

Item 10 For Discussion and Noting

Board of Management

Finance and Resources Committee – 26 September 2023

Annual Staff Attendance Report for 01 August 2022 to 31 July 2023

Report by Director of People and Culture

1. Introduction

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

The purpose of this report is to provide further details on the statistics for academic year (AY) 2022-23, 01 August 2022 to 31 July 2023.

2. Attendance Statistics

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 and Temporary Teaching Staff.

Graph 1 below shows the combined absence statistics for the four staff groups for AY 2022-23 per quarter. The absence percentage remained fairly static throughout the AY until quarter 4 when the rate decreased.

Graph 1

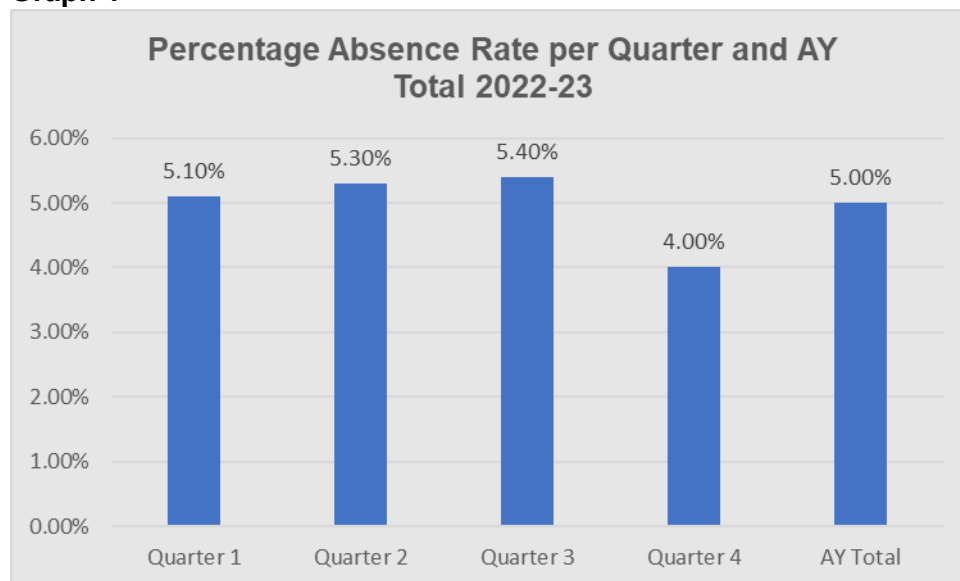


Diagram 2 below shows the absence percentage rate for each category of staff for AY 2022-23. Diagram 3 below shows the comparison figure for AY 2021-22.

The data shows that the absence rate for AY 2022-23 increased for support and temporary teaching staff whilst permanent teaching and management both decreased.

