

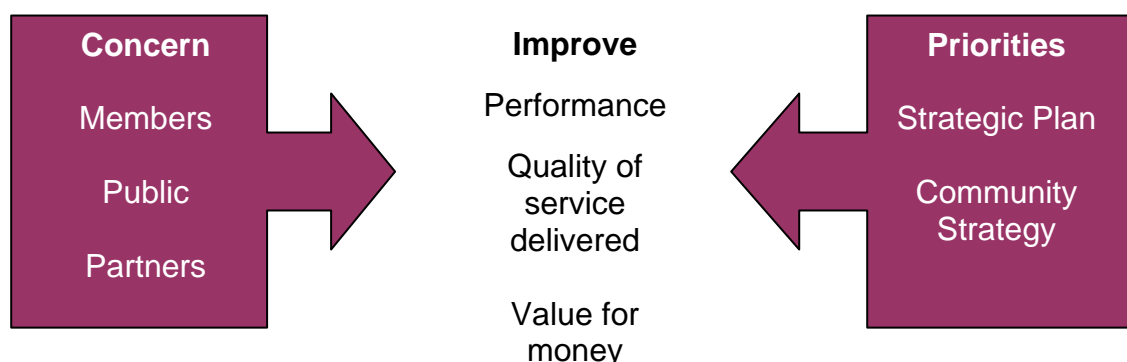
Scope – Sickness Absence Management

Scoping Questions –

The Overview and Scrutiny Committee are asked to consider the following questions when scoping a Scrutiny review:

Issues for Scrutiny should reflect:

- i. Concern of Members, the Public or Partners
- ii. Strategic Priorities for the delivery of services and
- iii. Clear Outcomes to improve performance, value for money or to change the priorities of the Council.



A. Aims

What are the aims of the scrutiny review?

The current number of days per year lost to sickness is currently 10.39; the BVPI target for 2007/2008 is 8.75. The review will consider what can be done to reduce the levels of sickness and whether current policies and procedures are in place to achieve the indicator.

The review will focus on the procedures in place for monitoring and recording sickness absence, resources available to support and maintain reductions in absence levels, analyse reasons and patterns of absence, compare practices in other authorities and seek to make recommendations that will improve current figures.

How does the scrutiny review link to priorities?

The Annual Performance Plan sets out a number of key projects that contribute to the achievement of the Strategic Plan improvement priorities.

The Strategic Plan improvement priority for working effectively includes developing and implementing measures to reduce sickness absence.

How does this review link to community concern?

What outcomes are sought?

The review would seek to reduce sickness absence by making evidence based recommendations to inform policy development.

The review should also seek to make recommendations for further/other improvements to the mechanisms in place for the recording of sickness should they be suggested by the evidence presented to the Topic Select Committee.

Which specific areas will the review examine?

Current levels and types of sickness absence, consider if there are any underlying reasons for absence. Look at policies in place to support a healthy life style.

Current sickness absence policies in place.

Consider if policies are consistently managed across the authority

Other local authorities' sickness absence policies

Best Practice elsewhere in the public and private sector

Individual managers' roles in maximising attendance at work

Staffing resources to support the reduction of sickness absence levels and to monitor sickness absence across the authority

Employees perspectives.

The following are some suggested key lines of enquiry general to each scrutiny review undertaken; they can be tailored for each specific scrutiny review. The Committee is invited to consider the key lines of enquiry for this review.

Some suggested key Lines of Enquiry

- Is the service achieving what it set out to achieve?
- What can we improve?
- How do we compare with others?
- Are we delivering value for money?
- How do we know we are delivering value for money?
- What are the strategic and operational risks?
- What intelligence is available to predict future change?

B. Timetable

When will the review commence

February 2008?

When will the review conclude?

June 2008?

C. Information and consultees

What information do Members require to enable them to start work on the review?

Current sickness statistics

Current policies used by the authority

Details of staffing resources

Are there any key witnesses/visits/documents

Representatives from the Corporate Sickness Absence Project Team will be invited to participate in supporting the review.

As sickness absence involves all Council departments and services there are a number of witnesses that Members may decide to speak to during the course of the review.

The relevant portfolio holder should be asked to talk to the topic Select Committee?

Trade Unions

How will the review involve the public?

Not applicable

D. Resources

Support for the review will be coordinated and led by the Scrutiny Team as part of their normal duties.

Councillors selected to sit on the Committee will be expected to allocate time within their diaries to facilitate scheduled meetings.

Experts from various organisations will be invited to contribute to the review

Representatives from the Corporate Sickness Absence Project Team will be invited to participate in supporting the review.

E. Departmental View

Scoping Questions

The Topic Select Committee itself will be asked to consider the following questions when scoping the scrutiny review:

<p>A. Timetable When will the Topic Select Committee meet to consider the review – frequency, location</p>	
<p>B. Information and consulters Who would Members request information from</p> <p>Visits Does the review require any visits Where and with whom</p>	
<p>C. How the Community will be consulted, informed, and involved How will the review involve the public</p>	
<p>D. How the effectiveness of the review will be measured After the review, what will assist Members to look back and examine the lessons learned.</p>	

The Overview and Scrutiny Committee will set the following

<p>A. Aims What are the aims of the review What outcomes are sought How does the review link to priorities How does the review link to community concern Which specific areas will the review examine</p>
<p>B. Timetable When will the review commence When will the review conclude</p>
<p>C. Information and consultees What information do Members require to enable them to start work on the review Are there any key witnesses/visits How could the review involve the public</p>
<p>D. Resources Are there any specific resource implications for the review</p>

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