

## **Scotland Excel**

**To: Joint Committee**

**On: 21 June 2019**

**Report  
by  
Director Scotland Excel**

### **Special Leave and Hospitality**

#### **1. Introduction**

As part of the governance process, members of the Joint Committee are advised on an annual basis of staff absence rates, special leave given to staff and hospitality granted by the organisation. The information for the 2018/19 financial year is detailed below.

#### **2. Scotland Excel Staff Absence**

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.

During 2018/19, the average sickness absence rate per full time equivalent member of staff has been 1.9 days. In total, 188.5 days sickness leave days were reported across all staff during 2018/19 representing a Sickness Absence Rate of 1.1%. The organisation will continue to monitor this and ensure that, where required, staff are given appropriate support to maintain their attendance.

#### **3. Special Leave**

Under item 6.2(w) of the Scheme of Delegation, the Director has the authority to permit any member of staff to absent themselves occasionally and temporarily during business hours to attend to duties or services of a civic honour, charitable, academic or social nature provided that these do not interfere with the efficient discharge of the functions of Scotland Excel and to grant special leave, in accordance with the lead authority's special leave policy.

Scotland Excel follows the HR policies and procedures of the lead authority, Renfrewshire Council. When approving requests for special leave, consideration is always given to the operational requirements of Scotland Excel together with requests that may have been previously granted and outstanding annual leave. Categories of special leave include some medical appointments, illness of family dependants, bereavements, civic duties and exam / study leave. A total of 49.5 days are recorded, 45.5 days paid leave and 4 days unpaid leave, against the undernoted categories.

<b>Reason</b>	<b>Paid or Unpaid</b>	<b>Days</b>
Support family dependants	Paid	11
Support family dependants	Unpaid	1
Bereavement	Paid	14
Exam / Study leave	Paid	13.5
Jury Duty	Unpaid	3
Hospital	Paid	6
Election Duties	Paid	1

#### **4. Hospitality**

Under Item 6.2(e) of the Scheme of Delegation, the Director has the authority to approve the provision of reasonable hospitality to a maximum of £1,000 in relation to one occasion where this is thought to be in the interests of Scotland Excel.

In the last financial year there was no spend.

#### **5. Recommendation**

The Joint Committee is requested to note the contents of report.