Diagram 2

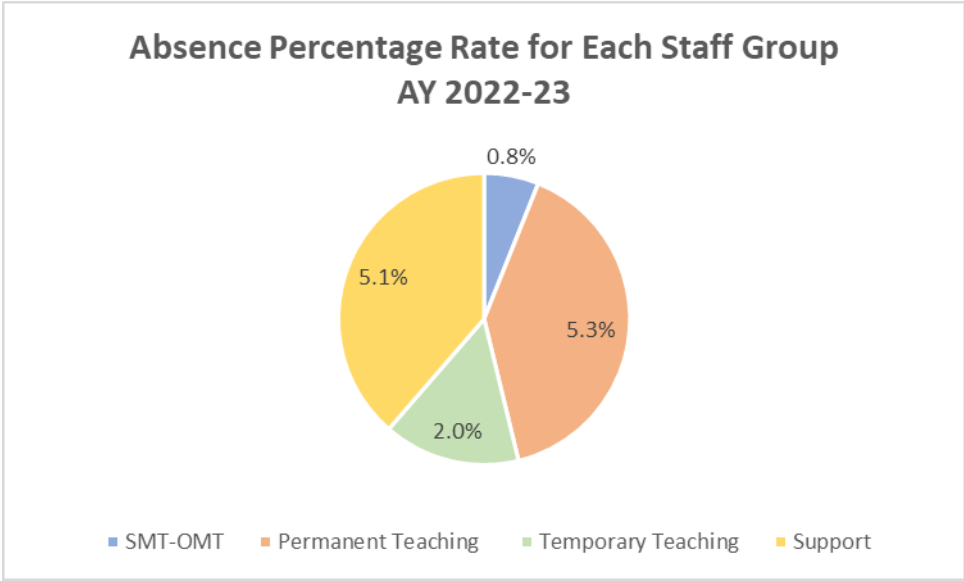
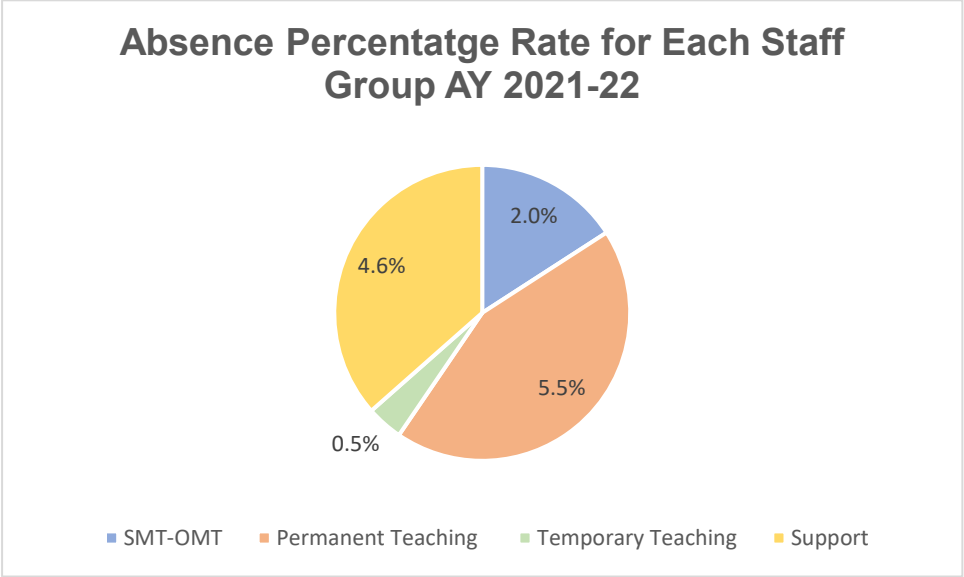
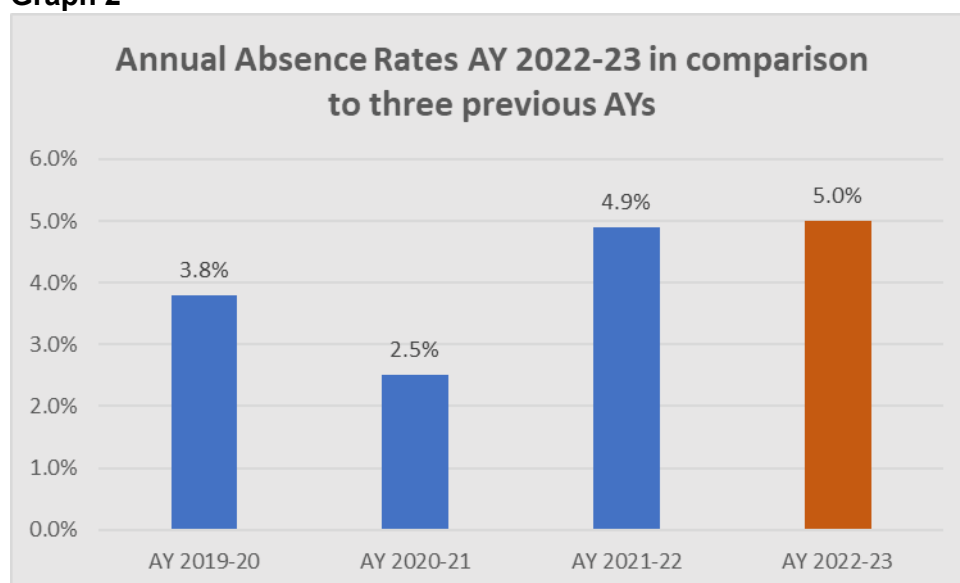


Diagram 3



Graph 2 below shows the absence statistics for the four staff groups for the past three AYs for comparison.

