

Scrutiny Board (Central & Corporate Functions 2009/20010 – Attendance Management Inquiry - Recommendation Monitoring **APPENDIX 2**

	<b>Recommendation</b>	<b>Where we are up to</b>	<b>Stage</b>	<b>Cont'</b>
1	That the Council's most senior officers instil a culture where all team leaders, at all levels, are expected, and are equipped with the skills, to take responsibility for the attendance management of their staff and that this form part of the team leaders performance appraisal.	<p>The actions reported in the Executive Board report of 13 May 2009 remain ongoing and are progressing satisfactorily.</p> <p>It is increasingly apparent that the links in respect of accountability (Chief Officers) and responsibility (line managers) are becoming more clearly defined in respect of performance management and in reinforcing the critical role of line managers in direct engagement with staff.</p>	4	
2	That all staff recognise their responsibility to foster a culture where good attendance is expected and where unjustified absence will not be tolerated	Similarly, an increased emphasis on managers engaging with staff and adopting a proactive and supportive approach to their wellbeing is being balanced by a more stringent adherence to policy and procedural rigour and compliance.	4	
3	That HR in conjunction with Trade Unions run focus groups to find out what individuals are saying about their attendance habits.	<p>The actions reported in the Executive Board report of 13 May 2009 remain ongoing and are progressing satisfactorily.</p> <p>The Attendance Management Forum has been running for several months now and has provided a productive environment for exchanging a wide range of information and views on areas related to attendance management. The Trade Unions have participated positively and openly on a range of subjects embracing their members' perspectives on attendance management with a view to increasing our awareness and effectiveness in handling this area.</p>	4	
4	That the Council pilots a 'shift swap' scheme within Environment and Neighbourhoods.	There are currently a number of sensitive issues being handled within this service area but plans remain in place to run a pilot 'shift swap' scheme within this service area.	4	
5	That the City Council in the first instance develops formal links with Leeds Teaching Hospitals NHS Trust to share best practice in the area of attendance management and that consideration is given to Leeds City Council leading on the development of a wider 'best practice' network	The actions reported in the Executive Board report of 13 May 2009 remain ongoing and are progressing satisfactorily. Leeds Teaching Hospitals NHS Trust (LTHT) will be invited to a meeting by the end of Quarter 2 to explore areas of mutual interest, particularly with regard to the wider health and wellbeing agenda.	4	

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6	<p>That the Council continues with its pro-active approach to health and well-being under the Happy, Healthy and Here Programme. In particular, it would encourage careful evaluation of pilots such as Vielife and rehabilitation and return to work, to see if there is merit in rolling them out across the Council.</p> <p>It is also important that the Council is aware of its role and influence as an exemplar employer across the City and we would encourage the City Council to work with the Healthy Leeds Partnership to coordinate existing and develop new health and well-being initiatives across the city. The new Workplace Health Improvement Specialist should be supported in their role in making this happen.</p>	<p>The actions reported in the Executive Board report of 13 May 2009 remain ongoing and are progressing satisfactorily.</p> <p>An interim progress report on the Vielife pilot has been received w/c 22 June. A more cohesive wellbeing strategy is being developed for the organisation, and key members will be identified and workstreams identified. The work of the Health Improvement Specialist has been further reviewed in order to make it an effective component in the organisations wellbeing strategy, both inward and outward facing elements and to ensure that LCC realises value from the intervention.</p> <p>The Council received a national award for its work on wellbeing and attendance from the Public Sector People Managers Association (PPMA) in April 2009.</p> <p>The new Occupational Health Unit was formally opened by Cllr Brett on 8 June 2009.</p>		
7	<p>That the City Council actively pursues becoming a <i>Fit for Work</i> pilot area.</p>	<p>The actions reported in the Executive Board report of 13 May 2009 remain ongoing and are progressing satisfactorily and a bid was duly submitted in April 2009 – awaiting response.</p>	4	
8	<p>That the introduction of fit notes is endorsed and implemented as soon as is possible.</p>	<p>The draft proposals for “reforming the medical statement” are now out for consultation and comment and we have confirmed it is our intention to do so</p>	4	
9	<p>That the City Council explores practical ways in which jobs may be adjusted in order to respond to fit notes and therefore encourage return to work.</p>	<p>The actions reported in the Executive Board report of 13 May 2009 remain ongoing and are progressing satisfactorily with the Reasonable Adjustment Toolkit being implemented across services.</p>	4	