

Scotland Excel

To: Executive Sub-Committee

On: 11 December 2020

**Report By:
Chief Executive Scotland Excel**

Employee Absence Management Report

1. Introduction and purpose of the report

In response to a Renfrewshire Council Internal Audit team recommendation, this report on organisational sickness absence is submitted on a quarterly basis to the Executive Sub Committee 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, this 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 the period to 30 September 2020. The rate of absence across the organisation has mostly been maintained at or below the 4% target, with the exception of August 2020 where it rose to 5% due to a number of long-term absences. The rolling 6 and 12 month average absence rates are at or below 3.4%.

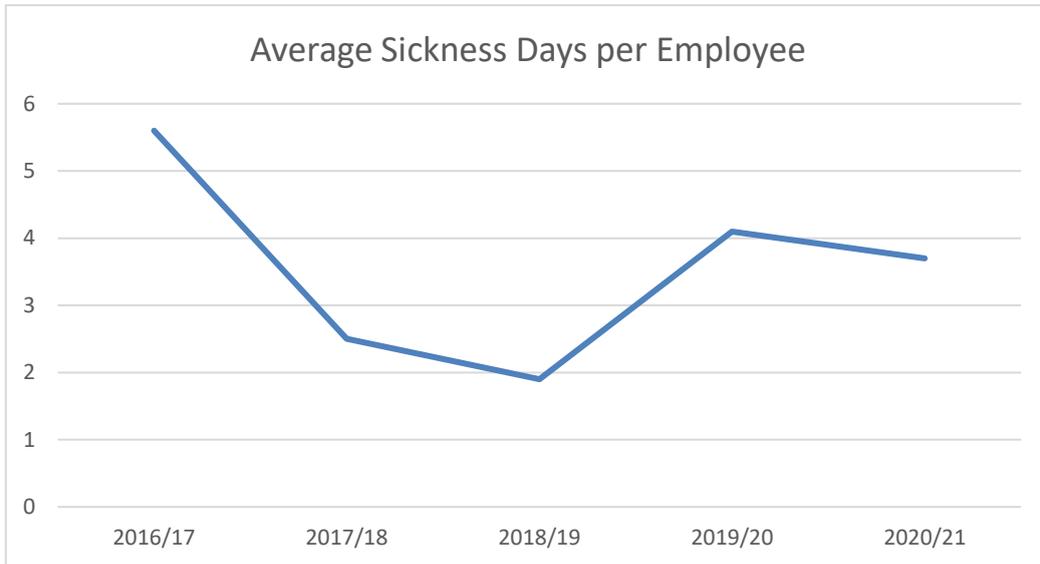
The absence rates for the reporting periods are:

- previous 1 month - 4% (59 days)
- previous 6 months - 3.4% (319 days)
- previous 12-month period - 2.9% (564.5 days)

Scotland Excel will continue its positive practices, including working with Occupational Health and other support services, to maintain attendance and to support 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. 2019/20 however, did show an increase in the number of sickness days per employee due to a number of long-term absences. Figures for 2020/21 to the end of September 2020, show that this figure is reducing despite the previously mentioned spike in August 2020.

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 contents of report.

Absence Report

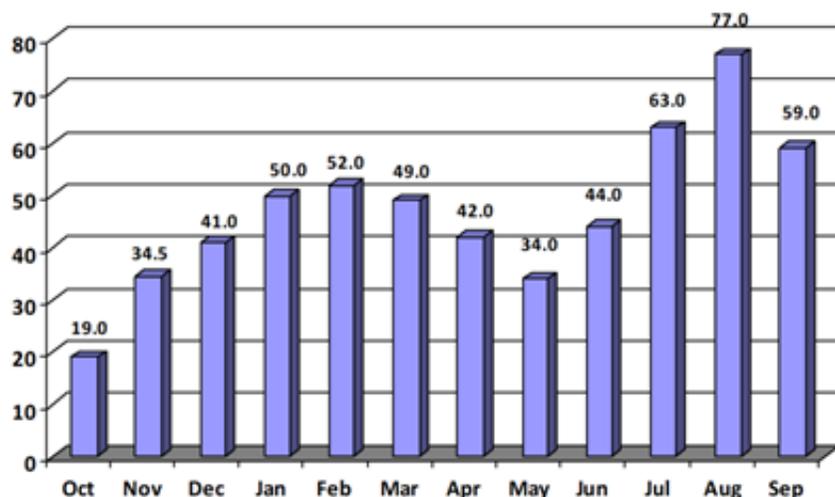
Organisation Level



Month Ending: 30 September 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: 2	57	59	4.0%	1	24	295	319	3.4%	10	133.5	431	564.5	2.9%	57
No of Employees (Permanent and Temporary): 97					Average no of Sickness Absence Days per Employee: 5.8									
No of Leavers included: 14														

Total Sickness Absence Days by Month for Last 12 Months



Monthly YTD Absence Rate

