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**To: Joint Committee**

**On: 14 February 2020**

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**Report by: Clyde Muirshiel Regional Park**

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**Heading: Quarterly Absence Statistics**

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**1. Summary**

- 1.1 This report seeks to inform members of the Joint Committee of the quarterly absence statistics for the most recently completed quarter 24 June to 22 September 2019.

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**2. Recommendation**

- 2.1 It is recommended that members of the Joint Committee:
- (i) Note the quarterly absence statistics for the period 24 June to 22 September 2019.

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**3. Background**

- 3.1 Absence statistics have been reported to the Park Authority since 2011.
- 3.2 All absences are managed under the provisions of Renfrewshire Council's Supporting Attendance Guidelines.
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#### 4. Quarterly Absence Statistics and Context

##### 4.1 Reporting pattern for statistics is generally:

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 June to 22 September 2019, (the previous quarter's statistics in brackets) are:-

	APT&C Office		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	4 (9.5)	0.99 (2.12)	2 (5)	0.35 (0.84)	1 (7)	0.47 (3.12)	7 (21.5)	0.59 (1.69)
Medically certificated	28 (30)	6.90 (6.70)	5 (0)	0.88 (0)	17 (30)	7.96 (13.36)	50 (60)	4.21 (4.73)
Industrial injury	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)
TOTAL	32 (39.5)	7.88 (8.82)	7 (5)	1.23 (0.84)	18 (37)	8.43 (16.48)	57 (81.5)	4.80 (6.42)
Work days available	406 (448)		568.5 (596)		213.5 (224.5)		1188 (1268.5)	
No. of employees	10 (10)		12 (12)		4 (4)		26 (26)	
Absence rate days/employee/quarter	3.2 (3.95)		0.58 (0.42)		4.5 (9.25)		2.19 (3.13)	

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

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

Quarter Ending	Dec 2018	Mar 2019	June 2019	Sept 2019
Days lost / employee	1.48	0.6	3.13	2.19
Absence rate %	3.0	1.39	6.4	4.7

Quarter Ending	Dec 2017	Mar 2018	June 2018	Sept 2018
Days lost / employee	1.9	1.07	1.53	3.61
Absence rate %	3.95	2.4	3.0	7.5

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

##### 4.4 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.

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#### 5. Conclusion

##### 5.1 The absence rate for this current quarter has lowered, however it is still high compared overall to the previous three quarters. It is lower compared to the same period in 2018.

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