



**PERFORMANCE SCRUTINY PANEL**

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To: Councillors Fryer (Chair), Bebbington (Vice-Chair), Campsall, Forrest, Gerrard, Huddleston, Hunt, Paling and Snartt (For attention)

All other members of the Council  
(For information)

You are requested to attend the meeting of the Performance Scrutiny Panel to be held in Committee Room 2 - Council Offices on Tuesday, 21st August 2018 at 6.30 pm for the following business.

Chief Executive

Southfields  
Loughborough

13th August 2018

**AGENDA**

6. 2018-2019 QUARTER 1 PERFORMANCE MONITORING REPORT & 2017-2018 ANNUAL REPORT 3 - 81

A report of the Head of Strategic Support providing performance information for the first quarter of 2018 - 2019, in respect of the Corporate Plan objectives and key performance indicators together with the 2017- 2018 Annual Report.

## SCRUTINY QUESTIONS

What topics to choose?

- What difference will scrutiny make?
- Is this an area of concern – public/performance/risk register?
- Is this a corporate priority?
- Could scrutiny lead to improvements?
- What are the alternatives to pre-decision scrutiny?

Pre-decision scrutiny

- What is Cabinet being asked to agree?
- Why?
- How does this relate to the overall objective? Which is ...?
- What risks have been identified and how are they being addressed?
- What are the financial implications?
  
- What other options have been considered?
- Who has been consulted and what were the results?
- Will the decision Cabinet is being asked to take affect other policies, practices etc.?

Basic Questions

- Why are you/we doing this?
- Why are you/we doing it in this way?
- How do you/we know you are making a difference?
- How are priorities and targets set?
- How do you/we compare?
- What examples of good practice exist elsewhere?

## PERFORMANCE SCRUTINY PANEL – 21ST AUGUST 2018

### Supplementary report of the Head of Strategic Support

**Lead Member: Councillor Poland**

ITEM 06      2018-19 QUARTER 1 PERFORMANCE MONITORING  
REPORT & 2017-18 ANNUAL REPORT - SICKNESS UPDATE

Sickness figures are reviewed on a monthly basis and reported quarterly as part of the Corporate Performance Management process.

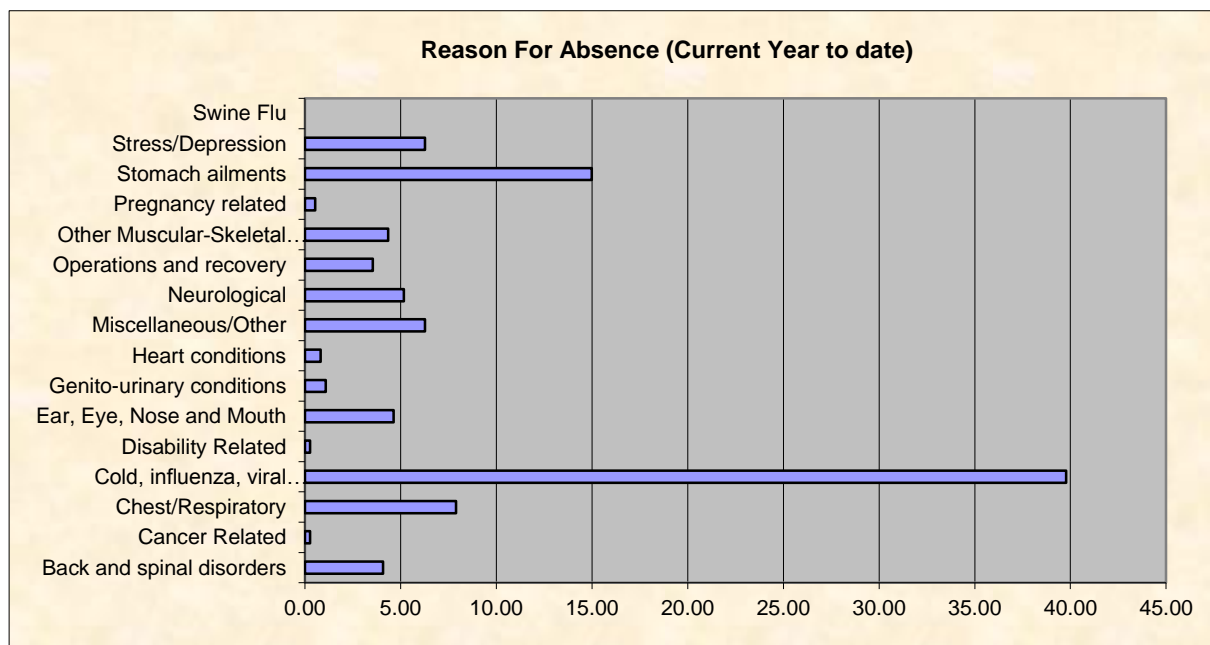
The targets and outturn figures for the last 5 years are outlined below;

	Target	Outturn
<b>2017/18</b>	7.5 days	7.69 days
<b>2016/17</b>	7.5 days	8.85 days
<b>2015/16</b>	7.5 days	10.27 days
<b>2014/15</b>	7.5 days	8.48 days
<b>2013/14</b>	7.5 days	9.06 days

During 2017 / 18 the main reason for sickness was cold, influenza, viral infection. Stomach ailments was the second reason for absence during that year and chest / respiratory issues was third. This is highlighted on the table below.

This pattern is generally seen each month.

Stress / depression is a category which is carefully reviewed - when a stress related absence or reoccurrence of a stress related absence is reported managers are requested to pay further attention / investigation.



The Attendance Management Policy was reviewed and refreshed in 2015 and agreed by the Personnel Committee on the 4th August 2015. The policy has a 4 stage process;

- Stage 1 – Preliminary Action
- Stage 2 – Formal Action
- Stage 3 – Final Action
- Stage 4 – Attendance Management Hearing

All managers were required to attend a briefing session on the new policy.

Line managers are responsible for managing sickness of staff. However, HR provides a supporting role.

On a monthly basis HR receive a report from the iTrent system identifying who has reported as sick. HR send a message out to managers who have staff who are identified on the report as having triggered 3 (or more) instances of sickness in a 6 month period.

HR advise that they need to manage the employee in line with the Attendance Management Policy and offer support with this.

As of 13th August, HR is currently assisting managers with 13 live attendance cases;

- 10 cases – Informal Stage
- 2 cases – Formal Stage 2
- 1 case – Stage 3 Hearing

In addition to managing sickness through the policy there is a range of support mechanism in place within the council which managers can explore. These are;

- a) Referral to Occupational Health
- b) Rehabilitation / Phased Return to Work Plan
- c) Reduction in Hours
- d) Flexible Working
- e) Temporary Redeployment
- f) Preferential Treatment Status
- g) Reasonable Adjustments
- h) Amica Counselling Service

The council has also introduced other measures to address sickness such as flu vouchers and the installation of sanitising hand gel throughout Southfields.

At a County level the sickness figures for 2017/18 were shared at the District HR Managers Meeting. These are outlined below;

<b>Authority</b>	<b>Sickness</b>
Blaby	8.46 days
Charnwood	7.69 days
Harborough	Not available
Hinckley and Bosworth	10.4 days
Melton	4.91 days
North West Leicestershire	10.3 days
Oadby and Wigston	9.1 days
Rutland	6.9 days