

APPENDIX 4
Progress Update – Review of Sickness Absence

No.	Recommendation	Responsibility	Date	Evidence of progress Presented to Committee June 2018	Assessment of progress June 2018 Categories 1-4	Evidence of progress Presented to Committee March 2019	Assessment of progress March 2019 Categories 1-4
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.	Human Resources	Ongoing	<p>Attendance Management Training including employee support available - 19 sessions have been delivered since January 2018 and further 4 sessions are planned</p> <p>Intranet promotions continue to be delivered – banners/KYIT</p> <p>Intranet pages will be updated when the new intranet is available</p> <p>Posters and leaflets on employee support have been distributed across Council buildings</p> <p>Flu vaccinations promoted at STS in Autumn 2017</p> <p>Information on employee support is provided at employee induction sessions</p>	2	<p>Further attendance management briefing sessions have taken place and further dates have been included as part of the 2019/20 corporate training and development programme.</p> <p>Continued promotions regarding support available through intranet, KYIT, Health Advocates, Posters and leaflets.</p> <p>Largest take up of flu vaccinations this year with 700 vaccinations administered.</p>	1

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2 – On Track

3 – Slipped

4 – Not Achieved

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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.	Human Resources	Ongoing	<p>Details of the campaign have been obtained.</p> <p>Sign up has been discussed at TULG and will be reported to the meeting of the LJCP in July 2018. It is anticipated that a report to recommend sign up to the campaign will be made to Council by September 2018.</p>	2	The Dying to Work Pledge was adopted and signed up to at the Council meeting on 12 December 2018.	1
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.	Human Resources	Ongoing	<p>Detailed analysis of 17/18 sickness absence is currently being undertaken following which a programme of appropriate and targeted promotional events will be identified.</p> <p>Recommendation to consider working environments as part of SWIS reviews has been shared.</p>	2	The analysis of sickness absence information is included in the SWIS reviews processes where appropriate.	1

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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.	Human Resources / Health & Safety / ICT	Ongoing	Discussions with ICT are ongoing Intranet banner messages being used to remind people to take a break	2	Discussions with ICT are ongoing, however, there could be other potential options to encourage employees to take a break rather than pop-ups, and these are also being explored.	1
6.	That management training in mental health awareness to aid early intervention is made available.	Human Resources	January 2018	MIND have been engaged to deliver mental health awareness training for Managers as it is recognised that Managers / Supervisors are key to promoting good mental health at work. This training course will help managers gain a wider understanding of some issues surrounding mental health and how to effectively support employees who are experiencing mental health. To date 3 sessions have been delivered and a further 10 sessions are to be	2	We have rolled out a programme of mental health awareness for managers and further training opportunities for managers and all employees is being considered and included in the 2019/20 corporate training and development programme.	1

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				<p>delivered in 2018/19</p> <p>In addition an e-learning module has been developed in partnership between ACAS and Mindful Employer (an employer focused initiative run by Workways Devon partnership NHS Trust). It provides a basic awareness of common and more severe mental health conditions and introduces ways of supporting staff to remain in work or to manage them while absent. The module is suitable for managers, but also available for employees to complete. The E-Learning module Mental Health Awareness takes approx 30 minutes to complete and is available on the Intranet</p>			

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7.	That smarter ways of working are fully explored to enable greater flexibility for staff and create appropriate work/life balances.	SWiS Team – Information & improvement Services / Human Resources	Ongoing	The Smarter Working in Stockton (SWiS) programme is now well underway with service reviews taking place in Finance, Children’s, Economic Growth, Administration, Customer Services and Environmental Health. Whilst progressing through the various stages of the review we are challenging tasks and processes using LEAN principles ensuring staff are working efficiently and have the necessary equipment and resource required; this has led to the roll-out of technology and elimination of unnecessary stages in a process. Further reviews are set to commence in the coming months as well as a piece of work looking at our workspace, technology, information and customers.	2	SWiS have recently set up working groups to discuss further flexible ways of working which can be considered and, where appropriate, adopted.	1

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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.	Human Resources	Ongoing	The importance of 1:1s incorporating employee health and wellbeing currently being promoted through the annual appraisal process and training.	2	In addition to the annual process and training, we are updating the Council capability policy and will be including more positive performance management through 1:1s and team meetings. This will be reinforced by guidance for managers and training on performance management which has been included in the corporate training and development programme 2019/20.	1

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