Renfrewshire Council

To: **Joint Consultative Board (Non-Teaching)**

On: **14 November 2018**

Report by: **Director of Finance and Resources**

Heading: **Absence Statistics – 2018/19 Quarter 2**

1. Summary

1.1 The purpose of this report is to advise the Joint Consultative Board (Non-Teaching) of the absence statistics for the period 1July 2018 to 30 September 2018. The report details the absence statistics by service and by category of staff.

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 has also been compiled and details are included within the report. Information is also provided on supporting attendance activity and the costs of sick pay.

2. Recommendations

2.1 It is recommended that the Board notes the content of this report and that this report reflects the absence statistics for the period 1July 2018 to 30 September 2018.

3. Background

3.1 The Scrutiny Board agreed that absence levels will be reported on a quarterly basis. It was agreed that the report will include the following information relating to supporting attendance: -

- Absence statistics broken down by service and category of staff.
- Reasons for absence broken down by service and category of staff.
- Progress made by services in relation to their supporting attendance action plans.

4. Absence Statistics - Quarter Ending 30th September 2018

4.1 Service and Council overall absence performance for the quarters are detailed in the table below. In line with the reporting requirements for Scottish Councils, absence is expressed as several work days lost per full time equivalent (FTE) employee.

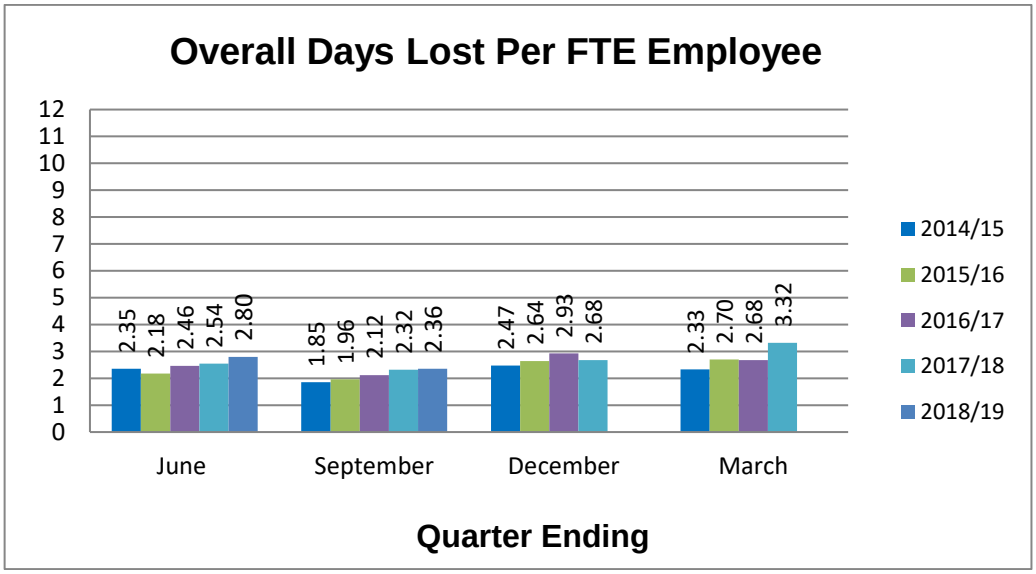
Service/Area	Quarter Ending September 2016	Quarter Ending December 2016	Quarter Ending March 2017	Quarter Ending June 2017	Quarter Ending September 2017	Quarter Ending December 2017	Quarter Ending March 2018	Quarter Ending June 2018	Quarter Ending September 2018
Chief Executive's Services	1.82	1.72	3.41	1.78	2.90	2.16	2.78	1.57	0.80
Children's Services	1.16	2.29	2.17	2.07	1.35	2.35	2.71	2.13	1.29
Environment & Infrastructure	2.49	3.75	3.34	3.67	3.28	4.33	4.49	3.75	3.18
Finance and Resources	2.29	2.59	2.37	2.29	2.16	2.20	2.59	2.56	2.62
Communities, Housing and Planning	2.78	1.75	2.18	1.73	2.40	2.63	1.88	2.04	2.72
Health and Social Care Partnership	3.95	5.03	3.65	2.36	3.88	5.13	4.34	4.02	4.64
Council Overall	**2.12**	**2.93**	**2.68**	**2.54**	**2.32**	**3.32**	**3.23**	**2.80**	**2.36**
Council Overall targets	**1.79**	**2.69**	**2.69**	**1.79**	**1.79**	**2.69**	**2.69**	**1.79**	**1.79**

