate prompt absence reporting, recording and updating of relevant systems.

9. Costs of Sick Pay

9.1 The costs associated with sick pay are provided to the Audit, Scrutiny and Petitions Board. The table to follow outlines the costs of sick pay by employee group and overall for 2014/2015 and 2015/2016:-

Details of Occupational Sick Pay and Statutory Sick Pay Costs Per Employee Group and Overall for 2014/2015 and 2015/2016

Quarter/Year	Teachers (includes Supply Teachers)	All Other Employees	Overall
Quarter 1 of 2014/2015	£490,739	£1,085,444	£1,576,183
Quarter 2 of 2014/2015	£231,365	£1,108,770	£1,340,135
Quarter 3 of 2014/2015	£396,512	£999,266	£1,395,778
Quarter 4 of 2013/2014	£552,457	£944,041	£1,496,498
2014/2015 Overall	£1,671,073	£4,137,521	£5,808,594
Quarter 1 of 2015/2016	£393,394	£935,284	£1,328,678
Quarter 2 of 2015/2016	£125,710	£1,286,198	£1,411,908
2015/2016 Year to Date	£519,104	£2,221,482	£2,740,586

Implications of this Report

- 1 **Financial Implications** - Improvement in attendance impacts on the financial costs of absence.
- 2 **HR and Organisational Development Implications** - HR and Organisational Development Practitioners will continue to work with service managers and consult with the Trade Unions, on the implementation of the Supporting Attendance at Work Policy and Guidance and initiatives detailed in this report.
- 3 **Community Planning**

Children and Young People - none.

Jobs and the Economy - none.

Community care, health and wellbeing - provides for continuous improvement in health and attendance.

Safer and Stronger - provides for improved service performance across the Council.

Greener - none.

Empowering our Communities - none.

- 4 **Legal Implications** - none.
- 5 **Property/Asset Implications** - none.
- 6 **Information Technology Implications** - none.
- 7 **Equality and Human Rights Implications** - none.
- 8 **Health and Safety Implications** - it is integral to the Council's aim of securing the health and well being of employees.
- 9 **Procurement Implications** - none.
- 10 **Risk Implications** - Without continued effective supporting attendance focus, there is a risk that sickness absence levels will adversely impact on the Council both financially and in terms of service delivery. Consequently supporting attendance activities are monitored via the Corporate Risk Register.
- 11 **Privacy Impact Implications** - none.

List of Background Papers - none.

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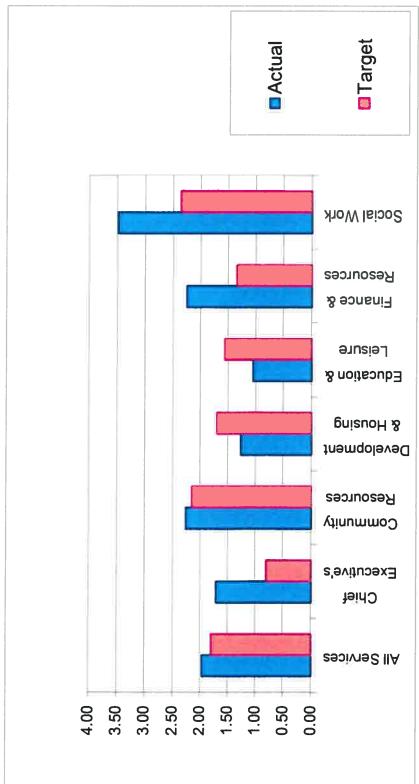
INDEX OF APPENDICES

APPENDIX A	Graphs detailing trends in service, Council overall and employee group absence levels against targets for quarter ending 21 September 2015.
APPENDIX B	Graphs detailing trends in Council overall and employee group absence performance as well as sick pay costs, for the years 2010/2011 to 2015/2016 year to date.

