

Number	Recommendation
1c	A profile of the causes of sickness
2	Managers to improve coding of absence returns with the support of Human Resources
3	Managers to improve the rate of absence returns with the assistance of Human Resources
4	Results of the HSE Stress Survey pilot to be reported back to the Corporate Policy Review Select Committee via the Executive Scrutiny Committee
6	To make it compulsory for all staff with managerial/supervisory responsibilities to undertake training in managing sickness. This should commence with a series of seminars to which all Managers/Supervisors are invited as appropriate

7	Training issues relating to sickness absence management should be addressed and evaluated at annual appraisal sessions
9	Information on flexible working practices and flexi time schemes to be included in management training programmes

Responsibility	Anticipated Completion Date/ Completion Date
Alan Cruikshank/Mandy Hill	Oct-06
Lynne Donald	Mar-07
Lynne Donald	Mar-07
John Davies	Dec-07
Denise / Paul H	Mar-07

Denise McGuire Angie Todd	Mar-07
Angie Todd / Cheryl Lindsay	Mar-07

Evidence of progress - 16/1/07	Evidence of progress June 08	Assessment of progress (Categories 1-4) Dec 07
	Complete - this information can be reported on a corporate basis or broken down into individual service areas	3
Actioned through revised reporting procedure roll out commenced September 06.	Revised system now fully rolled out and embedded. We are ahead of our target to roll out the same system to schools with 55 out of 81 schols now using the new system. This is now providing real benefits and this years target in relation to sickness absence has been achieved.	2
Actioned through revised reporting procedure roll out commenced September 06.	As Above	2
Report to November 2006 HRSG on outcomes and interventions required from initial survey. Reporting back to Corporate Review Select Committee requires a further survey 12 months after the initial survey(as required by HSE) which will give the opportunity for the first interventions to "bed in" and be effectively evaluated.	A further report was submitted to HRSG in August 2007 proposing a re- survey to assess success of proposed interventions. This was carried out Sept - Oct 2007 and showed a reduction in areas of concern across all services involved in the pilot study. The survey is now being rolled out to all areas of the Council over a rolling 12 month period commencing in 2008.	2
Training to be carried out through role out of new reporting procedure. Seminars/information events are provided to SMT's as appropriate. Planned training will be programmed throughout the remainder of the financial year service by service. Thereafter it will be an ongoing process	Training in the new policy and procedures has been carried out and information on the new reporting system provided as required. The absence management team are currently visiting schools to train them in the new process. Opportunities are also taken to maintain awareness through attendance at meetings such as Extended Management Team. Training on managing absence will also be included in the new Management Development Programme.	2

<p>Training issues to be part of 6 above and appraisal issues are being considered as part of the current HRSG review of the annual appraisal process.</p>	<p>The new competency based appraisal scheme has now been fully rolled out and the importance of good attendance is explicit in terms of the senior management competencies. The scheme has recently been discussed at HRSG however and further amendments are currently being considered.</p>	<p>2</p>
<p>This requirement will form part of the current review of Management Training Programmes and will be included in training as shown at 6 above</p>	<p>All employees receive information on the Council's flexible working policy on appointment. The Management Training programme however is currently under review as are the flexible working arrangements as part of the corporate 'workwise' project. The new scheme will be considered in the new management training programme.</p>	<p>2</p>

**Assessment of
progress
(Categories 1-4)
June 08**

1

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