
To: Joint Committee

On: 21 June 2019

Report by: Clyde Muirshiel Regional Park

Heading: Quarterly Absence Statistics

1. Purpose of Report

- 1.1 To inform members of the Joint Committee of the quarterly absence statistics for the most recently completed quarter, from 1 January to 24 March 2019.

2. Recommendation

- 2.1 It is recommended that members of the Joint Committee:
- (i) Consider the quarterly absence statistics for 1 January to 24 March 2019.
 - (ii) Should receive further regular reports on the Park's absence statistics.

3. Background

- 3.1 Absence statistics have been reported to the Park Authority since 2011.
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4. Quarterly Absence Statistics and Context

4.1 Reporting pattern for statistics is:

| 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 1 January to 24 March 2019, with 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 | 7 (5) | 1.70 (1.09) | 0 (12) | 0 (2.0) | 3 (0) | 1.66 (0) | 10 (17) | 0.93 (1.33) |
| Medically certificated | 2 (16) | 0.49 (3.49) | 0 (7) | 0 (1.16) | 3 (0) | 1.66 (0) | 5 (23) | 0.46 (1.79) |
| Industrial injury | 0 (0) | 0 (0) | 0 (0) | 0 (0) | 0 (0) | 0 (0) | 0 (0) | 0 (0) |
| TOTAL | 9 (21) | 2.18 (4.59) | 0 (19) | 0 (3.16) | 6 (0) | 3.31 (0) | 15 (40) | 1.39 (3.12) |
| Work days available | 412 (458) | | 482.5 (601.5) | | 181 (222) | | 1075.5 (1281.5) | |
| No. of employees | 10 (10) | | 11 (13) | | 4 (4) | | 25 (27) | |
| Absence rate days/employee/quarter | 0.9 (2.1) | | 0 (1.46) | | 1.5 (0) | | 0.6 (1.48) | |

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 | June 2018 | Sept 2018 | Dec 2018 | Mar 2019 (current) |
|----------------------|-----------|-----------|----------|-----------------------|
| Days lost / employee | 1.53 | 3.61 | 1.48 | 0.6 |
| Absence rate % | 3.0 | 7.5 | 3.0 | 1.39 |

| Quarter Ending | June 2017 | Sept 2017 | Dec 2017 | March 2018 |
|----------------------|-----------|-----------|----------|------------|
| Days lost / employee | 3.24 | 2.19 | 1.9 | 1.07 |
| Absence rate % | 7.21 | 4.69 | 3.95 | 2.4 |

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

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. Conclusion

5.1 The absence rate for this current quarter is again falling on the previous three quarters and lower than last year. All absences are managed under the provisions of Renfrewshire Council's Supporting Attendance Guidelines.