

To: Joint Consultative Board: Non Teaching

On: 26 October 2016

Report by: Head of HR and Organisational Development

Heading: Absence Statistics

1. Summary

- 1.1 The purpose of this report is to advise the Joint Consultative Board: Non Teaching of the Quarterly Absence Returns for the period 1 January 2016 to 19 June 2016. The report breaks down the absence statistics by service and by category of staff. Attached to this report are appendices A-B described in the index of appendices at the end of this report
 - 1.2 The report provides information in relation to absence targets and how services have performed against them. An analysis of the reasons for absence for the latest quarter has also been compiled and details are included within the report. Information is also provided on managing absence activity and the costs of sick pay.
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2. Recommendation

- 2.1 It is recommended that the Board notes the content of the report.
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3. Background

- 3.1 At its meeting on 28 October 2009 the Joint Consultative Board: Non Teaching agreed that arrangements be made for the quarterly absence levels and information relating to absence statistics and reasons for absence, by service and category of staff, which are reported to the Scrutiny and Petitions Board (now Audit, Scrutiny and Petitions Board), be submitted to meetings of the Joint Consultative Board: Non Teaching.

4. Absence Statistics - Quarters Ending 23 March 2016 and 19 June 2016

- 4.1 Please find service and Council overall absence performance for quarter ending 23 March 2016 given in the table to follow. In line with the reporting requirements for Scottish Councils, absence is expressed as a number of work days lost per full time equivalent (FTE) employee. The absence performance for quarter ending 23 March 2015 has also been included in the table for comparison purposes.

Service/Area	Quarter Ending 23 March 2015	Quarter Ending 23 March 2016	Quarter Ending 23 March 2016 Target
Chief Executive's Services	1.14	0.77	1.20
Education and Leisure Services	2.12	-	-
Children's Services	-	2.50	2.35
Community Resources	2.75	2.79	3.22
Finance and Resources	1.88	2.73	2.00
Development and Housing Services	1.66	1.93	2.53
Health and Social Care Partnership	-	3.68	3.54
Social Work Services	3.09	-	-

Council Overall	2.33	2.70	2.69
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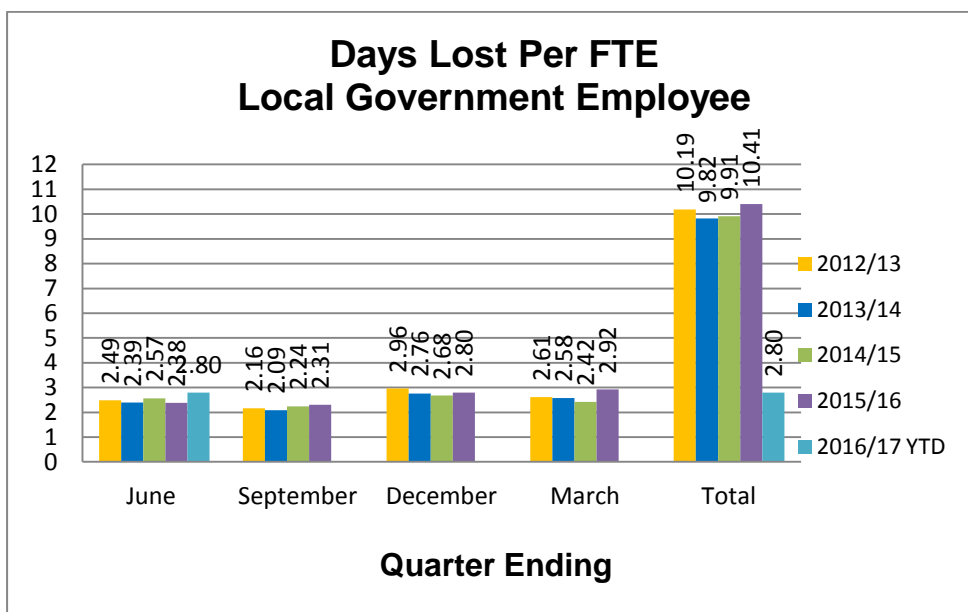
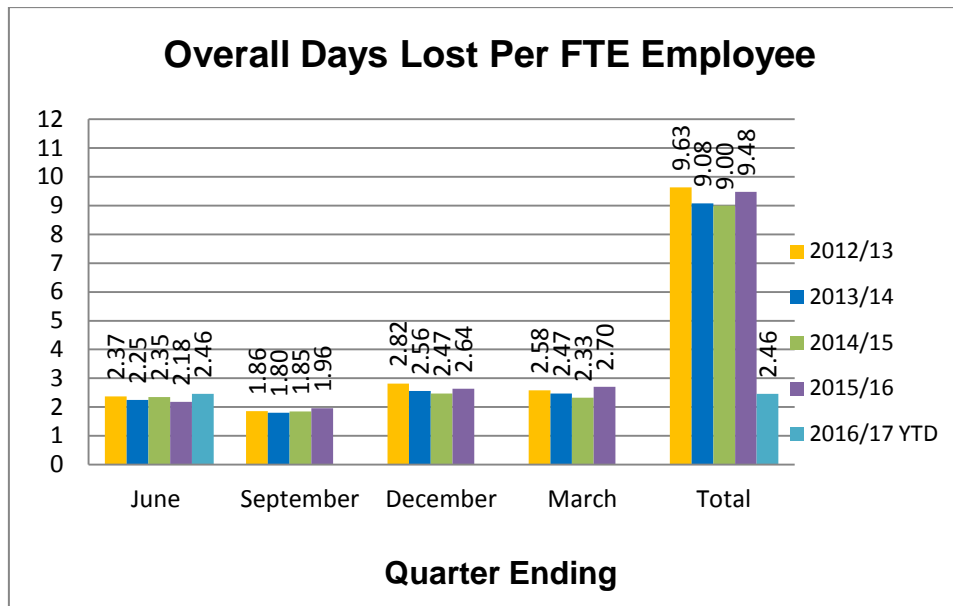
- 4.2 Please find service and Council overall absence performance for quarter ending 19 June 2016 given in the table to follow. In line with the reporting requirements for Scottish Councils, absence is expressed as a number of work days lost per full time equivalent (FTE) employee. The absence performance for quarter ending 22 June 2015 has also been included in the table for comparison purposes.

