

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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E-mail address: ruth.hawes@chorley.gov.uk
Date: 24 September 2007

Chief Executive: Donna Hall

Chorley
Council

Town Hall
Market Street
Chorley
Lancashire
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.

આ માહિતીનો અનુવાદ આપની પોતાની ભાષામાં કરી શકાય છે. આ સેવા સરળતાથી મેળવવા માટે કૃપા કરી, આ નંબર પર ફોન કરો: 01257 515822

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

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OVERVIEW AND SCRUTINY INQUIRY PROJECT OUTLINE

<p>Review Topic: Absence Management</p>	<p>Investigation by: Corporate and Customer Overview and Scrutiny Panel.</p>
<p>Objectives:</p> <ol style="list-style-type: none"> 1. To assess whether the current attendance policy is sufficient. 2. To determine whether the attendance policy is being applied consistently. 3. To identify other actions that could improve attendance. 	<p>Desired Outcomes:</p> <ol style="list-style-type: none"> 1. To ensure the Council is on target to improve the Councils Best Value Performance Indicator BVPI 12 and reach the top quartile. 2. To ensure the Council has appropriate action plans in place to encourage a healthy workforce and workplace. 3. To identify best practice from the public/private sector and recommend actions for Chorley.
<p>Terms of Reference:</p> <ol style="list-style-type: none"> 1. To examine the Councils Attendance Policy and feedback suggestions for improvement. 2. To identify best practice from the public/private sector and recommend actions for Chorley. 3. To examine the monitoring of the absence statistics and suggest any improvements. 4. To report the findings of the Panel to the Overview and Scrutiny Committee. 	
<p>Key Issues:</p> <ol style="list-style-type: none"> 1. Is the Attendance policy being applied consistently across the Directorates. 2. Compare performance with other Districts within the Family Group. 	<p>Risks:</p> <ol style="list-style-type: none"> 1. Having expectations beyond the capacity to deliver.
<p>Venue(s): Town Hall, Market Street, Chorley</p>	<p>Timescale:</p> <p>Start: July 2007</p> <p>Finish: February 2008</p>

Information Requirements and Sources:

Documents/evidence: *(what/why?)*

1. Attendance Policy.
2. Attendance presentation to Overview and Scrutiny
3. Absence Statistics
4. Report to Overview and Scrutiny (Feb 07)

Witnesses: *(who, why?)*

1. Directors / managers as identified through the Inquiry.
2. Other Local Authority officers as identified through the Inquiry.

Consultation/Research: *(what, why, who?)*

1. Audit Commission family group.
2. Audit Commission.
3. Chartered Institute of Personnel and Development (CIPD).
4. Health and Safety Executive

Site Visits: *(where, why, when?)*

As identified through the Inquiry.

Officer Support:

Lead Officer:

Lorraine Charlesworth (Director of Human Resources).

Policy and Performance Officer:

Sarah Dobson (Performance Advisor – Corporate and Customer).

Democratic Services Officer:

Ruth Hawes (Assistant Democratic Services Officer).

Likely Budget Requirements:

<u>Purpose</u>	<u>£200.00</u>
Total	<u>£200.00</u>

Target Body¹ for Findings/Recommendations

Overview and Scrutiny Committee, Executive Cabinet.

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<i>SCRUTINY INQUIRY INFORMATION CHECKLIST</i>
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Name of Inquiry: Absence Management

Scrutiny Body: Corporate and Customer Overview and Scrutiny Panel

Ref.	Information Required	Date	Venue
1	Chorley Council Attendance Policy.		
2	Attendance presentation to Overview and Scrutiny		
3	Absence Statistics		
4	Return to Work Interview Statistics		
5	Graph showing sickness by month and by day		
6	Comparative Information with other Local Authorities (Including South Ribble)		
7	South Ribble Absence Management Policy		
8	Report to Overview and Scrutiny (Feb 07)		
9	Activities offered as part of "Active at Work "		

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SCRUTINY INQUIRY WITNESS CHECKLIST

Name of Inquiry: Absence Management

Scrutiny Body: Corporate and Customer Overview and Scrutiny Panel

Ref.	Witness	Information Required	Date	Venue
1	Directors / managers as identified through the Inquiry.			
2	Other Local Authority officers as identified through the Inquiry.			

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