

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

Agenda and Reports

For consideration on

**Wednesday, 16th January  
2008**

In Committee Room 2, 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.

7 January 2008

Dear Councillor

**CORPORATE AND CUSTOMER OVERVIEW AND SCRUTINY PANEL -  
ABSENCE MANAGEMENT SUB-GROUP - WEDNESDAY, 16TH JANUARY  
2008**

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 2, Town Hall, Chorley on Wednesday, 16th January 2008 commencing at 6.30 pm.

**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. **Minutes (Pages 1 - 4)**

To confirm as a correct record the minutes of the meeting of the Corporate and Customer Overview and Scrutiny Panel - Absence Management Sub-Group held on 3 October 2007 (enclosed).

4. **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.

5. **Inquiry Documentation (Pages 5 - 12)**

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

6. **Collecting and Considering Evidence**

The Sub-Group will consider information requested at the last meeting:

- South Ribble Absence Management Policy (No 6 in the inquiry box file),
- Updated statistics for Chorley Council up to the end of November for absences (5 days) and return to work interviews (87%),
- Comparative information has been requested from other local authorities in the Audit Commission family group and will be presented at the meeting,
- Chorley Council policies: Bereavement Leave and Special Leave, (No 7a and 7b in the inquiry box file),
- Reference form (No 8 in the inquiry box file),
- Discussion regarding other schemes carried out at the Council including, the Council's Occupational Health contract, Chief Executives' Awards and workplace listeners schemes.

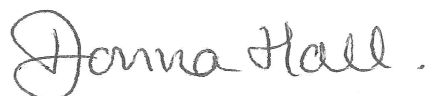
7. **The Way Forward**

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

8. **Dates of Future Meetings**

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

Yours sincerely



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Chief Executive

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**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.

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