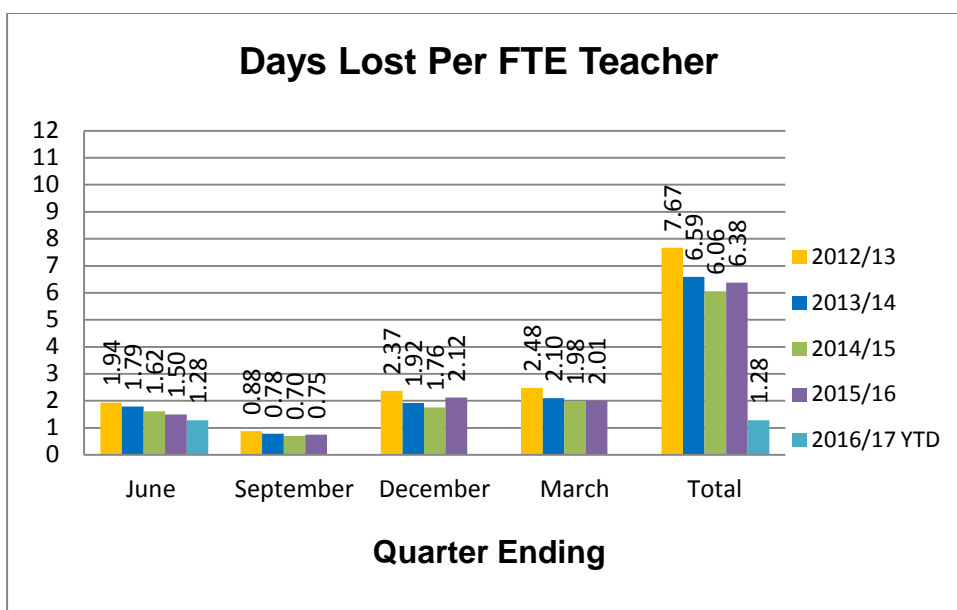
Service/Area	Quarter Ending 22 June 2015	Quarter Ending 19 June 2016	Quarter Ending 19 June 2016 Target
Chief Executive's Services	2.10	1.17	0.80
Education and Leisure Services	1.79	-	-
Children's Services	-	1.85	1.56
Community Resources	2.62	2.96	2.15
Finance and Resources	1.85	2.02	1.34
Development and Housing Services	1.52	1.79	1.69
Health and Social Care Partnership	-	4.29	2.36
Social Work Services	3.15	-	-
Council Overall	2.18	2.46	1.79

