

## Scotland Excel Executive Sub Committee

To: Executive Sub-Committee

On: 15 May 2015

### Report by Director

### Employee Absence Management Report

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

In response to the Renfrewshire Council Internal Audit team recommendation, the Joint Committee has requested that a report on organisational sickness absence be submitted on a quarterly basis highlighting the absence rate in the organisation. The absence rate is also a key performance indicator within the business plan section on organisational development and as such is monitored closely.

#### 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 and full-time equivalent (FTE)

The report tabled today includes the latest absence details for period January to March 2015. It can be seen from the graph in Appendix 1 that after a significant high in April 2014 of 4.4% from May 2014 to March 2015 there has been a consistently low level of absence around 1%. The reduction in absences reflects the organisational practice in supporting employees and making early referrals to occupational health support.

The reduction over the last quarter brings the absence rates for:

- previous 1 month to 1.4% (18.5 days/ 0.84 FTE)
- previous 6 months to 1.1% (79.5 days/ 0.61 FTE)
- previous 12 month period to 1.2% (160 days/ 0.62 FTE)

Scotland Excel will continue its positive practices, including working with Occupational Health and other support services, to support attendance and in particular to support the members of staff who have significant health issues and will work with commitment to maintain the absence rate to below the 4% target.

#### **4. Recommendation**

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

# Absence Report

## Organisation Level

Month Ending: 31 March 2015



Current Month				Last 6 Months				Last 12 Months				
Self Certified Sick	Doctor Certified Sick	Total Sick Leave	Sickness Absence Rate	Self Certified Sick	Doctor Certified Sick	Total Sick Leave	Sickness Absence Rate	Self Certified Sick	Doctor Certified Sick	Total Sick Leave	Sickness Absence Rate	Special Leave
16.5	2	18.5	1.4%	0	74.5	5	1.1%	104	56	160	1.2%	31.5
No of Employees (Permanent and Temporary): 21 No of Leavers included: 2				Average no of Sickness Absence Days per Employee: 2.3								

