

Scotland Excel

To: Executive Sub- Committee

On: 9 December 2016

**Report
by
Director Scotland Excel**

Employee Absence Management Report

1. Introduction and purpose of the report

This report is submitted in response to the Renfrewshire Council Internal Audit team recommendation, 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 includes the latest absence details for period August to October 2016. The rate of absence across the organisation has shown a slight increase across the quarter from August when the rate was reached 2.2% to October when it reached 3.0%.

The absences in the period of this report are almost all long term doctor certified absences with only 12 days in total over the 3 months self certified days. Due to the nature of the absences support through the Occupational Health service has been given as appropriate to the members of staff.

The figures over the last quarter bring the absence rates for:

- previous month to 3.0% (40 days / 2.0 FTE)
- previous 6 months to 3.1% (240.5 days / 2.18 FTE)
- previous 12 month period to 2.5% (385.5 days / 1.75 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 below the 4% target.

4. Recommendation

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

Absence Report

Organisation Level

Month Ending: 31 October 2016

Current Month				Last 6 Months				Last 12 Months					
Self Certified Sick	9	31	40	26.5	214	240.5	3.11%	5	90.5	295	385.5	2.5%	13.5
Doctor Certified Sick													
Total Sick Leave													
Sickness Absence Rate			3.0%										
Special Leave			0										
No of Employees (Permanent and Temporary): 76 Average no of Sickness Absence Days per Employee: 5.1 No of Leavers included: 5													

