

**OVERVIEW AND SCRUTINY REVIEW GROUP REPORT – REVIEW OF SICKNESS MANAGEMENT
CABINET RESPONSE AND ACTION PLAN**

Review Recommendation	Cabinet Response		Implementation	
	Agreed?	Comments	Resib'ty	Timescale
1. The proposed procedures for the Management of Sickness Absence, Occupational Health Referrals and Occupational Sick Pay be supported.	Yes	Special Joint Consultative Group meetings have been scheduled in January to consult trade unions on necessary contractual changes.	Head of OD	Effective from January 2007
2. Specific elements of Sickness Management administration be transferred to Human Resources in order to better enable Occupational Health referrals and performance monitoring.	Yes	The Principal HRO (Strategy) and the Performance Management Officer will explore the functionality of the Resourcelink (Human Resources and Payroll) System in respect of sickness absence administration and will use Business Process Maps to identify and establish an effective flow of information for payments prior to a formal transfer of responsibility on 01 April 2007.	Head of OD	In the lead-up to April 2007
3. Sickness Absence statistics, by department and overall, be reported to ... <ul style="list-style-type: none"> • The Leader's Meetings – Quarterly Basis • Strategic Leadership Group (SLG) – every meeting • Management Team - monthly basis • Heads of Service – monthly basis 	Partially	Resourcelink and COGNOS reports will be configured to provide meaningful sickness absence statistics to inform decision-making at each level identified. However, performance information is normally supplied to every other meeting of the SLG, which is deemed appropriate for sickness information.	Head of OD	Effective from April 2007

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4. Detailed information relating to sickness absence be made available to managers as necessary to assist them to effectively manage sickness.	Yes	The Principal HRO (Strategy) will develop and distribute monthly absence reports for Heads of Service with triggers for formal action highlighted.	Head of OD	Effective from April 2007
5. Section-based sickness absence statistics be incorporated into service plans.	Yes	Human Resources to liaise with Strategy and Regeneration regarding changes to the Service Planning template to accommodate sickness absence statistics with guidance on planning for continual improvement.	Head of S&R	Effective from April 2007
6. The Organisational Development Plan specifically includes training for appropriate managers relating to 'Absence Management'.	Yes	A training course has been prepared for rollout to all Council managers, which incorporates guidance on new Council procedures for dealing sensitively, professionally and effectively with absence issues.	Head of OD	In the lead-up to April 2007
7. Quarterly progress meetings be held between Human Resources, Payments and Occupational Health to monitor Sickness Management.	Yes	The Principal HRO (Strategy) will schedule a series of meetings to ensure consistency and the continual review of Occupational Health provision.	Head of OD	In the lead-up to April 2007

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8. Information on services provided by Occupational Health be publicised and communicated to employees and managers.	Yes	The Council's Occupational Health provider (Company Health) will work with Democratic Services to produce publicity materials for all employees regarding the services provided by Occupational Health.	Head of DS	Effective from April 2007

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