
CLYDE MUIRSHIEL PARK AUTHORITY



Report to: Joint Committee
On: 17 February 2017

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 19 September to 31 December 2016.

2.0 Recommendation:

That members of the Joint Committee:-

- 2.1 Consider the quarterly absence statistics for 19 September to 31 December 2016.
- 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 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 19 September to 31 December 2016, 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 (3)	0.90 (0.64)	1 (3)	0.14 (0.36)	2 (0)	0.65 (0)	8 (6)	0.51 (0.38)
Medically certificated	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)
Industrial injury	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)
Total	5 (3)	0.90 (0.64)	1 (3)	0.14 (0.36)	2 (0)	0.65 (0)	8 (6)	0.51 (0.38)
Work days available	553 (472)		701.5 (832.5)		306 (278)		1560.5 (1582.5)	
No. of employees	12 (12)		15 (15)		5 (5)		32 (32)	
Absence rate (days per employee per quarter)	0.42 (0.25)		0.07 (0.20)		0.4 (0.0)		0.25 (0.19)	

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 2016	June 2016	September 2016	December 2016 (current)
Days lost per employee	3.52	2.97	0.19	0.25
Absence rate %	7.5	5.8	0.38	0.51

Quarter ending	March 2015	June 2015	September 2015	December 2015
Days lost per employee	1.36	1.5	0.5	3.0
Absence rate %	2.8	3.1	1.2	6.0

The absence rate for this current quarter is slightly higher than the previous quarter and significantly lower for the same period last year. This is due to the two members of staff that were off returning to work.

- 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 shows a return to very low absence figures within the Regional Park, and it still remains 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 2015/16 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 very low and is significantly lower than the same period last year. All absences are managed under the provisions of Renfrewshire Council's Supporting Attendance Guidelines.