

**APPENDIX 1**  
**Action Plan – Review of Sickness Absence**

No.	Recommendation	Proposed Actions/Progress	Success Measures	Responsibility	Date
1.	That all steps should be taken to ensure staff are clearly aware of the wide range of support that the Council makes available for them to access.	<p>Attendance Management training is being rolled out to Line Managers / Supervisors which includes the promotion of Employee support options available.</p> <p>The new Intranet will be available externally for employees who work without a PC to access on mobile phones and tablets which will increase awareness of Employee Support. The intranet pages will be updated at this time.</p> <p>Information on employee support is provided at employee induction and Setting the Standard sessions.</p> <p>Posters and leaflets regarding employee support have been distributed across the Council buildings.</p>	<p>Feedback from training sessions to support greater awareness of Managers/Supervisors.</p> <p>Delivery of promotional information through an updated intranet and at induction and other promotional sessions.</p>	Human Resources	Ongoing
2.	That given that it already meets the criteria, the Council signs up to the TUCs Dying to Work campaign which proposes that Employers sign a voluntary charter to provide additional protection from dismissal for any person with a terminal diagnosis because of their condition.	<p>Further details around the charter have been requested to ensure the Council meets the criteria and the steps which will need to be taken to sign up. Details will be presented to CMT in January / February 2018</p> <p>Signing up to the campaign has been discussed and supported at TULG.</p>	Campaign sign-up	Human Resources	Ongoing

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3.	That a targeted approach to the top locations for each sickness type, including premises assessments for staff health and wellbeing (linked to SWIS review into working environments), is adopted.	Promotional Events / initiatives will be looked at to target the top reasons for sickness absence and consideration will be given to any trends within teams / Locations.  Consideration will be given to working environments as part of the SWIS reviews	Reduction in occurrences of sickness absence of that type/changes made to working environment if appropriate.	Human Resources	Ongoing
4.	That the Committee endorses the Council's bid for the Better Health at Work Award Continuing Excellence accreditation	The Council has achieved the Better Health at Work Continuing Excellence award in Dec 2017.  Work will continue throughout 2018/19 with promotional events taking place to promote wellbeing and health	Completed	Public Health / Human Resources	December 2017
5.	That developments are pursued around Display Screen Equipment (DSE) use to reduce workstation discomfort, including pop-up warnings reminding staff to take a break from their computer and workplace workouts.	Research and discussion with ICT to take place to determine whether this is possible.	Implementation of DSE reminders/pop-ups if appropriate.	Human Resources / Health & Safety / ICT	Ongoing
6.	That management training in mental health awareness to aid early intervention is made available.	We have identified a provider – Redcar & Cleveland MIND who are the Tees Valley appointed provider for Mental Health Training. Initial training sessions are taking place 2 <sup>nd</sup> February & 2 <sup>nd</sup> March 2018 with a	Training sessions to be rolled out with positive feedback	Human Resources	January 2018

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		further 10 sessions to be rolled out in 2018/19			
7.	That smarter ways of working are fully explored to enable greater flexibility for staff and create appropriate work/life balances.	<p>Consideration to be given as part of the programme of SWiS and Lean Reviews taking place across the Council.</p> <p>A Smarter Working Policy will be launched in 2018</p>	Changes to working arrangements as a result of the SWiS reviews.	SWiS Team – Information & improvement Services / Human Resources	Ongoing
8.	That the Council encourages staff to take up the new in-house flu vaccination offered through Occupational Health.	The 2018 in house flu vaccination programme will be rolled out from September 2018, earlier than in 2017, and will aim to increase the take up on 2017.	<p>Increase in take up of the flu vaccination :</p> <p>A total of 389 employees took up the offer of a Flu vaccination in 2017. An increase from 75 vaccination vouchers issued in 2016.</p>	Human Resources	September – December 2018
9.	That regular team meetings and individual 1:1s (incorporating employee health and wellbeing considerations) are scheduled for staff across the Council so that any pressure points can be identified early and addressed.	The Council will be revising the Performance Policy and will emphasize the importance of managers arranging productive regular 1-2-1 / supervision meetings and annual appraisals. This will also be covered in training rolled out to managers in 2018/19.	Increase in 1:1s and team meetings taking place	Human Resources	Ongoing

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10.	That Cabinet endorses the new draft SBC Work/Life Balance and Attendance policy proposals, and the emphasis on promoting the health and wellbeing of the workforce.	New Work / Life Balance and Attendance Policy launched in January 2018 in KYIT and via Attendance Management training for Line Managers which commenced in December 2017.	Completed	Human Resources	January 2018