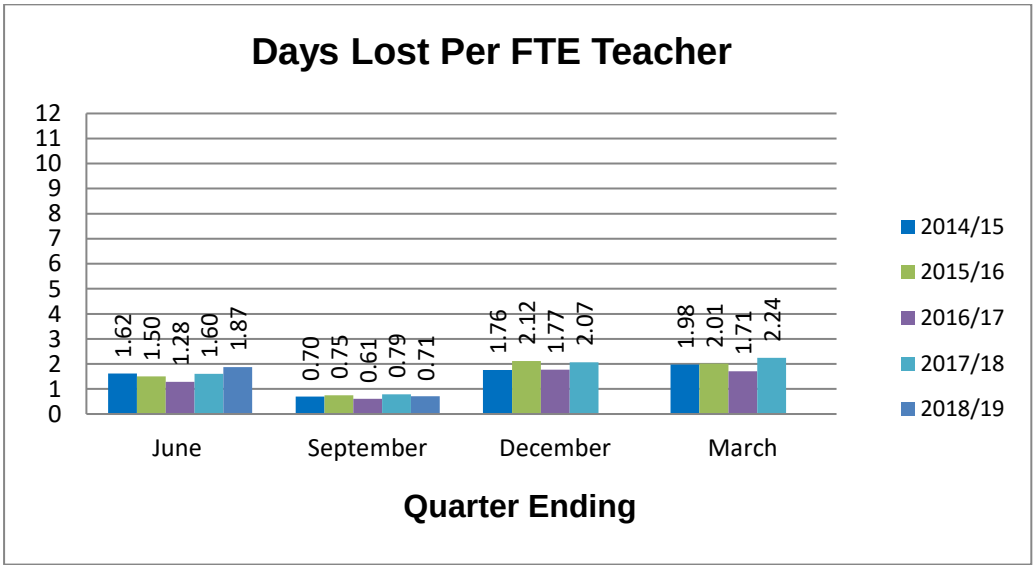
5. Analysis and Trends - Quarters Ending 30th September 2016 to 30th September 2018

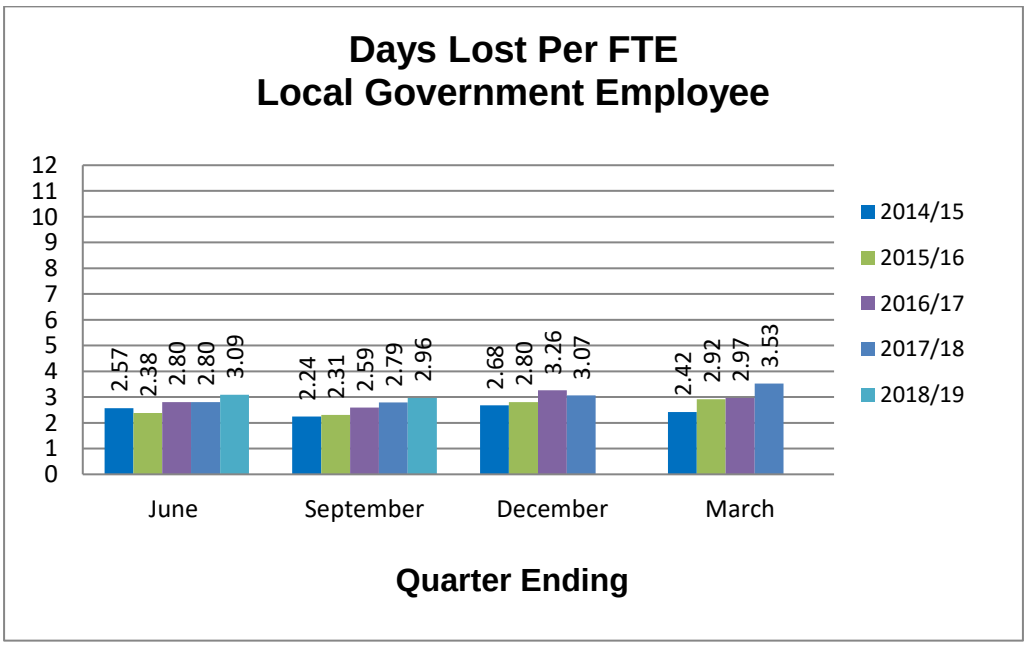
5.1 The number of days lost per FTE employee due to absence is as follows: -