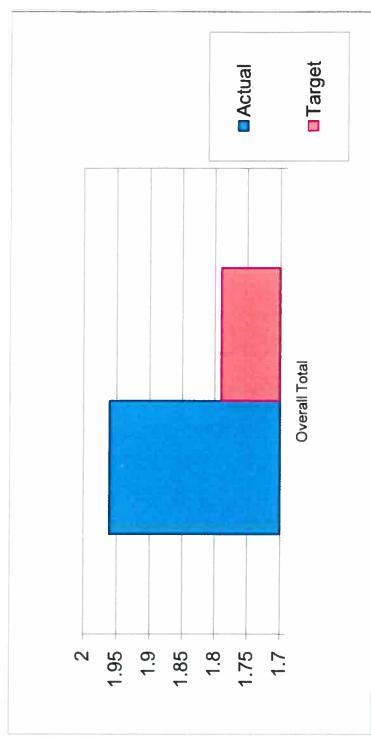
PERFORMANCE V TARGETS 2015/2016

Appendix A

Quarter 2 June 2015 - September 2015

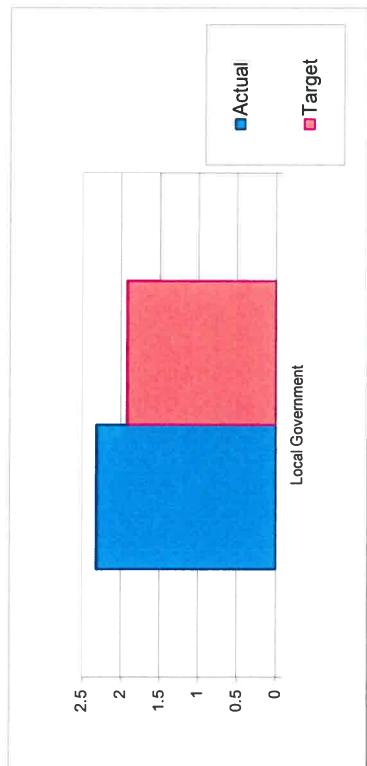


Quarter 2 June 2015 - September 2015

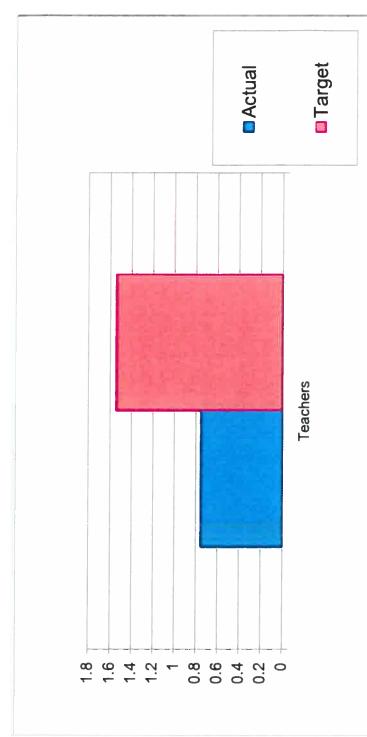
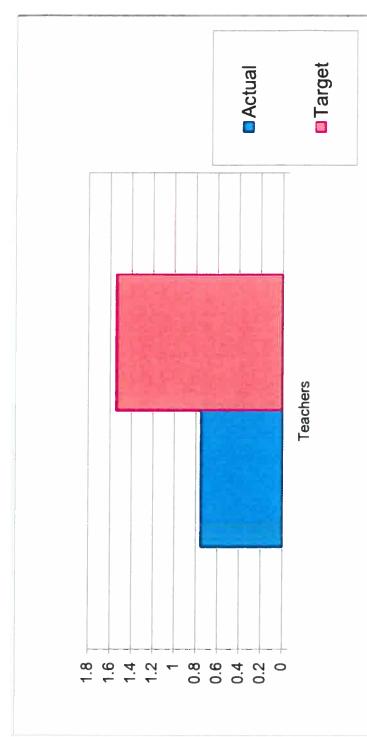


	Actual	Target	Difference
All Services	1.96	1.79	0.17
Chief Executive's	1.70	0.80	0.90
Community Resources	2.26	2.15	0.11
Development & Housing	1.26	1.69	-0.43
Education & Leisure	1.04	1.56	-0.52
Finance & Resources	2.25	1.34	0.91
Social Work	3.48	2.36	1.12

