



## CABINET REPORT

<b>Report Title</b>	<b>ABSENCE MANAGEMENT- RESPONSE TO OVERVIEW AND SCRUTINY REPORT</b>
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**AGENDA STATUS: PUBLIC**

<b>Cabinet Meeting Date:</b>	16 March 2011
<b>Key Decision:</b>	NO
<b>Listed on Forward Plan:</b>	NO
<b>Within Policy:</b>	YES
<b>Policy Document:</b>	No
<b>Directorate:</b>	Finance And Support
<b>Accountable Cabinet Member:</b>	Cllr Markham
<b>Ward(s)</b>	ALL

### 1. Purpose

- 1.1 On 19 January 2011, Cabinet received a report from Overview and Scrutiny Committee arising from a review of absence management by Overview and Scrutiny in 2010. The focus of the review was to evaluate the impact that staff absence has upon service delivery, to review the effectiveness of the Council's Health and Well Being Policies in reducing sickness absence and to ensure absence management systems are robust and applied consistently in all departments. The report contained four recommendations. Cabinet agreed to consider these and report back in due course.

### 2. Recommendations

That Cabinet:

- 2.1.1 Agrees to note the Overview and Scrutiny Panel positive views on the Nurse Led system.
- 2.1.2 Agrees and instructs the Head of Human Resources to include a section with regard to the consistency of health and well being policies being applied across the authority into the Annual Equality report.

- 2.1.3 Agrees and instructs the Head of Human Resources to provide appropriate training and support for all managers and team leaders on absence management.
- 2.1.4 Agrees and instructs the Head of Human Resources to provide refresher training for all managers and team leaders on a bi annual basis on absence management policies.
- 2.1.5 Agrees and instructs the Head of Human Resources to include absence management in the revised induction program for staff and sign post new managers and team leaders to the full absence management program or the e learning program.

### **3. Issues and Choices**

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#### **3.1 Report Background**

3.1.1 The Overview and Scrutiny report made four recommendations:

- a) Cabinet is informed that the Scrutiny Panel welcomes the newly implemented Nurse Led system of absence reporting, particularly as it assists both the employer and employee.
- b) All Health and Wellbeing Policies are consistently considered across all Service areas within the Council and an annual review of the implementation and consistency will be reported on through the Annual Equality Report.
- c) All Managers and Team Leaders receive adequate and appropriate training and support on the Council's Absence Management Policies and Procedures and that refresher training is provided on a bi-annual basis.
- d) Training on the Council's Absence Management Policies and Procedures be included in the Induction Program for new Managers and Team Leaders.

#### **Choices (Options)**

3.2 The following options would address 2 of the 4 recommendations of the Overview and Scrutiny report;

- a) The Annual Equality Report will include a section with regard to the consistency of health and well being policies being applied across the authority. Work is being undertaken within HR to ensure that implementation of policies are consistency applied across the authority. The HR team will be able to confirm through the HR system by service and equality strands where well being policies are being applied. The AE plan will include action planning to make improvements in key areas if this is identified as an outcome of the plan.
- b) The Annual training plan will include absence management training and refresher training. A new e-learning tool that is being developed by the learning team will include a section on absence management, which will be utilized with the above plan for refresher training.

- c) The induction program for staff is currently being reviewed and will include a section on absence management, and managers and team leaders new to the organization will be identified as needing to attend either a full absence management program or the e-learning module dependent on their skills coming into the organisation.

#### **4. Implications (including financial implications)**

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##### **4.1 Policy**

- 4.1.1 The current absence management policy will be utilised. There are no recommendations to review this policy at this time.

##### **4.2 Resources and Risk**

- 4.2.1 N/A

##### **4.3 Legal**

- 4.3.1 There are no legal implications arising directly from this report.

##### **4.4 Equality**

- 4.4.1 A recommendation from the Overview and Scrutiny is to include consistency of application of well being policies in an annual equality report.

##### **4.5 Consultees (Internal and External)**

- 4.5.1 Consultation was carried out as part of the Overview and Scrutiny work, which is highlighted in their final report.

##### **4.6 How the Proposals deliver Priority Outcomes**

- 4.6.1 The Overview and Scrutiny recommendations and the subsequent recommendations put forward in this report will contribute to:

An efficient, well-managed organisation that puts our customers at the heart of what we do

##### **4.7 Other Implications**

None

#### **5. Background Papers**

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- 5.1 Report of the Overview and Scrutiny Management Committee – Absence Management

**Catherine Wilson Head of Human Resources x 7377**