Quarter ended	Days lost per FTE	Quarter ended	Days lost per FTE	Variance
September 2016	2.12	September 2017	2.32	+0.20
December 2016	2.93	December 2017	3.32	+0.39
March 2017	2.68	March 2018	3.23	+0.55
June 2017	2.54	June 2018	2.80	+0.26
September 2017	2.32	September 2018	2.36	+0.04

5.2 The following tables detail the percentage absence levels by employee category for the quarter ending 30th September 2018 namely: overall, teachers and local government employees.


Overall Days Lost Per FTE Employee
12
11
10
9
8
7
6
5
4
3
2
1
0
2.35
2.18
2.46
2.54
2.80
1.85
1.96
2.12
2.32
2.36
2.47
2.64
2.93
2.68
2.33
2.70
2.68
3.32
June
September
December
March
Quarter Ending
2014/15
2015/16
2016/17
2017/18
2018/19


Days Lost Per FTE Teacher
12
11
10
9
8
7
6
5
4
3
2
1
0
1.62
1.50
1.28
1.60
1.87
0.70
0.75
0.61
0.79
0.71
1.76
2.12
1.77
2.07
1.98
2.01
1.71
2.24
June
September
December
March
Quarter Ending
2014/15
2015/16
2016/17
2017/18
2018/19


Days Lost Per FTE
Local Government Employee
12
11
10
9
8
7
6
5
4
3
2
1
0
2.57
2.38
2.80
2.80
3.09
2.24
2.31
2.59
2.79
2.96
2.68
2.80
3.26
3.07
2.42
2.92
2.97
3.53
June
September
December
March
Quarter Ending
2014/15
2015/16
2016/17
2017/18
2018/19

6. Absence Targets Analysis: Quarter 2, ending 30 September 2017.

6.1 **Appendix A** details the absence performance of services, the Council overall and employee groups against the set absence targets for quarter ending 30th September 2018.

6.2 The Council has recorded an overall absence rate of 2.36 days lost per FTE employee, which is 0.57 days **above** the target figure of 1.79 days.

In addition the Teacher absence level of 0.71 days lost per FTE employee is 0.83 days below the target of 1.54 days.

The absence performance of Local Government employees at 2.96 days lost per FTE employee is 1.04 days **above** the target of 1.92 days.

7. Reasons for Absence overview

7.1 The illness categories with the highest level of absence, compared to the same quarter in the previous year are as follows:

Quarter Ending	Illness categories
September 2017	Psychological (non work related) – 30.8%, Musculoskeletal and Joint Disorders – 23.1%.
September 2018	Psychological (non work related) – 28.5%, Musculoskeletal and Joint Disorders – 24.5%.

7.2 To address Psychological (non work related) absences the Council continue to provide a range of support services that employees can be referred to at an early stage for assistance. 'timefortalking', the Council's employee counselling service provider, continues to be utilised. Presenting issues to the service relating to Psychological (non work related) continue to include;

- Loss/Bereavement
- Stress/anxiety/panic
- Depression/Self-worth
- Family Relationships

Further to this, the Council are using timefortalking to continue to deliver mindfulness courses. Feedback from those employees who have attended the courses continues to be very positive.

There are also Council policies, guidance and training to assist managers and employees that are specific to stress related issues.

The Scottish Mental Health First Aider courses started in September and have been very popular.

HR are currently investigating an employee assistance intervention programme called HEADTORCH.

7.3 In relation to addressing musculoskeletal and joint disorders the Council offers a physiotherapy service through the Council's Occupational Health Provider, and this service can be accessed by all employees.

As part of the Council's Health and Safety Management system, occupations which include manual handling activities as part of the role, the task risk assessments are reviewed on an ongoing basis to ensure that safe working practices are maintained.

8. Supporting Attendance Activity

8.1 Recent and planned actions to improve absence performance include the following: -

- HR operational teams continue to work closely with service's management teams to identify areas that require greater support. This will result in strategies to support the employees in those areas to return to work.

- Service absence champions continue to be provided with supporting attendance information from HR. This is cascaded to the managers within their service and discussed at 2 weekly meetings.