Quarter 2 June 2015 - September 2015

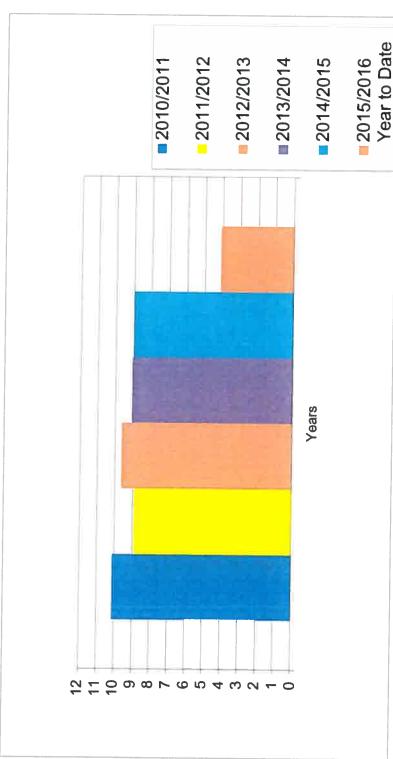


Quarter 2 June 2015 - September 2015

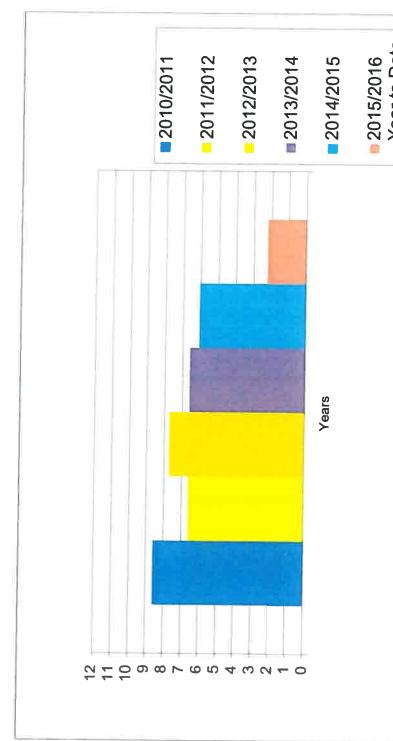


ABSENCE (DAYS LOST PER FTE EMPLOYEE) V OTHER SCOTTISH COUNCILS AND SICK PAY COSTS 2010/2011 TO 2015/2016

Council Overall

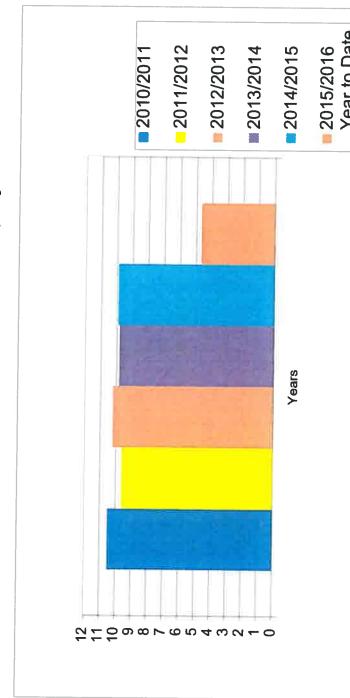


Teachers



Year	Actual	Ranking	Costs (£)
2010/2011	10.12	23rd	6,882,454
2011/2012	8.90	11th	6,146,251
2012/2013	9.63	13th	6,058,539
2013/2014	9.08	12th	5,934,901
2014/2015	9.00	Not known yet.	5,808,594
2015/2016 Year to Date	4.14	Not known yet.	2,740,586

Local Government Employees



Year	Actual	Ranking	Costs (£)
2010/2011	10.50	15th	4,929,071
2011/2012	9.60	7th	4,462,908
2012/2013	10.20	8th	4,083,003
2013/2014	9.82	10th	4,176,906
2014/2015	9.91	Not known yet.	4,137,521
2015/2016 Year to Date	4.69	Not known yet.	2,221,482