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# CLYDE MUIRSHIEL PARK AUTHORITY

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Item 11



Report to: Joint Committee  
On: 5 June 2015

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 1 January to 22 March 2015.

2.0 Recommendation:

That members of the Joint Committee:-

- 2.1 Consider the quarterly absence statistics for 1 January to 22 March 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 614791.

#### 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 1 January to 22 March 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	11 (4)	2.03 (0.57)	13.5 (15)	2.14 (4.83)	1 (5)	1.77 (1.05)	25.5 (24)	1.75 (1.21)
Medically certificated	5 (4)	0.92 (0.57)	0 (0)	0 (0)	0 (0)	0.00 (0)	5 (4)	0.34 (0.20)
Industrial injury	0 (0)	0.00 (0)	0 (0)	0.00 (0.00)	0 (0.00)	0.00 (0.00)	0 (0)	0.00 (0.00)
Total	16 (8)	2.95 (1.14)	13.5 (15)	2.14 (1.83)	1 (5)	0.35 (1.05)	30.5 (28)	2.09 (1.41)
Work days available	541.5 (699)		630.5 (818)		283 (474)		1455 (1991)	
No. of employees	15 (16)		16 (16)		6 (9)		37 (41)	
Absence rate (days per employee per quarter)	1.07 (0.5)		0.84 (0.94)		0.17 (0.55)		0.82 (0.68)	

- 4.3 The following table demonstrates the key statistics for the past year:-

Quarter ending	June 2014	Sept 2014	December 2014	March 2015 (current)
Days lost per employee	0.7	0.8	0.7	0.8
Absence rate %	1.4	1.5	1.4	2.1

The days lost per employee for this reported quarter to March 2015 is holding on par with that of the quarters to September & December 2014. However, this absence rate is showing an increase due mainly to the reduction in staff numbers over the winter period. It is encouraging to note that the absence rates for this “winter” quarter January – March 2015 are almost half of the rate for the same period in the previous year i.e. January – March 2014.

Overall Clyde Muirshiel Park Authority’s annual absence rate for the reporting year April 2014/ March 2015 is 3 lost days per employee; this represents a significant improvement on the previous year where the absence for the reporting year 2013/14 was 7.1 lost days per employee.

- 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 year to 2014 calendar year (January – December).

Annual Absence 2014	Number of respondents	% loss	Days per employee per year
Agriculture. & Forestry	1	4.0	9.1
Hotel, catering & leisure (Private sector)	3	2.4	5.4
Local government	11	3.5	8.0
National Rate	n/a	n/a	6.6
In comparison CMRP Jan – Dec 2013	n/a	3.6	6.9
In comparison CMRP Jan – Dec 2014	n/a	2.0	3.8

It should be noted that the absence rates in comparable industry sectors are markedly higher than those within Clyde Muirshiel, where the absence rate is less than half of the Local Government rate.

- 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 overall staffing numbers may also have an impact on absence rates.

5.0 Conclusion:

- 5.1 The Park Authority's absence statistics for 2014 are lower than the available private sector and Local Government benchmarks provided by the Chartered Institute of Personnel and Development.
- 5.2 In 2013/14 the Park Authority absence rate was 7.1 lost days per employee per year. The annual absence rate to this last quarter of 2014/15 is 3 lost days per employee. This represents a major improvement in the Park Authority's absence rate. All absences within the Park 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 5 June 2015

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 that the Park Authority has better absence statistics than many benchmarks and has shown a sustained improvement in the 2014/15 year.