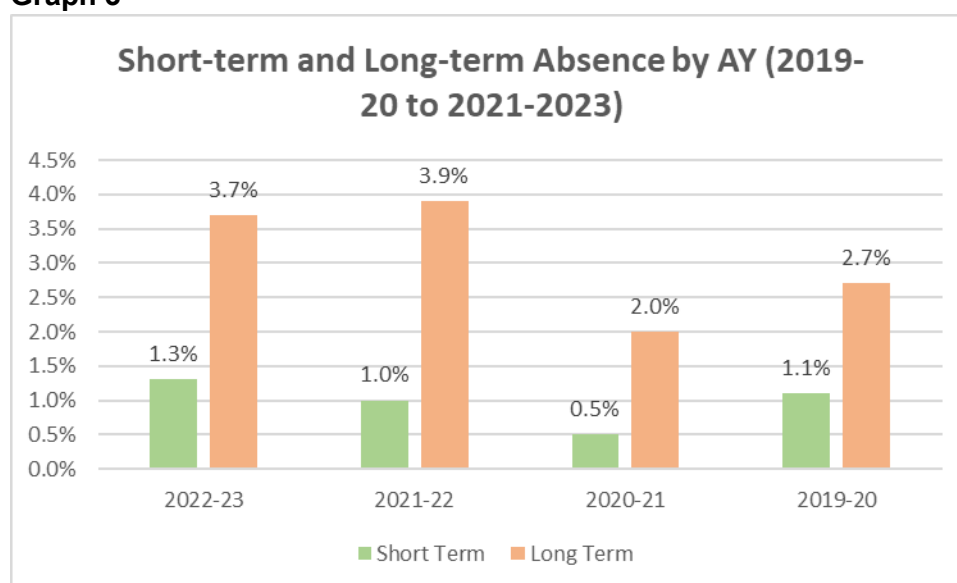
Graph 2



The annual absence rate for AY 2022-23 has increased slightly in comparison to the previous AY. The absence percentage rate has returned to the percentage rate reported consistently for the College prior to the COVID pandemic.

Graph 3 below shows that there has been an increase in both short-term and long-term absence rates when comparing the data to the previous three AYs. Long-term absence continues to be the main attributer for the high percentage levels of absence at the College. This is a similar picture reported across other colleges.

Graph 3



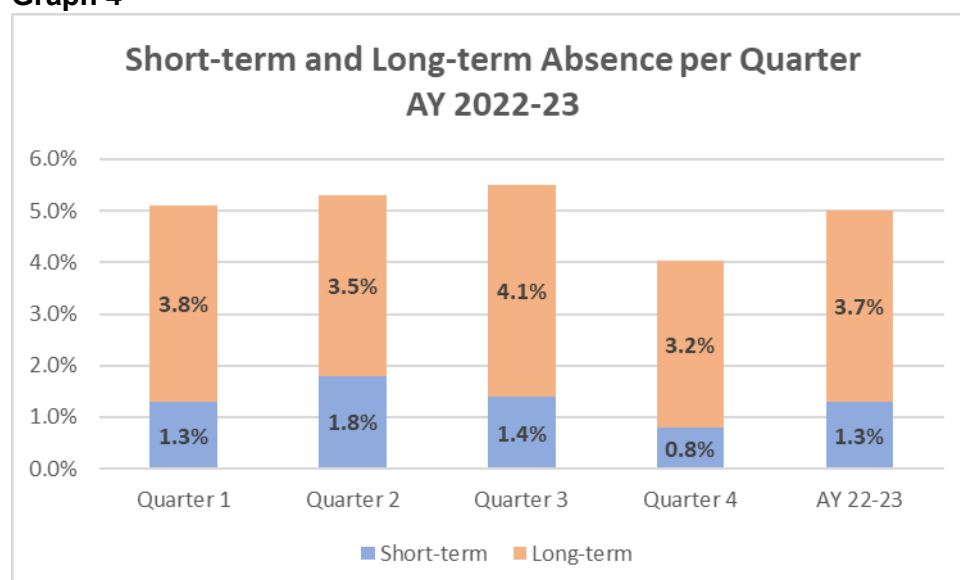
3. Long-term Absence

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

During AY 2022-23 there were a total of 81 instances of long-term absence involving 79 employees in comparison to 76 instances, involving 75 employees in AY 2021-22. Of the 79 employees, one was SMT/OMT, 36 were teaching and 42 support.

