

Scotland Excel Executive Sub Committee

To: Executive Sub- Committee

On: 28 August 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 includes the latest absence details for period May to July 2015. Despite a reduction in self certificated sickness the absence figure has shown a slight increase over the last two months at 1.7 and 1.9% which has been due in the main to one employee on period of doctor certified absence. The figure in the current period is still below the target rate of 4% and the last 12 months now shows an absence rate of 1.1%

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

- previous 1 month to 1.9% (21.0 days/ 0.95 FTE)
- previous 6 months to 1.5% (103.5 days/ 0.42 FTE)
- previous 12 month period to 1.1% (153.5 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 report.

Absence Report

Organisation Level

Month Ending: 31 July 2015



Current Month					Last 6 Months					Last 12 Months				
Self Certified Sick	Doctor Certified Sick	Total Sick Leave	Sickness Absence Rate	Special Leave	Self Certified Sick	Doctor Certified Sick	Total Sick Leave	Sickness Absence Rate	Special Leave	Self Certified Sick	Doctor Certified Sick	Total Sick Leave	Sickness Absence Rate	Special Leave
9.5	12	21.5	1.9%	4	68.5	35	103.5	1.5%	15	115.5	38	153.5	1.1%	31
Total:														