
CLYDE MUIRSHIEL PARK AUTHORITY



Report to: Joint Committee
On: 1 December 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 June to 17 September 2017.

2.0 Recommendation:

That members of the Joint Committee:

- 2.1 Consider the quarterly absence statistics for 19 June to 17 September 2017.
- 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 June to 17 September 2017, 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 | 0 (4) | 0 (0.79) | 0 (3) | 0. (0.40) | 0 (0) | 0 (0) | 0 (7) | 0 (0.47) |
| Medically certificated | 12 (12) | 2.48 (2.38) | 58 (78) | 7.84 (10.43) | 0 (10) | 0 (4.31) | 70 (100) | 4.69 (6.74) |
| Industrial injury | 0 (0) | 0 (0) | 0 (0) | 0 (0) | 0 (0) | 0 (0) | 0 (0) | 0 (0) |
| Total | 12 (16) | 2.48 (3.18) | 58 (81) | 7.84 (10.83) | 0 (10.0) | 0 (4.31) | 70 (107) | 4.69 (7.21) |
| Work days available | 483 (503.5) | | 739.5 (748) | | 271 (232) | | 1493.5 (1483.5) | |
| No. of employees | 12 (12) | | 15 (15) | | 5 (6) | | 32 (33) | |
| Absence rate (days per employee per quarter) | 1.00 (1.33) | | 3.87 (5.4) | | 0 (1.67) | | 2.19 (3.24) | |

APT&C outdoor staff is comprised of Countryside Rangers and Outdoor Activity Instructors.

- for 4.3 The following table demonstrates the key statistics for the past year, figures the same periods of the previous rolling year are provided for comparison:-

| Quarter ending | December 2016 | March 2017 | June 2017 | September 2017 |
|-------------------|------------------|------------|-----------|-------------------|
|-------------------|------------------|------------|-----------|-------------------|

| | | | | |
|------------------------|------|------|------|-----------|
| | | | | (current) |
| Days lost per employee | 0.25 | 1.7 | 3.24 | 2.19 |
| Absence rate % | 0.51 | 4.62 | 7.21 | 4.69 |

| | | | | |
|------------------------|---------------|------------|-----------|----------------|
| Quarter ending | December 2015 | March 2016 | June 2016 | September 2016 |
| Days lost per employee | 3.0 | 3.52 | 2.97 | 0.19 |
| Absence rate % | 6.0 | 7.5 | 5.8 | 0.38 |

The absence rate for this current quarter is lower than the previous quarter, and higher than the same period last year. This figure is lowering and should lower further as the person who was on long term sickness is now back at 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 |

This shows a decrease from last quarter. This is again primarily the result of long term absence of one member of staff. However this member of staff is now better and back at work.

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 2016/17 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.