Item 14
For Noting

Glasgow Kelvin College

Board of Management Meeting - 5 October 2020

Annual Staff Attendance Report for 1 August 2019 to 31 July 2020

Report by Director of Human Resources and Senior Human Resources Business Partner

1. Introduction

Members will be aware that as part of College monitoring systems it records routinely staff attendance figures and report these to the Committee.

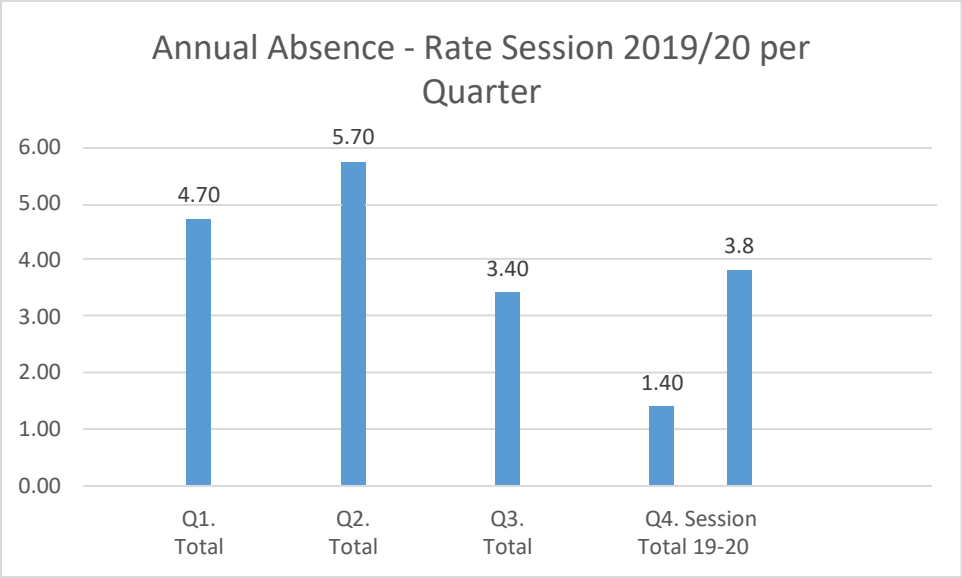
The purpose of this report is to provide further details on the statistics for session 2019/20, 1 August 2019 to 31 July 2020.

2. Attendance

The attendance and absence information for the College is split into the four main staff groups represented in the College workforce. The allocation is SMT/OMT, Support Staff, Permanent Teaching Staff and Temporary Teaching Staff.

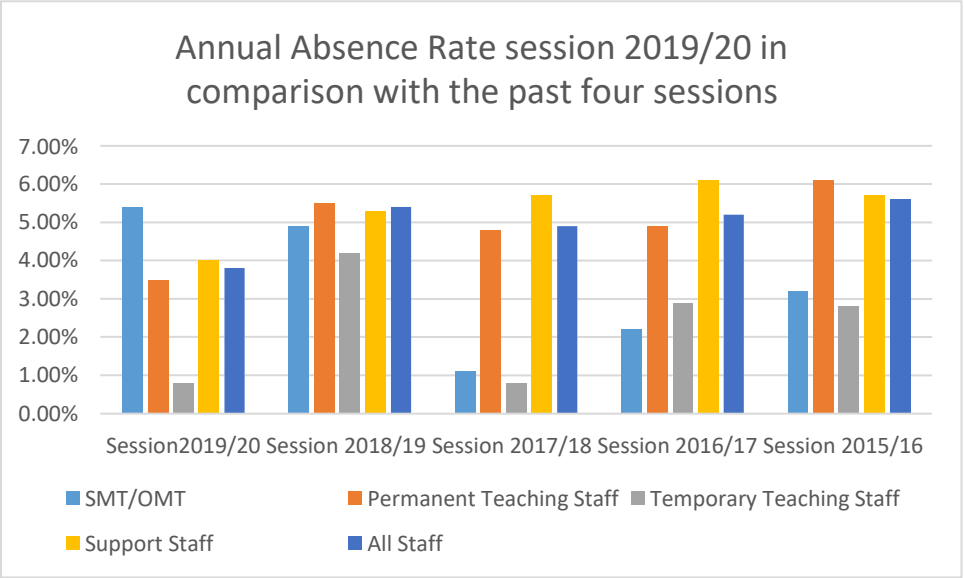
Graph 1 below shows the absence statistics for the four staff groups for session 2019/20 per quarter.

