

Scotland Excel

To: Executive Sub-Committee

On: 29th May 2020

**Report by:
Chief Executive of Scotland Excel**

Employee Absence Management Report

1. Introduction and purpose of the report

In response to the Renfrewshire Council Internal Audit team recommendation, this report on organisational sickness absence is submitted on a quarterly basis highlighting the absence rate in the organisation.

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

The report includes the latest absence details for period to 31 March 2020. 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 at or below 2.5%.

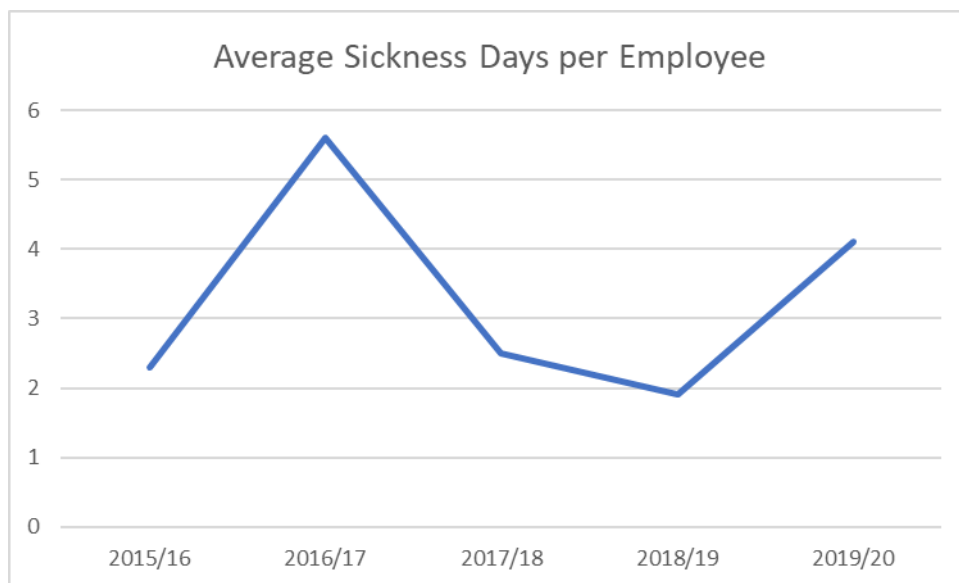
The absence rates for the reporting periods are:

- previous 1 month to 2.8% (49 days)
- previous 6 months to 2.5% (245.5 days)
- previous 12-month period to 2.1% (397.5 days)

Scotland Excel will continue its positive practices, including working with Occupational Health and other support services, to maintain attendance to support the members of staff who have significant health issues.

Scotland Excel has been successful in reducing the average number of sickness days per employee over recent years. However, 2019/20 shows an increase in days lost to sickness absence which is primarily due to a number of long-term absences due to mental ill health. In most cases employees are now back at work and being supported by the organisation. One employee remains absent but again is being supported and a full return to work is expected shortly.

The graph below shows sickness absence rates within Scotland Excel over the past 5 years.



4. Recommendation

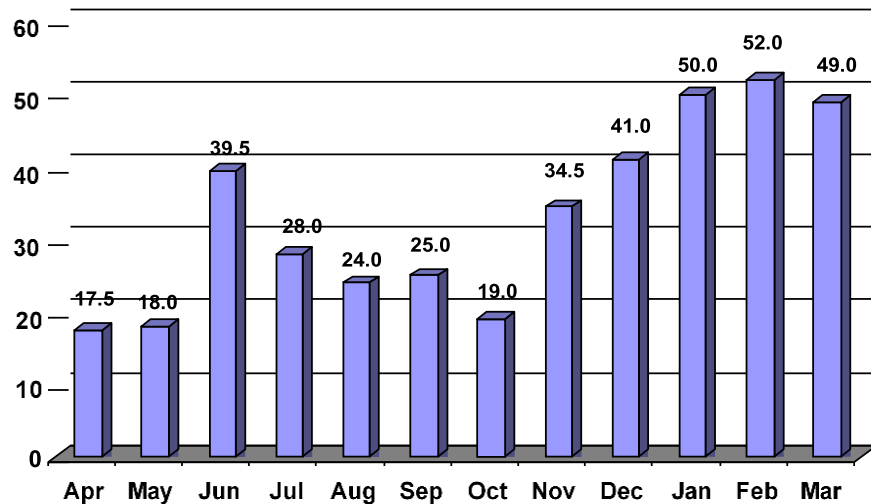
The Executive Sub Committee is requested to note the content of this report.

Absence Report Organisation Level

Month Ending: 31 March 2020

Current Month					Last 6 Months					Last 12 Months						
	Self Certified Sick	Doctor Certified Sick	Total Sick Leave	Sickness Absence Rate	Sickness Absence Instances	Self Certified Sick	Doctor Certified Sick	Total Sick Leave	Sickness Absence Rate	Sickness Absence Instances	Self Certified Sick	Doctor Certified Sick	Total Sick Leave	Sickness Absence Rate	Sickness Absence Instances	
Total	4	45	49	2.8%	2	109.5	136	245.5	2.5%	47	181.5	216	397.5	2.1%	87	
No of Employees (Permanent and Temporary):					97					Average no of Sickness Absence Days per					4.1	
No of Leavers included:					12											

Total Sickness Absence Days by Month for Last



Monthly YTD Absence

