



Overview and Scrutiny Committee

25 July 2012

Absence Management – Response to Overview and Scrutiny Report

Summary of Progress against recommendations:

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.

Progress

The consistency of health and well being policies being applied across the authority was included in the Workforce Monitoring Report 2010-11, published on the Internet in July 2011. This identified that when you look at the number of employees who have been dismissed for ill health, there are no patterns emerging in terms of detriment or potential discrimination issues.

In addition it was reported that all policies/procedures are consulted upon at an early stage and are monitored to establish how they are affecting staff with different protected characteristics and to eliminate discrimination. The same examination will be undertaken for the 2011-12 Workforce Monitoring Report, due to be published July 2012.

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.

Progress

Appropriate training and support has been developed for all line managers on absence management through the E-learning solution. This type of learning will enable increased access and will allow line managers to refresh knowledge regularly as well as at induction. In addition all policy and process documentation is available through HR Online on the NBC intranet.

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.

Progress

Appropriate training and support has been developed for all line managers on absence management through the E-learning solution. This type of learning

will enable increased access and will allow line managers to refresh knowledge regularly as well as at induction. In addition all policy and process documentation is available through HR Online on the NBC intranet. Reporting on frequency of completion will be available when the E-learning module is released.

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.

Progress

A list of mandatory E-learning modules to complete on induction will be made available to all line managers. The absence management modules will be part of the mandatory requirements to equip new managers with the required knowledge. The skills audit available on the Skills Portal will identify any knowledge gaps within the HR Knowledge and Employment Law area.