Graph 1 – Annual Absence Rate - Session 2019/20 per Quarter



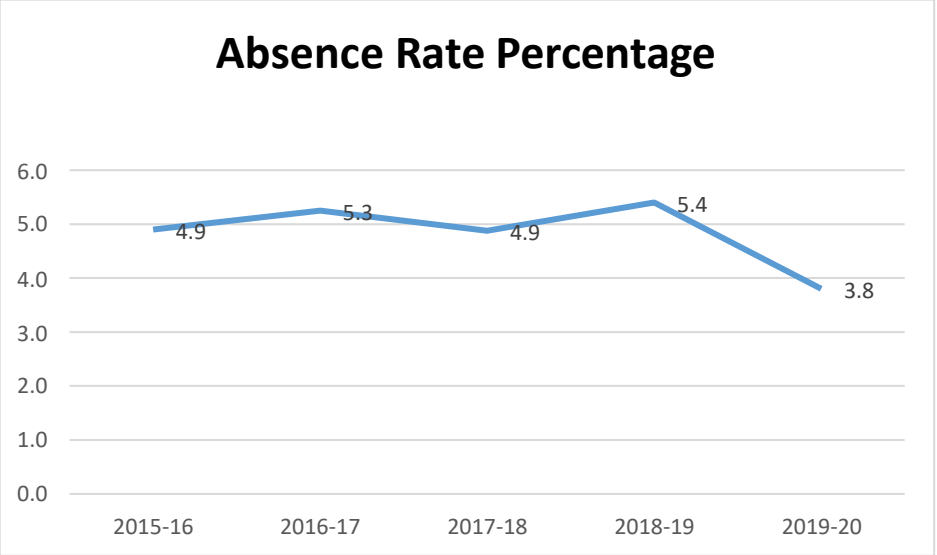
Graph 2 below shows the absence statistics for the four staff groups for session 2019/20 in comparison to sessions 2018/19, 2017/18, 2016/17 and 2015/16.

Graph 2 – Annual Absence Rate session 2019/20 in comparison with the past four sessions



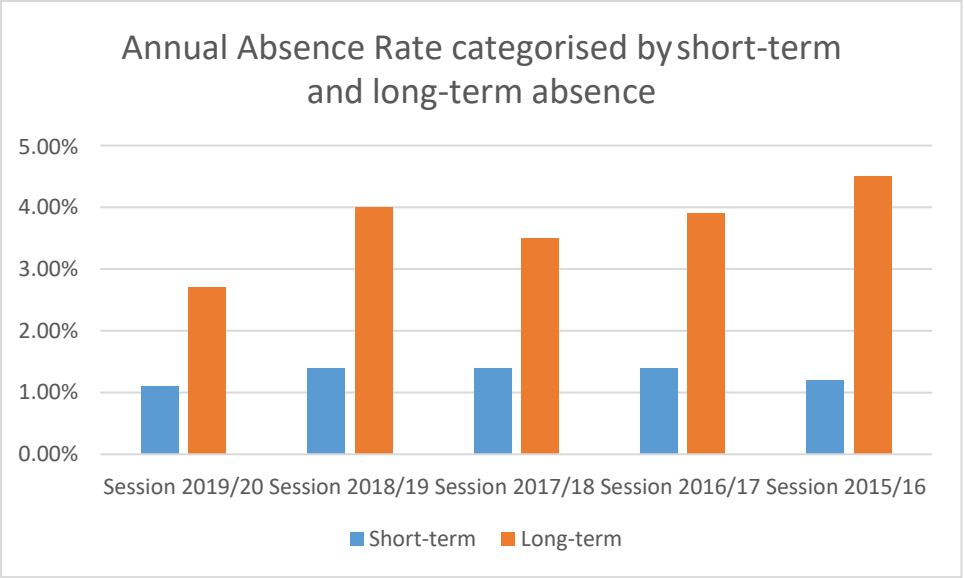
The chart below shows that the overall absence percentage for the College remained fairly static over a four-year period and decreased significantly in session 2019/20, 3.8% from 5.3% in session 2018/19. This is mainly attributable to a decrease in long-term absence.

