



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>Type: Inquiry.</p> <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.