

**MANAGING ATTENDANCE 2011/12 (Covering Report)**

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**1. Summary**

- 1.1 At the Audit Committee on 21<sup>st</sup> September 2012 the HR team were asked to return to the meeting in December with a standard format for future reports which included trend analysis, a more detailed breakdown of stress related absence and benchmarking performance with other Scottish Local Authorities
- 1.2 The enclosed report has been updated and amended where required to include this information and table one below outlines the standard headings which will be included in future reports.
- 1.3 On reviewing the information and reports used to create the previous report some anomalies in reporting were highlighted and have been updated in the enclosed report.

**2.0 Recommendations**

2.1 It is recommended the Audit Committee:

- Note the contents of the enclosed report and agree the standard reporting format outlined in Table one
- Note the changes which have been made in relation to updates and corrections

**3.0 Detail**

- 3.1 An anomaly in the report on long and short term absence counted total length of long term absence including continuous absence commencing in the previous year. This meant that the previous report over reported that long term absence accounted for around 75% of overall absence. Corrected figures are outlined in the enclosed report.
- 3.2 The HR team have noted that where possible the Audit Committee would like to compare three years' data. Future reports will contain trends based on three years' data. However due to a restructure of services in 2010 three years data will not be available until 2013.
- 3.3 It should be noted that the increase in absence in quarter 4 of 2011/12 can be partly contributed to the more accurate reporting of absence using the Direct Absence Reporting line.

3.4 The table below outlines the proposed standard format for future Audit Committee Reports

**Table One: Standard format for future audit reports**

<b>Section Number</b>	<b>Section Heading</b>	<b>Contents</b>
1	Summary	A summary of the report and absence information for the current year
2	Recommendations	Recommendations for the Audit Committee
3	Current Absence Statistics	Table of current years' actual absence performance against targets broken down to service level. Table including actual working days lost by service and a note of FTE staffing within each service
4.	Cost	In future reports this section will show the cost to the Council of sickness absence.
5.	Proposed Targets next financial year	Narrative of how targets have been decided Table outlining proposed improvement by service
6.	Absence Analysis	An analysis of absence including long and short term absence and the reasons for this
7.	Analysis of Stress Related absence	Stress as a proportion of Council's overall absence A breakdown of stress related absence by service Information provided by the Employee Counselling service outlining the reasons for stress and breakdown of employees using the service
8.	Accidents and Reportable Instances	Table including trends in relation to the number of accidents and reportable incidents
9.	Trend Analysis	Graph outlining Argyll and Bute's Statutory Performance indicators by employee group for previous three years
10.	Departmental Trends	Line graphs outlining the quarterly average days lost per FTE employee for each service over the previous three years
11.	Benchmarking with Other Authorities	Table showing three years trends with respect to Argyll and Bute's ranking on absence performance indicators for teachers and LGE employees
12.	Other relevant updates	Any relevant updates with respect to absence interventions/ Policy changes etc.
13.	Conclusion	A Conclusion bringing together the main themes of the report

## **11.0 Conclusion**

11.1 In conclusion this covering report has been prepared to update the Audit Committee on how future absence reports will be presented. The enclosed report has been amended to reflect this.

## **12.0 IMPLICATIONS**

PERSONNEL (See enclosed report)

FINANCIAL (See enclosed report)

EQUALITY (see enclosed report)

LEGAL (see enclosed report)

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