

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

Review Recommendation	Cabinet Response		Implementation	
	Agreed?	Actions	Resib'ty	Timescale
1. The proposed procedures for the Management of Sickness Absence, Occupational Health Referrals and Occupational Sick Pay be supported.	Yes	All three procedures have now been incorporated into the terms and conditions of employment for all SBC employees. A new Code of Practice has been issued to employees detailing their new obligations under the procedures	Head of OD	01/07/07
2. Specific elements of Sickness Management administration be transferred to Human Resources in order to better enable Occupational Health referrals and performance monitoring.	Yes	Sickness Absence Management and Administration have been consolidated as key roles within the OD section with partial administrative support from Payments. Systems now in place for ensuring compliance with procedures and effective sickness absence management interventions.	Head of OD	01/07/07

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<p>3. Sickness Absence statistics, by department and overall, be reported to ...</p> <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 have been prepared to provide accurate, timely and consistent statistical information to Head of Service, Management team and the Strategic Leadership Group in line with recommendations.	Head of OD	01/07/07
<p>4. Detailed information relating to sickness absence be made available to managers as necessary to assist them to effectively manage sickness.</p>	Yes	Monthly reports are prepared detailing employees on LT sickness absence and employees with ST persistent absence as identified by the reference points for formal action in the procedures. These reports are sent to Heads of Service and section managers on a monthly basis and a sickness review group has been established to monitor action taken.	Head of OD	01/07/07

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5. Section-based sickness absence statistics be incorporated into service plans.	Yes	Guidance on setting, monitoring and reviewing sickness absence targets has been built into the Service Planning Guidance for 2007/08 and all sections have been tasked with responsibility for analysing current levels and setting ambitious targets for improvement in line with the Corporate Best Value Performance Indicator.	Head of S&R	01/07/07
6. The Organisational Development Plan specifically includes training for appropriate managers relating to 'Absence Management'.	Yes	Approximately 180 Council managers have been on a one day training course to develop their knowledge on the application of the new procedures and to develop their confidence and skill in managing contentious and sensitive absence review meetings. Feedback from this training has been positive.	Head of OD	April-August 2007
7. Quarterly progress meetings be held between Human Resources, Payments and Occupational Health to monitor Sickness Management.	Yes	Monthly meetings have been established with set agenda items involving Human Resources, Payments, Health and Safety and Occupational Health.	Head of OD	01/07/07

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8. Information on services provided by Occupational Health be publicised and communicated to employees and managers.	Yes	A Health Promotion brochure is being prepared that details the range of innovative projects within Leisure Services, Sustainable Communities and via our links with the Primary Care Trust that can support the goal of reducing sickness absence and promoting a healthy workplace.	Head of OD	01/09/07