



# report

meeting	County Council	
date	24 <sup>th</sup> September 2009	agenda item number

## **Report of the Cabinet Member for People and Performance.**

### **1 Purpose of the report**

- 1.1 This report seeks to update Members on various issues relating to the People and Performance portfolio.

### **2 People**

#### **Implementation of the pay strategy**

- 2.1 It is anticipated that approximately 93% of the back pay payments will have been made by the end of October. The only payments which remain outstanding are for those employees with particularly complex employment histories; those where the job score information is outstanding or for those who have left the employment of the County Council. For staff in these categories work is in hand to try to find a simpler and more pragmatic approach to enable their payments to be processed in the near future.
- 2.2 Following completion of the skills audit a range of learning and development opportunities have been made available as a means of supporting employees affected by job evaluation. The opportunities include management development training; advanced administration skills and additional customer care training. These have been well received by staff.
- 2.3 Work has also been undertaken to map current activities in relation to apprenticeship schemes, internally and externally, with a view to drawing on external funding and developing pilots across the Council.
- 2.4 Further work is underway to implement the next stage of the process for the job evaluation of school support staff. This is the subject of ongoing discussions with the Schools Forum in relation to funding options and also the recognised Trades Unions. It is hoped to be able to complete this work and implement the proposals by April 2011.

## **Attendance Management**

- 2.5 The latest figures show a reduction to 9.63 days lost per employee per year, which continues the downward trend.
- 2.6 Proposals for revised trigger levels have been discussed with Trades Union colleagues with a view to reducing the level at which action is initiated. This has been identified as a key area of activity in order to reduce absence figures significantly.
- 2.7 Discussions are also taking place with Trades Union colleagues in relation to improvements to redeployment processes and systems and also improvements in the monitoring and recording of absence and generation of timely and accurate management information and reports to further support managers.
- 2.8 Work has also been undertaken to benchmark Nottinghamshire's performance and the range of actions being undertaken against other authorities. This has included work on calculation of absence figures and the true cost of absence. This is being used to inform further activity.
- 2.9 A revised wellbeing action plan is being finalised for 2009/10 to target actions and ensure that absence is further reduced. This includes a more holistic and preventative approach to attendance management.
- 2.10 The Occupational Health Unit, Health and Safety and the Attendance Management Team are continuing to work together to promote wellbeing among employees, an example of this being articles in the employee newspaper, In-Contact.
- 2.11 Work is continuing to ensure that accurate and timely sickness absence reporting is undertaken in order to comply with SSP regulations, ensure accuracy of records and allow monitoring against corporate and departmental absence targets. This will also enable absence data reports to be provided on the level and causes of sickness absence across establishments which will help in targeting areas where absence is a concern and help understand causes.
- 2.12 Service Directors receive regular reports on the percentage of trigger interviews completed so that they can take appropriate follow up action and Service Heads are also informed of the performance in their areas. This is to ensure that the attendance management procedure is embedded in the authority and that managers are aware of their responsibilities.
- 2.13 The Corporate Attendance Management course has been revised to include more skills based activities for managers to help address skills requirements in managing attendance in their service areas. Feedback remains positive.

**Cllr Andy Stewart**  
**Cabinet Member for People and Performance**