Scotland Excel

To: **Executive Sub Committee**

On: **08 December 2017**

**Report
by
Director Scotland Excel**

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 to October 2017. The rate of absence across the organisation has been maintained below the 4% target with the rolling 6 and 12 month average absence rates now below 2%.

The absence rates for the reporting periods are:

- previous 1 month to 1.6% (24 days / 0.56 FTE)
- previous 6 months to 1.7% (143 days / 1.93 FTE)
- previous 12 month period to 1.9% (297 days / 1.32 FTE)

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

4. Recommendation

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

SCOTLAND EXCEL
Procurement for Local Authorities

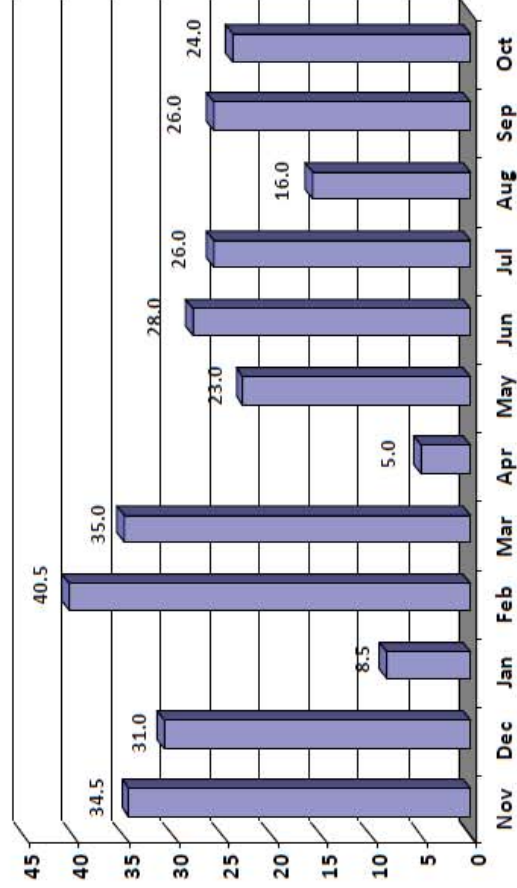# Absence Report
Organisation Level

Month Ending: 31 October 2017

Current Month

Self Certified Sick	Doctor Certified Sick	Total Sick Leave	Sickness Absence Rate	Sickness Absence Instances
14	10	24	1.6%	7

Total:

Last 6 Months

Self Certified Sick	Doctor Certified Sick	Total Sick Leave	Sickness Absence Rate	Sickness Absence Instances
42	101	143	1.7%	28

Last 12 Months

Self Certified Sick	Doctor Certified Sick	Total Sick Leave	Sickness Absence Rate	Sickness Absence Instances
136	161.5	297.5	1.9%	63

No of Employees (Permanent and Temporary): 84

No of Leavers included: 8

Average no of Sickness Absence Days per Employee: 3.5

Monthly YTD Absence Rate

Total Sickness Absence Days by Month for Last 12 Months