Graph 4 below shows the short-term and long-term absence rate per quarter for AY 2022-23, both absence categories decreased in quarter 4. The decrease in absence rate was mainly attributable to staff absent on long-term absence being supported back into the workplace combined with a small number of staff retiring or leaving through voluntary severance.

Graph 4



4. Mental Health and Wellbeing

Members will be aware that the College specifically monitors and reports on absence related to mental health and wellbeing, including conditions such as work related stress, anxiety, depression, bereavement, stress and nervous debility. Wellbeing remains high on the College's agenda.

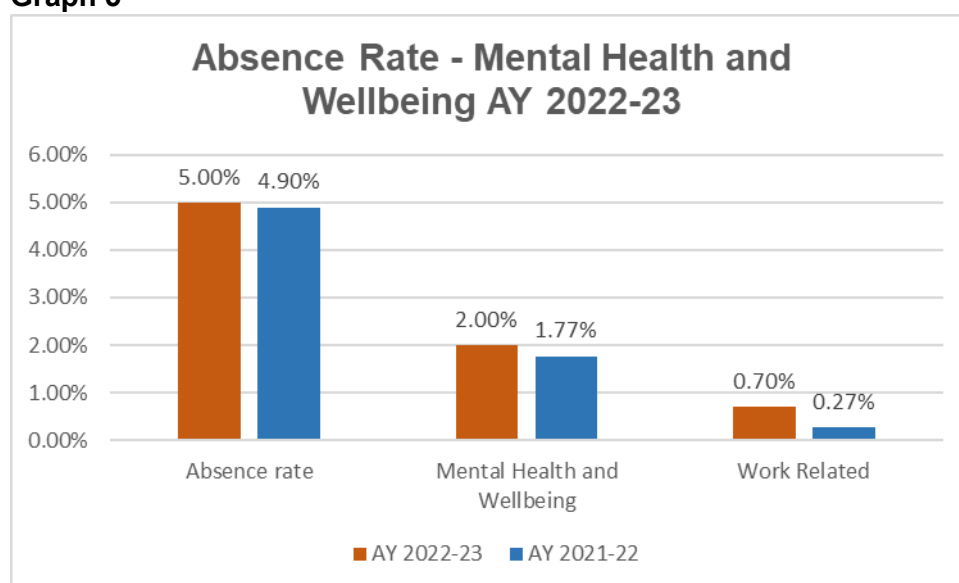
In AY 2022-23 a total of 1,889 working days were lost due to conditions related to mental health and wellbeing involving 47 employees. In comparison to AY 2022-22 when a total of 1,547 working days were lost involving 46 employees.

Of the 47 employees, 11 suffered from a diagnosed mental health condition (e.g. anxiety, depression) and 36 experienced poor mental health (e.g. bereavement, stress, personal or work related).

Of the 36 who experienced poor mental health, 27 reported issues related to personal matters and 9 reported issues related to the workplace (3 support staff and 6 teaching staff).

Graph 5 shows that the percentage of absence associated with mental health and wellbeing increased in AY 2022-23, 2% from 1.77% in the previous AY. The percentage of absence related to workplace issues also increased by 0.43%.

Graph 5



Of the 9 staff who reported workplace stressors, 7 have returned to work, one left the employment of the College, and one is currently being managed in accordance with the Attendance Management and Support Policy and Procedure. Workplace matters mainly involved relationship difficulties between staff and staff who were progressing through formal processes. Two related to changes in working procedures.

The College offers staff access to an independent employee counselling service and also partners with Able Futures and Living Life to the Full.

5. COVID

During AY 2022-23 a total of 88 incidents of COVID were reported, involving 77 staff. Of the 88 incidents, 66 staff worked from home in accordance with the guidance at that time. Of the 22 incidents, 20 staff reported unfit for work, a total of 349 days. Of the 5% absence percentage Covid accounted for 0.41%.

6. CIPD Health and Wellbeing at Work Report 2022

Members will be aware that the Chartered Institute of Personnel and Development (CIPD), produce an annual report titled [Health and Wellbeing at Work Report](#) (HWWR) 2022 in partnership with Simplyhealth. The College benchmarks its performance against the annual report to assess how it compares to other public sector organisations. It should be noted that the 2023 report is not yet available and a further analysis will be undertaken when this is published.