Chart 1 – Absence percentage from session 2015/16 to session 2019/20



Graph 3 below demonstrates the percentage for short-term and long-term absence for the past four sessions for comparison.

Graph 3 – Annual Absence Rate categorised by short-term and long-term absence for sessions 2019/20, 2018/19, 2017/18, 2016/17 and 2015/16 for comparison.



Short-term absence reduced marginally, 1.1% from 1.3% and whilst long-term absence, an absence which last 11 days or more, decreased significantly. 2.7% from 4%, this continues to be the main area of concern for the College. The College continues to develop and implement different approaches to supporting staff and managing short- term and long-term absence.

3. Long-term Absence

Members will recall that the College regard an absence of 11 days or more as long-term.

During session 2019/20 there were a total of 65 incidents of long-term absence involving 60 employees in comparison to session 2018/19 when there was a total of 87 incidents of long-term absence involving 86 employees. Of the 60 staff, 27 were support, 29 were teaching staff, none of which were temporary staff and 4 were SMT/OMT.

4. Mental Health and Wellbeing

Members will be aware that the College specifically monitors and reports on absences related to mental health and wellbeing, including conditions such as work related stress, anxiety, depression, bereavement, stress and nervous debility.

In session 2019/20 a total of 880 working days were lost due to conditions relation to mental health and wellbeing involving 31 employees. In comparison to session 2018/19 the number of working days lost significantly reduced, a total of 1,222 working days involving 42 employees.

Of the 31 employees 9 suffered from a diagnosed mental health condition (i.e anxiety, depression) and 22 experienced poor mental health (i.e bereavement, stress, personal domestic issues).

Of the 22 staff members who experienced poor mental health 15 staff absences were related to personal matters and 7 reported issues related to the work place. Of the seven staff who reported work related stress, two were subject to formal College process related to discipline or grievance and both of these staff members have since left the employment of the College. Appropriate steps were taken to support and assist all of the employees concerned.

Of the overall absence percentage in 2019/20, 3.8%, a total of 0.21% was associated to work related stressors.

5. CIPD Health and Wellbeing at Work Report 2020

Members will be aware that the Chartered Institute of Personnel and Development (CIPD), produce an annual report titled Health and Wellbeing at Work Report in partnership with Simplyhealth. The College benchmarks its performance against the annual report to assess how it compares to other public sector organisations.

5.1 Short-term Absence

The CIPD report identifies the five common causes of short-term absence. These are shown in table 1 below. Four of the main causes are similar to those of the College with the exception of stress. CIPD identify the third most common reason for short-term absence as stress however this is not included in the top five reasons for the College.

Table 1 – Five Most Common Causes of Absence for Glasgow Kelvin College compared to those reported by the CIPD for short-term absence

2019/20		2018/19	
GKC	**CIPD**	**GKC**	**CIPD**
Minor Illness	Minor Illness	Minor Illness	Minor Illness
Musculoskeletal	Musculoskeletal	Non-work related injuries or accidents	Musculoskeletal
Hospital Treatment/Surgery	Stress	Musculoskeletal	Stress
Mental Ill Health	Mental Ill Health	Mental Ill Health	Mental Ill Health
Acute Medical Conditions	Caring responsibilities for children	Acute Medical Conditions	Work or non-work related injuries or accidents

5.2 Long-term Absence

The CIPD class long-term absence as 20 days or more and the report produced, based on the 20 days identifies the five most common causes of absence associated with long-term absence. Whilst the College class long-term absence as periods of absence lasting 11 days or more, Table 2 below shows the five most common causes for absence for the College using 20 days as the calculator for comparison purposes with the CIPD.

