



SCRUTINY BOARD (CENTRAL AND CORPORATE)

**Meeting to be held in Civic Hall, Leeds on
Tuesday, 6th January, 2009 at 2.00 pm**

(A pre-meeting will take place for ALL Members of the Board at 1.30 p.m.)

MEMBERSHIP

Councillors

M Dobson (Chair) - Garforth and Swillington
B Atha - Kirkstall
J Bale - Guiseley and Rawdon
S Bentley - Weetwood
B Chastney - Weetwood
P Davey - City and Hunslet
J Dowson - Chapel Allerton
P Ewens - Hyde Park and Woodhouse
M Hamilton - Headingley
V Kendall - Roundhay
A Lowe - Armley
B Selby - Killingbeck and Seacroft
P Wadsworth - Roundhay

**Agenda compiled by:
Governance Services
Civic Hall
LEEDS LS1 1UR**

**Mike Earle
224 3209**

**Scrutiny Support Manager:
Peter Marrington
Tel: 3951151**

A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25* of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(* In accordance with Procedure Rule 25, notice of an appeal must be received in writing by the Chief Democratic Services Officer at least 24 hours before the meeting).</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATIONS OF INTEREST</p> <p>To declare any personal / prejudicial interests for the purpose of Section 81 (3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>SICKNESS ABSENCE MANAGEMENT INQUIRY - SESSION 3</p> <p>To receive and consider the attached report of the Head of Scrutiny and Member Development.</p>	1 - 6
7			<p>DATE AND TIME OF NEXT MEETING</p> <p>Monday, 2 February 2009 at 10.00 a.m. (Pre-meeting for all Members at 09.30 a.m.)</p>	

This page is intentionally left blank



Report of the Head of Scrutiny and Member Development

Scrutiny Board (Central & Corporate Functions)

Date: 6th January 2009

Subject: Sickness Absence Management Inquiry – Session 3

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 INTRODUCTION

1.1 This is the third session of the Board's Inquiry into Sickness Absence Management. In line with the agreed terms of reference for the Inquiry (which are attached as Appendix 1), three participants have been invited to the meeting to respond to questions.

1.2 These witnesses are;

- Dame Carol Black – National Director for Health and Work
- Councillor Richard Brett – Deputy Leader, Executive Member, Central & Corporate
- Steve Sumner, OBE, Local Government Employers' (LGE) National Health and Safety Policy Adviser

1.3 Both Dame Carol Black and Steve Sumner have been invited to give a brief introduction to their respective work areas prior to answering Members' questions.

3.0 RECOMMENDATIONS

3.1 Members are asked to debate with the above participants those issues identified within the Boards agreed terms of reference for this Inquiry.

Background Papers

None used

This page is intentionally left blank

SCRUTINY BOARD (CENTRAL AND CORPORATE FUNCTIONS)

INQUIRY INTO SICKNESS ABSENCE MANAGEMENT

TERMS OF REFERENCE

1.0 Introduction

- 1.1 At its meeting on 10th June 2008, Scrutiny Board (Central and Corporate Functions) resolved to undertake an Inquiry into sickness absence management within the Authority.
- 1.2 The Board is aware of the detailed and comprehensive work previously undertaken by the Overview and Scrutiny Committee and Scrutiny Board (Resources) and the subsequent recommendations made by Members. Whilst technical data will be of use, the Board wishes to minimise repetition of previous discussions and certainly does not wish to simply cover the same ground as previous inquiries. Therefore, the aim of this inquiry is to take a more radical approach to seeking solutions to the challenges of sickness absence management within the Authority. This will include actively identifying recognised good practise and seeking out innovative and creative approaches.
- 1.3 The Board acknowledges that there has been significant work done to establish a framework for managers at all levels to deal with absence. This inquiry is not seeking to investigate the framework, but rather how the tools are being applied. With this in mind, the Board intends to engage with a wide cross section of officers within the Authority, private sector practitioners and recognised national leaders, as well as undertaking visits to other organisations where there has been success in managing absence.

2.0 Scope of the inquiry

- 2.1 The purpose of the Inquiry is to make an assessment of and, where appropriate, make recommendations on the following areas:

Scene Setting

- Receive update on previous recommendations
- Identify what has been successful
- Identify the remaining challenges
- Receive the latest data on absence
- Establish in what ways sickness absence impacts on the financial well being of the Authority and its service delivery

Best Practice

- Identify current recognised best practice in the public and private sectors

- Identify the latest innovative practice – tools that have not yet been considered and any new schemes emerging

Narrowing the Gap

- Investigate the role of the Authority in supporting employees with disability and supporting the reduction of worklessness and how this impacts of absence management

Managers as Agents

- Investigate the role of managers in applying the tools for managing absence
- Reviewing the effectiveness of the 'Enabling Managers' scheme

3.0 Comments of the relevant Director and Executive Member

3.1 In line with Scrutiny Board Procedure Rule 12.4 the views of the relevant Director and Executive Member have been sought and have been incorporated where appropriate into these Terms of Reference. Full details are available on request to the Scrutiny Support Unit.

4.0 Timetable for the inquiry

4.1 The Inquiry will take place over three sessions, plus site visits with a view to issuing a final report on 2nd March 2009.

4.2 The length of the Inquiry is subject to change.

5.0 Submission of evidence

5.1 Session one – (7th July 2008)

To agree terms of reference

5.2 Session two - (8th September 2008)

Scene Setting

- Receive update on previous recommendations
- Identify what has been successful
- Identify the remaining challenges
- Receive the latest data on absence
- Establish in what ways sickness absence impacts on the financial well being of the Authority and its service delivery

5.3 Session three - (3rd November 2008)

Best Practise

- Identify current recognised best practice in the public and private sectors
- Identify the latest innovative practice – tools that have not yet been considered and any new schemes emerging

Narrowing the Gap

- Investigate the role of the Authority in supporting employees with disability and supporting the reduction of worklessness and how this impacts of absence management

5.4 **Session four - (5th January 2009)**

Managers as Agents

- Investigate the role of managers in applying the tools for managing absence
- Reviewing the effectiveness of the 'Enabling Managers' scheme

5.5 **Session five – (2nd March 2009)**

- To agree final report

6.0 Witnesses

6.1 The following witnesses have been identified as possible contributors to the Inquiry:

- Chris Ingham HR Manager
- Richard Moss-Blundell Head of HR, Environment and Neighbourhoods
- Andrew Mason Chief Environment Officer
- Executive Member
- Steve Sumner National Health and Safety Policy Adviser, Local Government Employers
- Professor Dame Carol Black
- Confederation of British Industry Representative
- Cross section of Service Managers and employees (to be confirmed)
- Trade Union representative
- Private Sector Company
- Medical/occupational Health Representative.

7.0 Post inquiry report monitoring arrangements

7.1 Following the completion of the Scrutiny inquiry and the publication of the final inquiry report and recommendations, the implementation of the agreed recommendations will be monitored.

7.2 The final inquiry report will include information on the detailed arrangements for how the implementation of recommendations will be monitored.

8.0 Measures of success

8.1 It is important to consider how the Scrutiny Board will deem if their inquiry has been successful in making a difference to local people. Some measures of success may be obvious at the initial stages of an inquiry and can be included in these terms of reference. Other measures of success may become apparent as the inquiry progresses and discussions take place.