5. Analysis and Trends - Quarters Ending 23 March 2016 and 19 June 2016

- 5.1 The number of days lost per FTE employee due to absence has reduced from 2.70 to 2.46 between quarters ending 23 March 2016 and 19 June 2016 respectively. Also, overall absence in quarter endings quarters ending 23 March 2016 and 19 June 2016 has increased by 0.37 days and 0.28 days respectively per FTE employee compared to the equivalent quarters in the previous year.

- 5.2 The following tables detail the percentage absence levels by employee category for 2016/17 year to date as at quarter ending 19 June 2016, and for the equivalent quarters in 2012/2013 to 2015/2016:-





6. Absence Targets 2015/2016 to 2016/2017 and Ranking Information

- 6.1 The absence performance of services, the Council overall and employee groups against the set absence targets for quarter ending 19 June 2016 is shown at **Appendix A**.
- 6.2 The Council has recorded an overall absence rate of 2.46 days lost per FTE employee for the quarter which is 0.67 days **above** the target figure of 1.79 days. In addition the Teacher absence level of 1.28 days lost per FTE employee is also 0.26 days **below** the quarterly target of 1.54 days. The absence performance of Local Government employees at 2.80 days lost per FTE employee is 0.88 days **above** the quarterly target of 1.92 days.
- 6.3 The Council has recorded an overall absence rate of 9.48 days lost per FTE employee for 2015/2016 which is 0.51 days **above** the annual target figure of 8.97 days. This represents a 0.48 days per FTE employee increase in absence when compared to 2014/2015.
- 6.4 In addition the absence performance of Teachers increased by 0.32 days per FTE employee in 2015/2016 compared to 2014/2015 and was 1.30 days **below** the annual target of 7.68 days. The absence performance of Local Government Employees was 0.81 days per FTE employee **above** the 9.60 day annual target, and experienced a 0.5 days per FTE employee increase in the absence levels reported for 2014/2015.
- 6.5 Please see **Appendix B** for trends in Council overall and employee group absence performance in recent years, in comparison to other Scottish Councils.

7. Reasons for Absence

- 7.1 The category with the highest level of absence in quarter ending June is 'Psychological' – 26.47% (non work related – 23.58%, work related – 2.89%), with the second highest being 'Musculoskeletal and Joint Disorders' – 26.29%. This compares with quarter ending 23 March 2016 when the category with the highest level of absence was 'Psychological' - 23.90% (non work related - 20.77%, work related - 3.13%), with the second highest being 'Musculoskeletal and Joint Disorders' - 20.21%.

8. Supporting Attendance Activity

- 8.1 Recent and planned actions to improve absence performance include the following:-
- Proactively contacting managers who have absence cases of 2 to 4 weeks in duration, to monitor action taken to date and proposed next steps. This is to ensure that managers intervene early in absence cases and keep in regular contact with absent employees. In turn, discussion is facilitated around the employee's progress, any support that may be required and allows flexible return to work options to be explored.
 - Ongoing promotion of the Occupational Health Service Early Intervention Helpline for managers. The aim is to ensure managers receive prompt medical guidance and employees can be quickly referred to support services, where appropriate.
 - Continued delivery of supporting attendance training at a corporate level for managers, with the provision of tailored training for managers and employees at a service level on request.
 - Ongoing health promotion activities including smoking cessation, mental health awareness and events aimed at raising employee awareness of health issues.
 - Ongoing work to improve the absence information available to managers, and to streamline supporting attendance related processes to facilitate prompt absence reporting, recording and updating of relevant systems.

