

Template Scoping Document

Overview & Scrutiny Committee	
Scrutiny Review Title:	SBC Sickness Management
Background issues to review – rationale for scrutinising this issue:	Scrutiny Members have questioned SBC sickness levels and the management of sickness for a number of years and were keen to include this within the Committees work programme for 2018/19. However at the time the Committee approved its programme for the year it was agreed to keep the item on as a possible item for 2019/20 whilst keeping an eye on performance via the quarterly performance report, with a view to taking a decision on whether to review this when considered in quarter 3 or 4 of the year. At the O&S Committee on 10 September the Committee agreed to bring forward this item to be considered in 2018/19 following encouragement from the Executive when it considered the Q1 performance report at its meeting on 5 September.
Is this issue covered by the Future Town Future Council Programme ?	As part of the Corporate Plan - Future Town Future Council, there is a commitment under the Council's values to have a motivated, caring and responsive workforce.
Is this issue one that raises interest with the public via complaints or Members' surgeries or with Officers?:	SBC Staff Sickness is not an area that specifically generates customer complaints, but there are impacts on the ability of SDUs to deliver services to the public if critical staff are unavailable to attend work for a considerable time.
Focus of the review: (State what the review focus will be)	<p><i>Based on the issues raised by Members, officers have suggested that the following issues could provide a focus for the review by the Committee:</i></p> <p><u>Consideration of performance information to cover short vs long term sickness, specific Business Unit performance, cost/loss of productivity etc. to help Members in their deliberations. This will include consideration of peer / sector performance and how SBC compares.</u></p> <p><u>Consideration of the specific factors that are or may be affecting sickness absence at SBC.</u></p> <p><u>Highlight what the Council is currently doing to identity: patterns of sickness; underlying causes – stress at work/change management, home life;</u></p>

	<p><u>Outline the tools that HR/SLT/Managers have to respond to sickness including the sickness / absence policy and Employer of Choice programme which has a specific focus on Highlight employee health and wellbeing tools and how effective they are felt to be</u></p> <p><u>What is the impact of long-term sickness on other staff?</u></p> <p>Aims/Outcomes:</p> <ul style="list-style-type: none"> • Consideration of any potential changes to the current sickness / absence management policy and its application • Agreement of future data collection / performance management requirements in respect of sickness / absence • Confidence that the right data is being collected and that this is being used well by Managers?
<p><u>Timing issues:</u> Are there any timing constraints to when the review can be carried out?</p>	<p>Officers will advise at the meeting if there are any timing issues to consider. The review will have to fit in with the timing of the other Select Committee review work programme items.</p>
<p>The Committee will meet on (provide <u>dates</u> if known):</p>	<p>Dates: Day/Month/Time/Venue</p>
<p><u>SBC Leads</u> (list the Executive Portfolio Holders and SD's Heads of Service who should appear as witnesses):</p>	<p><i>Officers have suggested the following people:</i></p> <ul style="list-style-type: none"> • <i>Executive Portfolio Holder for Resources, Cllr Joan Lloyd</i> • <i>C.E. Scott Crudgington</i> • <i>Strategic Director, Matt Partridge</i> • <i>Assistant Director Corporate Services & Transformation, Richard Protheroe</i> • <i>Senior Human Resources Manager, Clare Davies</i> • <i>A manager of an area with significantly high sickness and one with an average record (suggest Stevenage Direct Services Manager and a Manager from Communities and Neighbourhoods)</i>

<p>Any other witnesses (external persons/critical friend)?:</p>	<p>To be identified by the Committee at the scoping meeting. <i>Possible options identified by officers:</i></p> <ul style="list-style-type: none"> • <i>Critical Friend – Would it be appropriate for this review to invite an officer/Member from another local authority to speak as a “critical friend”?</i> • <i>Third Party Organisation who provides staff care line – First Care</i>
<p>Allocation of lead Members on specific individual issues/questions:</p> <p>Any other Questions Members wish to cover:</p>	<p>To be identified by the Committee at the scoping meeting.</p> <p>Members will ask questions on the following areas (list the issues to address during the interviews):</p> <p><i>Depending on what major strands are identified in the scope these can be allocated to lead Members.</i></p>
<p>Site visits and evidence gathering in the Community</p>	<p>Not applicable</p>
<p>Equalities and Diversity issues: The review will consider what the relevant equalities and diversity issues are regarding the Scrutiny subject that is being scrutinised</p>	<p>To be identified by the lead Member –</p> <p><u>Equalities & Diversity Issues</u> – Are there any E&D issues to consider in this review? –</p> <p>Yes, there will be equality and diversity issues to address – care of long term sick and terminally ill employees.</p>
<p>Constraints (Issues that have been highlighted at the scoping stage but are too broad/detailed to be covered by the review):</p>	<p><i>To be identified by the Committee at the scoping meeting 8 October 2018 (These issues can be captured and dealt with via other means – Briefings/email/officer action etc)</i></p> <p>Any other matters that could be part of a wider Community Engagement Framework but are not directly addressed by the review should be directed to officers.</p>
<p>Background Documents/data that can be provided to the review</p>	<p><i>As identified by the Committee at the draft scoping meeting 8 October 2018:</i></p> <p>Evidence requested:</p> <ul style="list-style-type: none"> •

Agreed Milestones and review sign

off -To be agreed by Members and officers

*Formal response from Executive Portfolio Holder (Executives have a Statutory requirement to respond to Scrutiny review recommendations two months after receiving a final report and recommendations of a review: **Date Executive Portfolio responses are expected** (dependent on the final report & executive portfolio response template publishing date): **DD MM YY***

Date for monitoring implementation of recommendations – final sign off (typically one year from completion of the review): **DD MM YY* (Close to this date the Select Committee will receive a report at a Committee meeting to agree the final sign off of the review recommendations)*