

Corporate and Customer Overview and Scrutiny Panel - Absence Management Sub- Group

Agenda and Reports

For consideration on

**Wednesday, 3rd October
2007**

In Committee Room 1, Town Hall, Chorley

At 6.30 pm



PROCEDURE FOR PUBLIC QUESTIONS/SPEAKING AT OVERVIEW AND SCRUTINY MEETINGS

- Questions must be submitted to the Democratic Services Section by no later than midday, two working days before the day of the meeting to allow time to prepare appropriate responses and investigate issues if necessary.
- A maximum period of 3 minutes will be allowed for a question from a member of the public on an item on the agenda. A maximum period of 30 minutes to be allocated for public questions if necessary at each meeting of the Panel. This will provide an opportunity for members of the public to raise and ask questions on any issue falling within the remit of the Panel.

Chief Executive's Office

Please ask for: Ruth Hawes
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Date: 24 September 2007

Chief Executive: Donna Hall

Chorley
Council

Town Hall
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PR7 1DP

Dear Councillor

CORPORATE AND CUSTOMER OVERVIEW AND SCRUTINY PANEL - ABSENCE MANAGEMENT SUB-GROUP - WEDNESDAY, 3RD OCTOBER 2007

You are invited to attend a meeting of the Corporate and Customer Overview and Scrutiny Panel - Absence Management Sub-Group to be held in Committee Room 1, Town Hall, Chorley on Wednesday, 3rd October 2007 commencing at 6.30 pm.

***** PLEASE COULD MEMBERS PICK UP THEIR BOX FILES CONTAINING
BACKGROUND INFORMATION FROM THE DEMOCRATIC SERVICES OFFICE *****

AGENDA

1. **Apologies for absence**
2. **Declarations of Any Interests**

Members are reminded of their responsibility to declare any personal interest in respect of matters contained in this agenda. If the interest arises **only** as result of your membership of another public body or one to which you have been appointed by the Council then you only need to declare it if you intend to speak.

If the personal interest is a prejudicial interest, you must withdraw from the meeting. Normally you should leave the room before the business starts to be discussed. You do, however, have the same right to speak as a member of the public and may remain in the room to enable you to exercise that right and then leave immediately. In either case you must not seek to improperly influence a decision on the matter.

3. **Public Questions**

Members of the public who have requested the opportunity to ask a question(s) on an item(s) on the agenda will be asked to put their question(s) to the Panel. Each member of the public will be allowed to ask one supplementary question within his/her allocated 3 minutes.

Continued....

4. **Overview and Scrutiny Inquiry - A Background to Absence Management**

The Sub-Group will consider the background documentation in the Inquiry box file.

The Corporate Director of Human Resources will take the Sub-Group through the system used to report sickness and facilitate return to work interviews.

5. **Inquiry Documentation (Pages 1 - 8)**

The Sub-Group are asked to consider the enclosed draft Scoping document, project plan, information checklist and witness checklist.

6. **The Way Forward**

The Sub-Group will determine the next steps in the Inquiry.

7. **Dates of Future Meetings**

The Sub-Group will agree the dates for the future meetings.

8. **Any other item(s) that the Chair decides is/are urgent**

Yours sincerely



Chief Executive

Distribution

1. Agenda and reports to all Members of the Corporate and Customer Overview and Scrutiny Panel (Councillor Mike Devaney (Chair) and Councillors Terry Brown, Mrs Doreen Dickinson, Daniel Gee, Pat Haughton, Hasina Khan, June Molyneaux, Geoffrey Russell, Joyce Snape and Mrs Stella Walsh) for attendance.
2. Agenda and reports to Lorraine Charlesworth (Director of Human Resources) and Ruth Hawes (Assistant Democratic Services Officer) for attendance.

This information can be made available to you in larger print or on audio tape, or translated into your own language. Please telephone 01257 515118 to access this service.

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ان معلومات کا ترجمہ آپکی اپنی زبان میں بھی کیا جاسکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون
کیجئے: 01257 515823