
CLYDE MUIRSHIEL PARK AUTHORITY



Report to: Joint Committee
On: 19 February 2016

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 21 September to 31 December 2015.

2.0 Recommendation:

That members of the Joint Committee:-

- 2.1 Consider the quarterly absence statistics for 21 September to 31 December 2015.
- 2.2 Should receive further regular reports on the Park's absence statistics.

3.0 Background:

- 3.1 The Park Authority was informed in Jan 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 Mr W David Gatherer, Regional Park Manager, 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 21 September to 31 December 2015, 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	14 (3)	2.17 (0.49)	0 (1)	0 (0.13)	2 (5)	0.79 (1.71)	16 (9)	0.93 (1.75)
Medically certificated	7 (6)	1.09 (0.98)	73 (1)	11.15 (0.13)	0 (0)	0 (0)	80 (7)	2.19 (0.34)
Industrial injury	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)
Total	21 (9)	3.26 (1.48)	73 (2)	11.15 (0.27)	2 (5)	0.79 (1.71)	96 (16)	3.12 (2.09)
Work days available	644.5 (609.5)		655 (750)		254 (292)		1553.5 (1651.5)	
No. of employees	14 (15)		13 (14)		5 (6)		32 (35)	
Absence rate (days per employee per quarter)	1.5 (0.6)		5.6 (0.14)		0.4 (0.83)		3.0 (0.46)	

APT&C outdoor staff are 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 2015	June 2015	September 2015	December 2015 (current)
Days lost per employee	0.8	1.5	0.5	3.0
Absence rate %	2.1	3.1	1.2	6.0

Quarter ending	March 2014	June 2014	September 2014	Dec 2015
Days lost per employee	1.6	0.7	0.8	0.7
Absence rate %	3.8	1.4	1.5	1.4

The absence rate for this current quarter is significantly higher than the previous quarter, and is also higher than for the same period in the last year. This figure is disappointing but is principally due to one member of staff being on long term sickness.

- 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

It should be noted that this is the first time absence rates have been high within the Regional Park, in the last two years, although it still remains slightly under the local government rate. 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 2014/15 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.
- 4.6 It should also be noted that efficiencies resulting in a reduction in staffing numbers may also have an impact on absence rates and that absence of staff (when staff numbers are reduced) can have a significant effect on the workload of the remaining staff.

5.0 Conclusion:

- 5.1 The absence rate for this current quarter is the highest it has been in the last two years. This is primarily due to one member of staff being off on long term sickness. All absences are managed under the provisions of Renfrewshire Council's Supporting Attendance Guidelines.

Contribution to the National Outcomes of report on Quarterly Absence Statistics.
 Completed by: W D Gatherer, Regional Park Manager Date 19 February 2016.

1. We live in a Scotland that is the most attractive place for doing business in Europe	
2. We realise our full economic potential with more and better employment opportunities for our people	
3. We are better educated, more skilled and more successful, renowned for our research and innovation	
4. Our young people are successful learners, confident individuals, effective contributors and responsible citizens	
5. Our children have the best start in life and are ready to succeed	
6. We live longer, healthier lives	
7. We have tackled the significant inequalities in Scottish society	
8. We have improved the life chances for children, young people and families at risk	
9. We live our lives safe from crime, disorder and danger	
10. We live in well-designed, sustainable places where we are able to access the amenities and services we need	
11. We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others	
12. We value and enjoy our built and natural environment and protect it and enhance it for future generations	
13. We take pride in a strong, fair and inclusive national identity	
14. We reduce the local and global environmental impact of our consumption and production	
15. Our public services are high quality, continually improving, efficient and responsive to local people's needs	The statistics show a disappointing increase in absence in this quarter which will impact on service efficiency. This is primarily due to one member of staff being on long term sick leave.