

Scotland Excel

To: Executive Sub- Committee

On: 16th September 2016

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 August 2016. The rate of absence across the organisation has shown a reduction to 2.2% from July when it reached 4.4% due to a number of long term absences. Despite the recent long term absences the figures for 6 and 12 months remain below the 4% target.

The reduction over the last quarter brings the absence rates for:

- previous 1 month to 2.2% (31 days / 1.35 FTE)
- previous 6 months to 3.1% (237 days / 1.84% FTE)
- previous 12 month period to 2.3% (343.5 days / 1.33 FTE)

Scotland Excel will continue its positive practices, including working with Occupational Health and other support services, to support attendance and in

particular to support the members of staff who have significant health issues and will work with commitment to maintain the absence rate below the 4% target.

4. Recommendation

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

Absence Report

Organisation Level

Month Ending: 31 August 2016



Current Month				Last 6 Months				Last 12 Months							
Self Certified Sick	Doctor Certified Sick	Total Sick Leave	Sickness Absence Rate	Special Leave	Self Certified Sick	Doctor Certified Sick	Total Sick Leave	Sickness Absence Rate	Special Leave	Self Certified Sick	Doctor Certified Sick	Total Sick Leave	Sickness Absence Rate	Special Leave	
1	30	31	2.2%	2	37	200	237	3.1%	7	93.5	250	343.5	2.3%	27.5	
Total:															

No of Employees (Permanent and Temporary): 76 Average no of Sickness Absence Days per Employee: 4.5

No of Leavers included: 8

