YORKSHIRE DALES NATIONAL PARK AUTHORITY **ITEM 13**

Committee: **FINANCE AND RESOURCES**
Date: **3 December 2007**

Report: **SICKNESS ABSENCE**

Purpose of the Report

1. To advise Members of the current level of sickness absence in the National Park Authority.

Strategic Planning Framework

2. The information contained in this report is consistent with the Authority's statutory purposes and its approved strategic planning framework:

- ***Best Value Performance Plan***
  "Plan and manage all aspects of the Authority's business so as to make the most effective use of our resources"

Scope of this Report

3. Analysis has been undertaken of sickness absence data covering all staff employed by the Authority during the period 1 July 2007 to 30 September 2007. The data has been categorised by individual Departments and is attached as an **Appendix** to this report.

Method of Calculation

4. As with previous reports, the Appendix presents data for all staff based upon a five day working week, taking into account vacant posts, bank holidays, and an average annual leave and flexi leave entitlement, to give `actual' working days available for both full and part-time staff.

   The following data is provided:-

   (i) Number of staff in post as at 30 September 2007 (full-time equivalent)
   (ii) The total number of days lost due to sickness within the reporting period
   (iii) The total number of working days available within the reporting period
   (iv) Each Department's lost time rate, which is the percentage of lost days compared with the number of days available, and is calculated as follows:-

$$\frac{\text{Total Number of Days Lost}}{\text{Total Number of Days Available}} \times 100$$

5. The Authority's lost time rate for quarter ending 30 September 2007 was 1.5%. The rate for the previous quarter to 30 June 2007 was 1.8%. Also provided within the Appendix are details of the quarterly lost time rates over the last 7 years.

Best Value and Audit Commission Performance Indicator

6. Under the Best Value regime the Authority is subject to a national Performance Indicator which reports the proportion of working days lost due to sickness absence.

7. Rather than reporting the annual lost time rate, sickness absence for Performance Indicator purposes is calculated and expressed as the number of day's absence per Full Time Equivalent (FTE) member of staff, as follows:

$$\frac{\text{Aggregate of lost working days}}{\text{Average number of FTE staff}} = \text{X days per FTE}$$

Calculated by reference to the start and end of the financial year

8. Summarised below is the Authority's performance relating to sickness (as measured by the Performance Indicators calculation) as set out in the Best Value Performance Plan, over the past five years.

	Actual 02/03	**Actual 03/04**	**Actual 04/05**	**Actual 05/06**	**Actual 06/07**
No of working days per employee lost due to sickness	4.7	5.7	4.6	5.2	5.7

9. The situation as at the end of the second quarter (ending 30 Septeber 2007) using the Best Value Performance Indicator methodology (as opposed to the 'lost time rate', percentage-based approach) yields a figure of 0.9 days per FTE for that quarter. The cumulative figure for 2007/08 is 2.4 days per FTE.

10. The full-year target for 2007/08 is 4 days per FTE.

Number of working days lost due to sickness per FTE – comparative data

11. By way of comparison, the 2004/05, 2005/06 and 2006/07 figures published in the respective Best Value Performance Plans for other National Park Authorities have been added to the table below.

Year	Broads	Dartmoor	Exmoor	Lakes	Northumberland	NYM	Peak	Dales
2004/05	5.9	8	7.6	5.2	8.9	6.2	4.6	4.6
2005/06	7.6	11.2	6.6	6.9	4.4	4.3	6.3	5.4
2006/07	7.4	11.5	6.8	5.7	6.5	5.8	6.7	5.8

RECOMMENDATION

12. That the report be noted.

CASZANDRA PETERSON
SENIOR ADMINISTRATIVE OFFICER
24 October 2007
Background Documents: None

APPENDIX

SICKNESS ABSENCE LEVELS – 1 JULY 2007 to 30 SEPTEMBER 2007

DEPARTMENT	FULL TIME EQUIVALENT IN POST as at 30.9.07	TOTAL NO. OF DAYS LOST	TOTAL DAYS AVAILABLE	LOST TIME %
Chief Executive and Secretariat	6.6	0	363	0
Finance & Resources	16.6	15.3	913	1.7
Planning	17.6	39.1	968	4.0
Conservation & Policy	18.8	18.5	1034	1.8
Park Management	33.5	10.8	1842.5	0.6
External Affairs	25.6	17.6	1408	1.3
TOTAL	**118.7**	**101.3**	**6528.5**	**1.5**

ANALYSIS OF SICKNESS LEVELS (LOST TIME RATE) AT QUARTERLY INTERVALS FOR THE PERIOD 1 APRIL 2001 TO 30 SEPTEMBER 2007

1 April 2001– 30 June 2001	1 July 2001- 30 September 2001	1 October 2001 – 31 December 2001	1 January 2002 – 31 March 2002
1.8%	1.9%	3.6%	3.6%

1 April 2002– 30 June 2002	1 July 2002- 30 September 2002	1 October 2002 – 31 December 2002	1 January 2003 – 31 March 2003
1.8%	1.6%	3.1%	2.4%

1 April 2003 – 30 June 2003	1 July 2003 – 30 September 2003	1 October 2003 – 31 December 2003	1 January 2004 – 31 March 2004
2.3%	1.7%	3.5%	3.0%

1 April 2004 – 30 June 2004	1 July 2004 – 30 September 2004	1 October 2004 – 31 December 2004	1 January 2005 – 31 March 2005
2.3%	1.2%	2.0%	3.1%

1 April 2005 – 30 June 2005	1 July 2005 – 30 September 2005	1 October 2005 – 31 December 2005	1 January 2006 – 31 March 2006
2.3%	2.0%	2.2%	3.1%

1 April 2006 – 30 June 2006	1 July 2006 – 30 September 2006	1 October 2006 – 31 December 2006	1 January 2007 – 31 March 2007
2.3%	3.1%	2.4%	2.8%

1 April 2007 – 30 June 2007	1 July 2007 – 30 September 2007		
1.8%	1.5%		