- RHSCP management team have been working with HR to address the issues within their service. Supporting attendance is a standing item on the SMT agenda every 2 weeks. The service absence champion, assisted by the HR team have met with the service managers to go through the absence information relating to their operational areas of responsibility.

- HR have worked with the Environment and Infrastructure SMT. As part of a supporting attendance strategy the service has initiated a pilot within the Underwood Rd depot. This involved a physiotherapist being based there for 1 day a week, running a programme of planned appointments and a drop in. This was fully supported by the Trades Unions.

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.

12. **Cosla Policy Position -** none

List of Background Papers - none.

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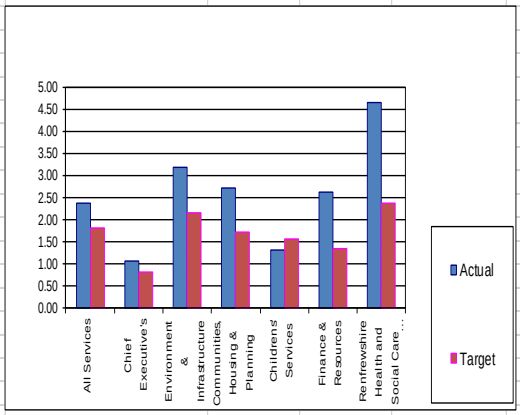
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Appendix A	Graphs detailing trends in service, Council overall and employee group absence levels against targets for 2018/19

Appendix A

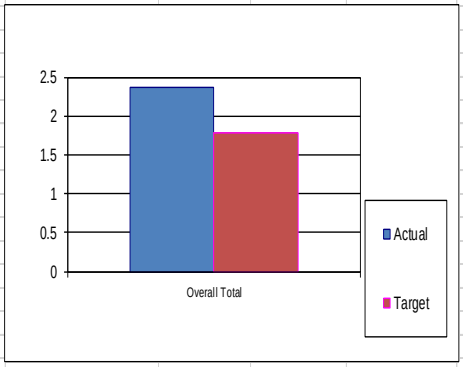
PERFORMANCE V TARGETS 2018/2019

Quarter 2 **June 2018 - September 2018**



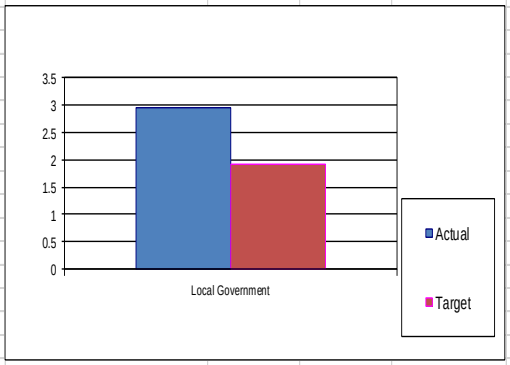
	Actual	Target	Difference
All Services	**2.36**	**1.79**	**0.57**
Chief Executive's	1.05	0.80	**0.25**
Environment & Infrastructure	3.18	2.15	**1.03**
Communities, Housing & Plannin	2.72	1.69	**1.03**
Childrens' Services	1.29	1.56	**-0.27**
Finance & Resources	2.62	1.34	**1.28**
Renfrewshire Health and Social Care Partnership	4.64	2.36	**2.28**

Quarter 2 **June 2018 - September 2018**



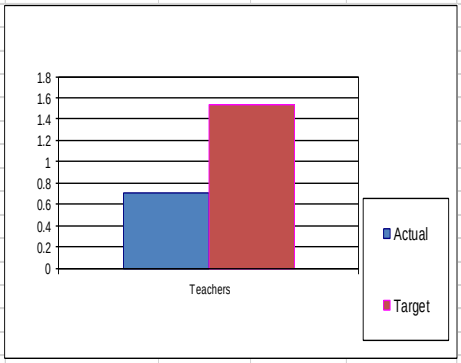
	Actual	Target	Difference
Overall Total	**2.36**	**1.79**	**0.57**

Quarter 2 **June 2018 - September 2018**



	Actual	Target	Difference
Local Government	**2.96**	**1.92**	**1.04**

Quarter 2 **June 2018 - September 2018**



	Actual	Target	Difference
Teachers	**0.71**	**1.54**	**-0.83**