YORKSHIRE DALES NATIONAL PARK AUTHORITY **ITEM 11**

Committee: **FINANCE AND RESOURCES**
Date: **28 May 2019**

Report: **SICKNESS ABSENCE**

Purpose of the Report

1. To advise Members of the current level of sickness absence within the National Park Authority staffing establishment.

Recommendation

2. That the report be noted.

Strategic Planning Framework

3. The information contained in this report is consistent with the Authority's statutory purposes and approved strategic planning framework, and in particular Corporate Plan Objective 24, "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

4. Analysis has been undertaken of sickness absence data covering all staff employed by the Authority during the fourth quarter of 2018/19 (so from 1 January 2019 to 31 March 2019). The data has been categorised by individual Directorates and is attached as an **Appendix** to this report. Information is provided both in terms of the percentage of time lost and then what this means in actual days lost, to illustrate the proportionate and absolute size of sickness absence.

Method of Calculation

5. As with previous reports, the Appendix presents data for all staff based on 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 31 March 2019 (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 Directorate's lost time rate, being the percentage of lost days compared with the number of days available, is calculated as follows:-

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

6. The Authority's lost time rate for the quarter ending 31 March 2019 was **2.1%.** The rate for the previous quarter to 31 December 2018 was **2.3%.** Also provided within the Appendix are details of the quarterly lost time rates over the last five years.

Performance Indicator results

7. The Authority uses a Performance Indicator to report the proportion of working days lost due to sickness absence. 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. The situation as at the end of the third quarter (ending 31 March 2019) using the Performance Indicator methodology (as opposed to the 'lost time rate', percentage-based approach) yields a figure of **1.1 days per FTE** for that quarter. The cumulative figure is 3.8 days per FTE.

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

9. The following table shows the Authority's performance relating to sickness (as measured by the Performance Indicator calculation) over the past five years prior to 2017/18; these figures will updated once we've collected new data from the other NPAs.

Year	South Downs	Broads	Dartmoor	Exmoor	Lakes	North-mblnd	NYM	New Forest	Peak District	Dales
2013/14	4.2	4.7	7.5	5.6	5.1	6.6	4.0	3.9	6.6	5.4
2014/15	4.5	7.6	9.3	3.2	7.2	2.6	4.1	3.1	Not available	4.7
2015/16	4.5	4.9	9.8	6.2	7.3	2.2	4.2	3.6	5.3	2.2
2016/17	4.7	4.8	7.8	3.6	4.4	3.0	4.0	3.75	5.5	4.0
2017/18	4.3	6.4	7.8	3.4	5.2	4.0	4.58	7.0	5.11	4.1
5 year average	4.4	5.7	8.4	4.4	5.8	3.7	4.2	4.3	5.6	4.1

Caszandra Peterson
Senior Administrative Officer
7 May 2019

APPENDIX

SICKNESS ABSENCE LEVELS – 1 JANUARY to 31 MARCH 2019

DIRECTORATE	FULL TIME EQUIVALENT IN POST as at 30.12.18	TOTAL NO. OF DAYS LOST	TOTAL DAYS AVAILABLE	LOST TIME %
Corporate Services	23.30	45.42	1258.20	3.6
Conservation & Community	39.89	50.88	2154.06	2.4
Park Services	53.37	36.55	2881.98	1.3
TOTAL	**116.56**	**132.85**	**6294.24**	**2.1**

NOTES

1. Of the 45.42 days lost in Corporate Services, 13.42 days relate to one member of staff, who has since returned to work.
2. Taking out the long-term sickness (defined here as any instance lasting for more than ten working days), the Authority's lost time rate would be **1.9%** and the days absence per FTE would be **1.0** days.

ANALYSIS OF SICKNESS LEVELS (LOST TIME RATE) AT QUARTERLY INTERVALS FOR THE PERIOD 1 APRIL 2013 TO 31 MARCH 2019

1 April 2013 – 30 June 2013	1 July 2013 – 30 September 2013	1 October 2013 – 31 December 2013	1 January 2014 – 31 March 2014
2.1%	1.7%	3.3%	2.9%

1 April 2014 – 30 June 2014	1 July 2014 – 30 September 2014	1 October 2014 – 31 December 2014	1 January 2015 – 31 March 2015
1.3%	1.4%	2.7%	3.1%

1 April 2015 – 30 June 2015	1 July 2015 – 30 September 2015	1 October 2015 – 31 December 2015	1 January 2016 – 31 March 2016
1.1%	0.6%	1.0%	1.3%

1 April 2016 – 30 June 2016	1 July 2016 – 30 September 2016	1 October 2016 – 31 December 2016	1 January 2017 – 31 March 2017
1.4%	1.1%	2.6%	2.1%

1 April 2017 – 30 June 2017	1 July 2017 – 30 September 2017	1 October 2017 – 31 December 2017	1 January 2018 – 31 March 2018
1.5%	1.4%	2.0%	2.6%

1 April 2018 – 30 June 2018	1 July 2018 – 30 September 2018	1 October 2018 – 31 December 2018	1 January 2019 – 31 March 2019
1.1%	1.4%	2.3%	2.1%