

Report to: Joint Committee
On: 7 September 2018

Report
By
Regional Park Manager

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 26 March to 24 June 2018.

2.0 Recommendation:

That members of the Joint Committee:

- 2.1 Consider the quarterly absence statistics for 26 March to 24 June 2018.
- 2.2 Should receive further regular reports on the Park's absence statistics.

3.0 Background:

- 3.1 The Park Authority was informed in January 2011 of a change in the reporting of absence statistics.
- 3.2 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.

Members wishing further information regarding this report should contact
Clyde Muirshiel Park Authority, 01505 842 882.

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 26 March to 24 June 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	8 (13)	1.57 (2.76)	1 (1)	0.14 (0.17)	0 (2)	0 (1.09)	9 (16)	0.62 (1.30)
Medically certificated	30 (9)	5.88 (1.91)	7 (0)	0.97 (0)	0 (4)	0 (2.19)	37 (13)	2.56 (1.05)
Industrial injury	0 (1)	0 (0.21)	0 (0)	0 (0)	0 (0)	0 (0)	0 (1)	0 (0.08)
Total	38 (23)	7.44 (4.88)	8 (1)	1.10 (0.17)	0 (6)	0 (3.28)	46 (30)	3.18 (2.43)
Work days available	510.5 (471.5)		724.5 (578.5)		210.0 (183)		1445 (1233)	
No. of employees	12 (12)		14 (12)		4 (4)		30 (28)	
Absence rate (days per employee per quarter)	3.16 (1.92)		0.57 (0.08)		0 (1.5)		1.53 (1.07)	

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	September 2017	December 2017	March 2018	June 2018 (current)
Days lost per employee	2.19	1.9	1.07	1.53
Absence rate %	4.69	3.95	2.4	3.0

Quarter ending	September 2016	December 2016	March 2017	June 2017
Days lost per employee	0.19	0.25	1.7	3.24
Absence rate %	0.38	0.51	4.62	7.21

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

- 4.4 Comparative statistics for Local Government and Industry Sector shown below have been taken from The Chartered Institute of Personnel and Development (CIPD), the most recent report made is for the calendar year to 2014 (January – December).

Annual Absence 2015	Number of respondents	% loss	Days per employee per year
Agriculture. & Forestry	0	0	0
Hotel, catering & leisure (Private sector)	3	1.1	2.6
Local government (CIPD)	20	3.5	7.9
National Rate	n/a	n/a	6.9
In comparison CMRP Jan – Dec 2014	n/a	2.0	3.8

This shows an increase from last quarter. This is again primarily the result of long term absence of one member of staff.

It is no longer possible to provide comparison information from Audit Scotland for the 3 constituent Local Authorities. Since 2014 comparative performance information for Local Government has been reported through the Improvement Service's Local Government Benchmarking Framework. However this report only gives a flat rate average of 10 days per employee per year across all Scottish Local Government Sectors and does not detail absence rates for individual local authorities. The figure for 2017/18 is not available and has therefore not been included in the comparison table above.

- 4.5 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 lower than the previous quarter and it is expected to decrease further next quarter. All absences are managed under the provisions of Renfrewshire Council's Supporting Attendance Guidelines.