9. Costs of Sick Pay

- 9.1 The costs associated with sick pay are provided to the Audit, Scrutiny and Petitions Board. The table to follow outlines the costs of sick pay by employee group and overall for 2014/2015 to 2016/2017:-

**Details of Occupational Sick Pay and Statutory Sick Pay Costs Per Employee
Group and Overall for 2014/2015 to 2016/2017**

Quarter/Year	Teachers (includes Supply Teachers)	All Other Employees	Overall
Quarter 1 of 2014/2015	£490,739	£1,085,444	£1,576,183
Quarter 2 of 2014/2015	£231,365	£1,108,770	£1,340,135
Quarter 3 of 2014/2015	£396,512	£999,266	£1,395,778
Quarter 4 of 2013/2014	£552,457	£944,041	£1,496,498
2014/2015 Overall	£1,671,073	£4,137,521	£5,808,594
Quarter 1 of 2015/2016	£393,394	£935,284	£1,328,678
Quarter 2 of 2015/2016	£125,710	£1,286,198	£1,411,908
Quarter 3 of 2015/2016	£546,844	£1,089,060	£1,635,904
Quarter 4 of 2015/2016	£468,848	£1,188,264	£1,657,112
2015/2016 Overall	£1,534,796	£4,498,806	£6,033,602
Quarter 1 of 2016/2017	£352,501	£1,196,057	£1,548,558
2016/2017 Year To Date	£352,501	£1,196,057	£1,548,558

Implications of this Report

- 1 **Financial Implications** - Improvement in attendance impacts on the financial costs of absence.
- 2 **HR and Organisational Development Implications** - HR and Organisational Development Practitioners will continue to work with service managers and consult with the Trade Unions, on the implementation of the Supporting Attendance at Work Policy and Guidance and initiatives detailed in this report.
- 3 **Community Planning**

Children and Young People - none.

Jobs and the Economy - none.

Community care, health and wellbeing - provides for continuous improvement in health and attendance.

Safer and Stronger - provides for improved service performance across the Council.

Greener - none.

Empowering our Communities - none.

4 **Legal Implications** - none.

5 **Property/Asset Implications** - none.

6 **Information Technology Implications** - none.

7 **Equality and Human Rights Implications** - none.

8 **Health and Safety Implications** - it is integral to the Council's aim of securing the health and well being of employees.

9 **Procurement Implications** - none.

10 **Risk Implications** - Without continued effective supporting attendance focus, there is a risk that sickness absence levels will adversely impact on the Council both financially and in terms of service delivery. Consequently supporting attendance activities are monitored via the Corporate Risk Register.

11 **Privacy Impact Implications** - none.

List of Background Papers - none.

The contact officer within the service is Morna Armstrong, Principal HR and OD Adviser, telephone 0141 618 7329, e-mail morna.armstrong@renfrewshire.gov.uk

Author: Morna Armstrong, Principal HR and OD Adviser,
Finance and Corporate Services,
telephone 0141 618 7329,
e-mail morna.armstrong@renfrewshire.gov.uk

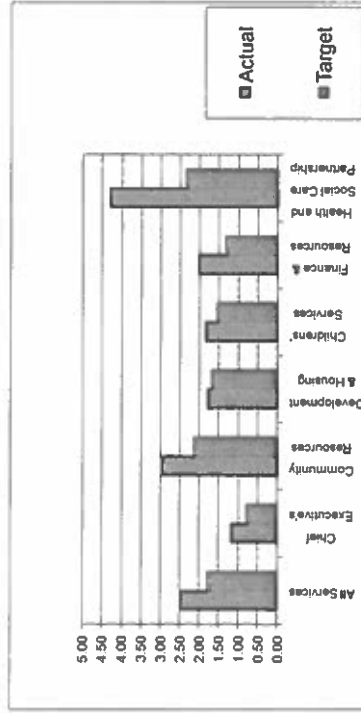
Index of Appendices

Appendix A	Graphs detailing trends in service, Council overall and employee group absence levels against targets for quarter ending 19 June 2016.
Appendix B	Graphs detailing trends in Council overall and employee group absence performance as well as sick pay costs, for the years 2010/2011 to 2016/2017 year to date.

