

Report to: Joint Committee
On: 15 February 2019

Report By: Clyde Muirshiel Regional Park

Subject: Quarterly Absence Statistics

1.0 Purpose of Report:

- 1.1 To inform members of the Joint Committee of the quarterly absence statistics for the most recently completed quarter, from 24 September to 31 December 2018.

2.0 Recommendation:

That members of the Joint Committee:

- 2.1 Consider the quarterly absence statistics for 24 September to 31 December 2018.
- 2.2 Should receive further regular reports on the Park's absence statistics.

3.0 Background:

- 3.1 With effect from the start of the 2011/12 year the statistics are to be presented to the Park Authority Joint Committee for its consideration.

4.0 Quarterly Absence Statistics and context:

- 4.1 The timing of the Joint Committee meetings will enable the following pattern of absence reporting:-

Joint Committee meeting	Absence quarter reported
September	April, May & June
December	July, Aug & Sept.
February	Oct, Nov & Dec.
June	Jan, Feb & March

- 4.2 The quarterly absence statistics for the Park Authority 24 September to 31 December 2018, with the previous quarter's statistics in brackets, are:-

	APT&C Office based		APT&C outdoor		Manual		TOTAL	
Type of absence	Lost work days	% loss	Lost work days	% loss	Lost work days	% loss	Lost work days	% loss
Self certificated	5 (5)	1.09 (1.13)	12 (3)	2.0 (0.43)	0 (2)	0 (0.97)	17 (10)	1.33 (0.74)
Medically certificated	16 (65)	3.49 (14.72)	7 (26)	1.16 (3.73)	0 (0)	0 (0)	23 (91)	1.79 (6.77)
Industrial injury	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)
Total	21 (70)	4.59 (15.86)	19 (29)	3.16 (4.16)	0 (2)	0 (0.97)	40 (101)	3.12 (7.51)
Work days available	458 (441.5)		601.5 (697)		222 (206)		1281.5 (1344.5)	
No. of employees	10 (11)		13 (13)		4 (4)		27 (28)	
Absence rate (days per employee per quarter)	2.1 (6.36)		1.46 (2.23)		0 (0.5)		1.48 (3.61)	

APT&C outdoor staff is comprised of Countryside Rangers and Outdoor Activity Instructors.

- 4.3 The following table demonstrates the key statistics for the past year, figures for the same periods of the previous rolling year are provided for comparison:-

Quarter ending	March 2018	June 2018	September 2018	December 2018 (current)
Days lost per employee	1.07	1.53	3.61	1.48
Absence rate %	2.4	3.0	7.5	3.0

Quarter ending	March 2017	June 2017	September 2017	December 2017
Days lost per employee	1.7	3.24	2.19	1.9
Absence rate %	4.62	7.21	4.69	3.95

The absence rate for this current quarter is significantly lower than the previous quarter and lower than the same period last year.

This shows a decrease from last quarter, primarily the result of long term absence of two members of staff returning to work.

- 4.4 It should be borne in mind that several factors can influence the statistics in any particular quarter. The Regional Park has a small staff complement, therefore one or two long term absences can have a significant impact on the figures.

5.0 **Conclusion:**

- 5.1 The absence rate for this current quarter is significantly lower than the previous quarter as expected due to the return of 2 employees previously on long term sickness. All absences are managed under the provisions of Renfrewshire Council's Supporting Attendance Guidelines.