The HWWR key findings show:

- There is slightly less management focus on health and wellbeing compared with the first year of the pandemic (the 2023 report is not yet available).
- More organisations are taking steps to tackle presenteeism.
- COVID-19 continues to have a huge impact on employee health.
- New or better support for people working from home.
- Looking after people throughout the employee lifecycle.

Members will be aware that the contract for the Wellbeing and Engagement Lead post, funded by the Scottish Funding Council, ended on 31 July 2023. The People and Culture Team will continue to promote and support the health and wellbeing of staff. In respect of students the College has been informed that it will receive further funding from the Scottish Funding Council to support its counselling services for learners. In addition, the Wellbeing Officer within Student Support Services will be in post until 31 July 2024 as will the Wellbeing (ESOL) Support Officer to support learners.

The College continues to have a focus on health and wellbeing for staff and students.

6.1 Short-term Absence

The CIPD report identifies the five common causes of short-term absence. These are shown in Table 1 below.

The CIPD identified minor illness as the most common reason for short-term absence. This is also the most common for the College.

The CIPD identified COVID-19 (including self-isolation and quarantine) as the second most common reason for short-term absence however this is based on 2022 data. Whilst this was the same for the College in AY 2021-22 this has been replaced by hospital treatment/surgery. If the College were to use the same definition as the CIPD and include self-isolation and quarantine, COVID-19 would be the second most common reason for short-term absence for the College.

Poor mental health is the third highest reason for absence within the College however if the figure for mental ill health were to be combined with this category it would be the second highest reason for absence.

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

AY 2022-23		AY 2021-22	
GKC	CIPD – 2022 report	GKC	CIPD
Minor Illness (e.g. colds/flu, stomach upsets, headaches and migraines)	Minor Illness (e.g. colds/flu, stomach upsets, headaches and migraines)	Minor Illness (e.g. colds/flu, stomach upsets, headaches and migraines)	Minor Illness (e.g. colds/flu, stomach upsets, headaches and migraines)
Hospital Treatment/Surgery	COVID-19 (including confirmed cases, isolation, quarantine, shielding)	COVID-19 (staff reporting as unfit to work) (excluding confirmed cases, isolation, quarantine, shielding)	COVID-19 (including confirmed cases, isolation, quarantine, shielding)
Poor mental health (non-diagnosed includes, bereavement, low mood, anxiety, domestic stress. Excludes diagnosed mental health conditions) And COVID-19 (staff reporting as unfit to work) (excluding confirmed cases, isolation, quarantine, shielding)	Musculoskeletal injuries (e.g. neck strain, repetitive strain injury, including back pain)	Poor mental health (non-diagnosed includes, bereavement, low mood, anxiety, domestic stress. Excludes diagnosed mental health conditions)	Musculoskeletal injuries (e.g. neck strain, repetitive strain injury, including back pain)
Musculoskeletal injuries (e.g. neck strain, back injury, including back pain)	Mental ill health (e.g. clinical depression and anxiety)	Musculoskeletal injuries (e.g. neck strain, back injury, including back pain)	Mental ill health (e.g. clinical depression and anxiety)
Mental ill health (e.g. clinical depression and anxiety)	Stress	Hospital Treatment/Surgery	Stress

6.2 Long-term Absence

The CIPD class long-term absence as 20 days or more in the report produced. It identifies the five most common causes of absence associated with long-term absence, and whilst the College class long-term absence as periods of absence lasting 11 days or more, for the purpose of this report 20 days has been used as the calculator. Table 2 below shows the five most common causes for absence using 20 days as a direct comparator with the CIPD.

