



OVERVIEW AND SCRUTINY

SICKNESS MANAGEMENT TASK AND FINISH GROUP

1. Purpose/Objectives of the Review

- To evaluate the impact that staff absence has upon service delivery
- To review how health and well being policies can have a positive impact in reducing sickness absence
- To ensure absence management systems are robust

2. Outcomes Required

- To make recommendations for improvement, as appropriate,

3. Information Required

- A synopsis of all information available
Various Policies, including Absence Management Policy
Health and Well Being Policy
Flexible Working Policies
Dependency and Emergency Leave Policy
- Sickness absence trends, department by department
- Details of the impact sickness absence has on colleagues
- Injury related injury data
- Management Plans to tackle sickness absence
- Best practice Councils
- Details of Health and Safety Training and take up statistics

4. Format of Information

- Officer Briefings
- Officer Reports
- Published Reviews by other Councils
- Expert advice
- Witness evidence
- Presentations

5. Methods Used to Gather Information

- Interviews with the relevant Officers
- Task and Finish Group meetings
- Desktop research

6. Co-Options to the Review

- Suggested that Louise Procter, Director, Health Services, Northants PCT, be co opted to the Task and Finish Group for the life of the Review

7 Equality Impact Screening Assessment

- An Equality Impact Screening Assessment to be undertaken on the scope of the Review.

8 Evidence gathering Timetable

March/April 2010

Schedule of meetings to be agreed

9 Responsible Officers

Lead Officer	Catherine Wilson, Head of Human Resources
Co-ordinator	Tracy Tiff

10 Resources and Budgets

Catherine Wilson, Head of Human Resources, to provide internal advice.

11 Final report presented by:

Completed by April 2010. Presented by the Chair of the Task and Finish Group to Overview and Scrutiny Committee 3 and then to Cabinet.

12 Monitoring procedure:

Review the impact of the report after six months (October/November 2010)