

Report of	Meeting	Date
Director of Policy and Governance	Overview and Scrutiny Committee	6 October 2016

OVERVIEW AND SCRUTINY MONITORING REPORT - STAFF SICKNESS ABSENCE

PURPOSE OF REPORT

- To respond to the report of the Overview and Scrutiny task group that examined staff sickness absence for 2015/16 and provide an update on progress in delivering against the recommendations.

RECOMMENDATION(S)

- That the responses be noted.

EXECUTIVE SUMMARY OF REPORT

- An overview and scrutiny task group looked at staff sickness absence as the figures for 2015/16 were significantly higher than the target set for the year. Their final report was presented to Executive Cabinet on 30 June 2016. This report provides an update of the progress made in responding to the 4 recommendations contained within the report.
- The table below details the recommendations arising out of the review and the progress made against each:

O&S Task Group Recommendation	Progress
1. Employees to complete a survey, a minimum of three weeks following their return to work after a period of absence to provide feedback to HR on their experience of the application of the Sickness Absence Policy.	30 questionnaires have now been issued with about 20 now returned. Full data analysis still has to be done on the questionnaires, but from the initial view they are positive and staff understand the policy and feel supported.
2. Managers should receive refresher training on applying the Sickness Absence Policy to ensure a consistent approach across the Council.	Agreed, to be done through an eLearning package. HR have implemented spending more time with managers coaching them prior to conducting absence meetings to ensure greater consistency of approach across the Council. This is going well and being positively received although it has only taken place on a handful of occasions.
3. Review the wording in the letter that employees receive when the Sickness Absence Policy is triggered.	The letter has been reviewed. Although no changes were made to the letter, the email that goes with the letter to managers has been reviewed to include more specific details about how letters should be given to the employee. This is to ensure that the letter is in line with the council's policy, but that managers are better

O&S Task Group Recommendation	Progress
	able and prepared to provide context and explanation to employees.
4. To review the current performance measure for sickness absence monitoring and establish a range of measures using figures prior to the policy being introduced when compared with current information.	A new target set at 7 days per employee. Last year's target was 6 days per employee. The figure was set using data for Chorley for last 5 years and looking at district data across the North West.

Confidential report Please bold as appropriate	Yes	No
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CORPORATE PRIORITIES

5. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	
Clean, safe and healthy communities		An ambitious council that does more to meet the needs of residents and the local area	X

CURRENT DATA

6. The final figures for attendance ended at 9.33 days lost per employee, broken down to 3.28 short term and 6.05 long term. Long term sickness was particularly high for 2015/16 with comparable data for the year previous being at 3.37 days lost.
7. Quarter 1 figures for 2016/17 are 2.01 days lost per employee, broken down to 0.94 short term and 1.07 long term. This is up on the yearly target which is 1.75 for Q1, but a reduction for the same period in 2016/16 which was 2.19 days lost.
8. Council policies are being adhered to and all cases are being closely managed.

IMPLICATIONS OF REPORT

9. This report has implications in the following areas and the relevant Directors' comments are included:

Finance		Customer Services	
Human Resources	X	Equality and Diversity	
Legal		Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

CHRIS SINNOTT
DIRECTOR OF POLICY AND GOVERNANCE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Jane McDonnell	5371	28 September 2016	***