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

AY 2022-23		AY 2021-22	
GKC	CIPD	GKC	CIPD
Poor mental health (non-diagnosed includes, bereavement, low mood, domestic stress, work stressors. Excludes diagnosed mental health conditions)	Mental Ill Health (clinical depression, anxiety)	Poor mental health (non-diagnosed includes, bereavement, low mood, domestic stress, work stressors. Excludes diagnosed mental health conditions)	Mental Ill Health (clinical depression, anxiety)
Hospital Treatment/Surgery/Injury	Musculoskeletal injuries (e.g. neck strain, back injury, including back pain)	Hospital Treatment/Surgery/Injury	Musculoskeletal injuries (e.g. neck strain, back injury, including back pain)
Minor Illness (e.g. colds/flu, stomach upsets, headaches and migraines)	Stress	Minor Illness (e.g. colds/flu, stomach upsets, headaches and migraines) And Mental Ill Health (clinical depression, anxiety) had the same number of instances.	Stress
Musculoskeletal injuries (e.g. neck strain, back injury, including back pain) And Mental ill health (e.g. clinical depression and anxiety)	Acute Medical Conditions (e.g. stroke, heart attack and cancer)	Acute Medical Conditions (e.g. stroke, heart attack and cancer)	Acute Medical Conditions (e.g. stroke, heart attack and cancer)
Long COVID (symptoms from COVID lasting at least 12 weeks)	Long COVID (symptoms from COVID lasting at least 12 weeks)	Musculoskeletal injuries (e.g. neck strain, back injury, including back pain)	Long COVID (symptoms from COVID lasting at least 12 weeks)

Mental ill health was identified as the most common reason for long-term absence, in comparison this is the fourth highest for the College on a par with musculoskeletal. Poor mental health however was the most common reason identified for the College and related to bereavement, personal stress, etc.

6.3 Overall Analysis of College Data for Absence

The College employed a total of 524 employees during the reporting period. Of the staff employed 276 (52%) experienced one or more period of absence due to illness. In comparison during AY 2021-22 where the College employed a total of 530 staff during the reporting period of which 222 (42%) experienced one or more periods of absence due to illness.

An analysis of the overall sickness absence information for the College for AY 2022-23 is detailed below. Information was benchmarked against the CIPD report, where data was available.

- An average of 10 working days were lost per employee in comparison to an average of 9.9 days in AY 2021-22. The average reported for the UK for 2021-22 was 5.7 working days (ONS).
- 74% of absence incidents were 5 days or less which is overall an 8% increase in comparison to AY 2021-22 (66%).
- 6% of absence were greater than five days but less than 11 which is a decrease from 11% in AY 2021-22.
- 20% of absence incidents were long-term which a decrease from 23% in AY 2021-22 however the total number of days lost increased.
- Of the staff who were absent on a short-term period of absence:
 - 54% involved one period of absence.
 - 27% involved two periods of absence.
 - 13% involved three periods of absence.
 - 4% involved four periods of absence.
 - 2% involved five periods of absence or more.
- Of the staff who were absent on a long-term period of absence 93% involved one long term period of absence and 7% involved two periods of long-term absence.
- Of the total number of instances of one or more period of absence 51% were associated with a female staff member and 49% male in comparison to 58% female and 42% male in the previous AY.
- Of the total number of instances related to short-term absence, five days or less, 57% were female and 43% male (AY 2021-22 - 58% were female and 42% male).
- Of the total number of instances related to medium-term absence, six to ten days, 67% were female and 33% male (AY 2021-22- 63% were female and 37% male).

- Of the total number of instances related to a period of long-term absence, 11 days or more, 56% were female and 44% male (AY 2021-22 - 55% were female and 45% male).

7. Resource Implications

The continued higher rate of sickness absence, particularly associated with teaching staff, has budgetary implications for increased temporary teaching staffing costs.

8. Impact on Students

The significant levels of staff absences could potentially impact on students and service delivery. However, the College is actively managing this with temporary staffing and through the application of its Attendance Management and Support Policy.

9. Risk and Assurance

The impact of high levels of staff absence is referenced at 7. and 8. above.

10. Equality

There are no equality implications as a result of this report. Decisions relating to the management of absence associated with a disability is managed within legislative requirements.

11. Data Protection

There are no data protection issues identified as a result of this report. All data presented is aggregated for reporting purposes.

12. Environmental and Sustainability

There are no Environmental and Sustainability implications arising as a consequence of this report.

13. Recommendations

Members of the Finance and Resources Committee are recommended to note the content of this report.

14. Further Information

Further information on the content of this report can be obtained from Doreen Shiels, Director of People and Culture Services (dshiels@glasgowkelvin.ac.uk).