Table 2 – Five Most Common Causes of Long-term Absence for Glasgow Kelvin College compared to those reported by the CIPD

2019/20		2018/19	
GKC	**CIPD**	**GKC**	**CIPD**
Stress (personal, work, bereavement)	Mental Ill Health (clinical depression, anxiety)	Acute Medical Conditions	Mental Ill Health
Musculoskeletal	Musculoskeletal	Surgery	Stress
Acute Medical Conditions	Stress	Stress (personal, work, bereavement)	Musculoskeletal
Hospital Treatment/Surgery	Acute Medical Conditions	Minor Illness	Acute Medical Conditions
Mental Ill Health (clinical depression, anxiety)	Minor Illness	Musculoskeletal and Mental Ill Heath (depression, anxiety)	Injuries/accidents – work and non-work related

The College provides a wide range of support and advice to staff that experience a long-term period of absence to aid their return to work and assist them maintain their employment where appropriate.

The College employed a total of 579 employees during the reporting period, session 2019/20. Of the staff employed a total of 369 (63%) experienced one or more incidents of absence due to illness. In comparison during session 2018/19 the College employed a total of 641 of which 337 (55%) experienced one or more incidents of absence due to illness.

An analysis of the overall sickness absence information for the College for session 2019/20 is detailed below. Information was benchmarked against the CIPD report, where data is available.

The main points include:

- An average of 6.2 working days were lost per employee in comparison to an average of 8 days in session 2018/19. The average reported for the public sector was 8 working days (CIPD).

- 70% of absence incidents were 5 days or less in comparison to 78% of instances in session 2018/19. This demonstrates a decrease in incidents of short-term absence.

- 11% of absence incidents were greater than five days but less than 11 days in comparison to 6% in session 2018/19. Medium term absence increased.

- 19% of absence incidents were long-term, 11 days or more, in comparison to 16% in session 2018/19. This demonstrates an increase in the incidents of long-term absence. Whilst the percentage of long term absence appears to have increased in comparison to the previous year, this is a direct result of a fluctuation in the overall staffing numbers.

- Of the total number of staff who had one or more period of absence 59% were female and 41% male, this is the same as the previous session.

- Of the total number of instances related to short-term absence, five days or less, 61.4% were female and 38.6% male.

- Of the total number of instances related to medium-term absence, six to ten days, 54.8% were female and 45.2% male.

- Of the total number of instances related to a period of long-term absence, 11 days or more, 57% were female and 43% male.

6. Absence Management

The College continues to work in partnership with staff, managers, and representatives of its recognised Trade Unions and its external partners to develop and apply approaches to managing attendance. It is also working closely with its software provider to develop further its HR and Payroll system to support the management of attendance.

7. Resource Implications

A high percentage of staff absence will require additional staffing to cover services where this is necessary. Services may be affected where levels of absence are high in a particular area.

8. Equality

There are no equality issues identified as a result of this item.

9. Risk and Assurance

There are no risks have been identified as a result of this item.

10. Data Protection

There are no data protections issues as a consequence of this report.

11. Recommendations

Members of the Board of Management are recommended to:

i) note the content of this report; and
ii) request the Director of Human Resources to bring forward an update report to the Board of Management in March 2021.

12. Further Information

Further information on the content of this report can be obtained from Elaine Mitchell, Senior Human Resources Business Partner at emitchell@glasgowkelvin.ac.uk , or Doreen Shiels, Director of Human Resources at dshiels@glasgowkelvin.ac.uk , or Derek Smeall, Principal at dsmeall@glasgowkelvin.ac.uk