

BROMSGROVE DISTRICT COUNCIL

PERFORMANCE MANAGEMENT BOARD

19 FEBRUARY 2008

SICKNESS ABSENCE MANAGEMENT POLICY

Responsible Member	Councillor James Duddy, Performance Management Board Chairman
Responsible Head of Service	Jo Pitman – Head of HR&OD

1. SUMMARY

- 1.1 This report provides the Board with the Sickness Absence Management Policy documentation as requested.

2. RECOMMENDATIONS

- 2.1 It is recommended that:

The Board considers the Sickness Absence Policy, Sickness Absence summary document and A4 Employee reporting sheet.

3 BACKGROUND

- 3.1 The Sickness Absence Policy was re-written during 2006 and following consultation and agreement with unions was launched in January 2007. The revised policy clearly defined the framework for escalation to formal action based on specific trigger points and provided Managers with detailed guidance on the application of the policy. The policy reflected best practice principles recommended by the CIPD (Chartered Institute for Personnel and Development) which have been adopted by other Councils. The informal stages of the policy and the documentation required following each period of absence (specifically return to work interviews) was designed to encourage an open dialogue between employee and manager. The policy is due to be reviewed during 2008/09.
- 3.2 The Sickness Absence Summary document was developed to ensure that employees were aware of the salient points of the policy, without reference to the specific management guidance detailed in the full policy.
- 3.3 The A4 Summary document was developed at the request of the unions to ensure that employees could easily understand their obligations under the policy, specifically in relation to contact and updating management in relation to their sickness.

4. FINANCIAL IMPLICATIONS

4.1 The Council incurs direct costs for covering employee absence (in some departments) in addition to general Occupational Health costs and indirectly, through loss of productivity.

5. LEGAL IMPLICATIONS

5.1 No legal implications to the report.

6. CORPORATE OBJECTIVES

6.1 The effective management of sickness absence underpins the delivery of all the Council's objectives.

7. RISK MANAGEMENT

7.1 Sickness Absence is a corporate indicator which has been identified as an area of concern.

8. CUSTOMER IMPLICATIONS

9.1 There is a potential detrimental effect on customer service and service delivery.

9. OTHER IMPLICATIONS

Procurement Issues N/A
Personnel Implications N/A
Governance/Performance Management N/A
Community Safety including Section 17 of Crime and Disorder Act 1998 N/A
Policy N/A
Environmental N/A
Equalities and Diversity N/A

10. OTHERS CONSULTED ON THE REPORT

Portfolio Holders	No
Chief Executive	No
Corporate Director (Services)	No
Assistant Chief Executive	Yes
Head of Service	N/A
Head of Financial Services	No
Head of Legal & Democratic Services	No

Head of Organisational Development & HR	Yes
Corporate Procurement Team	No

11. APPENDICES

Appendix 1 – Sickness Absence Policy
Appendix 2 – Sickness Absence Summary Document
Appendix 3 – A4 Sickness Absence Reporting Procedure

12. BACKGROUND PAPERS

None

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