PERFORMANCE V TARGETS 2016/2017

Quarter 1

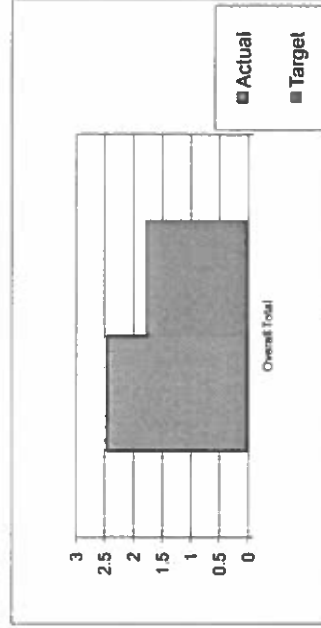
MARCH 2016 - JUNE 2016



	Actual	Target	Difference
All Services	2.46	1.79	0.67
Chief Executive's	1.17	0.80	0.37
Community Resources	2.96	2.15	0.81
Development & Housing	1.79	1.69	0.10
Children's Services	1.85	1.56	0.29
Finance & Resources	2.02	1.34	0.68
Health and Social Care	4.29	2.36	1.93
Partnership	4.29	2.36	1.93

Quarter 1

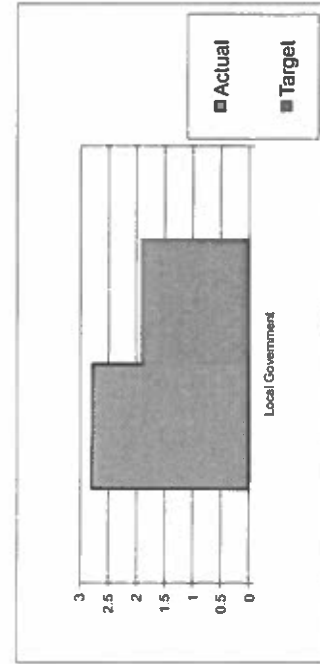
MARCH 2016 - JUNE 2016



	Actual	Target	Difference
Overall Total	2.46	1.79	0.67

Quarter 1

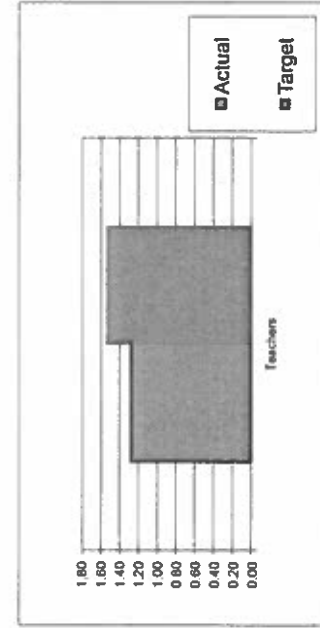
MARCH 2016 - JUNE 2016



	Actual	Target	Difference
Local Government	2.80	1.92	0.88

Quarter 1

MARCH 2016 - JUNE 2016

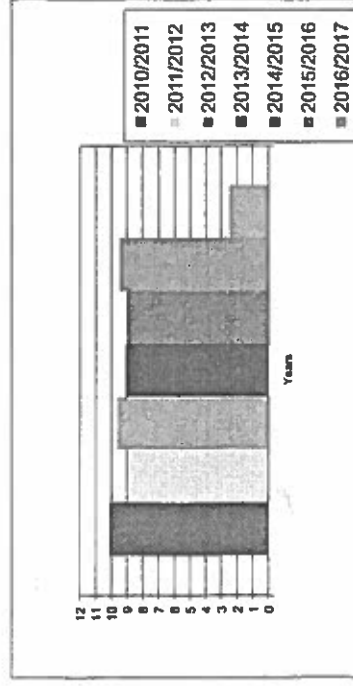


	Actual	Target	Difference
Teachers	1.28	1.54	-0.26

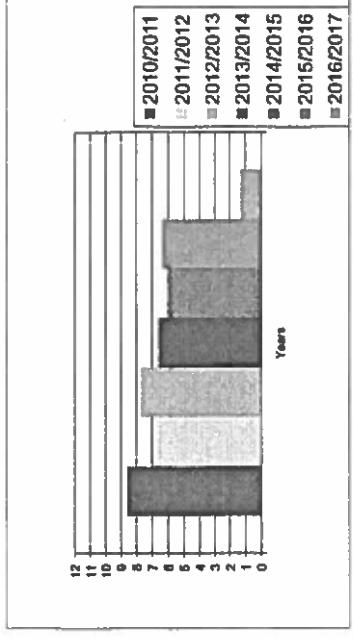
ABSENCE (DAYS LOST PER FTE EMPLOYEE) V OTHER SCOTTISH COUNCILS AND SICK PAY COSTS 2010/2011 TO 2016/2017

APPENDIX B

Council Overall



Teachers



Local Government Employees

