



APPENDIX D: ADDITIONAL INFORMATION

The following performance information has been received since Corporate & Environmental Overview & Scrutiny Committee, held 21.02.03

Operational													
PI Code & Short Name	Q3 2010/11	Q4 2010/11	Q1 2011/12	Q2 2011/12	Q3 2011/12	Q4 2011/12	Q1 2012/13	Q2 2012/13	Q3 2012/13	Current Target	Comments	Q3 12/13 vs Q3 11/12	Quarter Performance
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
BV12 Working Days Lost Due to Sickness Absence	2.75	2.53	1.97	2.24	2.28	1.90	2.26	2.42	2.74	2.02	<p>Figures from October 2012 onwards will not include staff seconded to OCL.</p> <p>Improvement plan attached as Appendix D</p>		

PERFORMANCE IMPROVEMENT PLAN	
Indicator	BVPI 12 Sickness Absence
<p>Reasons for not meeting target The Council's target for 2012/13 is to achieve (not more than) 8.08 working days lost per employee, measured on a rolling 12 month basis.</p> <p>The new calculations in respect of sickness levels now exclude secondees to One Connect Limited and it is not at present clear if the change in the outturn figure is directly linked to this, or the fact that this is a winter quarter, where it would be expected that sickness levels would be higher than previous quarters. However, in order to ensure that sickness monitoring remains a priority an improvement plan has nevertheless been produced pending further clarification.</p>	
<p>Brief Description of Proposed Remedial Action</p> <ul style="list-style-type: none"> • HR will provide improved management information following the transfer of Payroll and HR management information systems to Wigan MBC. This will assist managers to effectively identify all short term cases of sickness absence which have exceed the agreed 'trigger' levels and all on-going long term cases of sickness absence. • HR will continue to meet with individual Heads of Service to provide advice and support to ensure managers have the continued skills and confidence to address absence issues appropriately. • Following receipt of medical advice, where requested, HR will work with managers to review the options and feasibility for employees to return to work on reduced hours to assist them in their rehabilitation back into the workplace for example, following a period of long-term sick. • The revised Management of Sickness Absence Policy was implemented in January 2012. A review of the effectiveness of the Policy is underway, which will result in improved guidance for managers on managing aspects of the policy. 	
<p>Resource Implications</p> <p>Attendance management is primarily the responsibility of line managers who are in the best position to deliver timely interventions, and offer practical support, which can make a real positive difference to attendance levels.</p> <p>The HR team will continue to provide support and guidance to managers on the implementation of the revised policy.</p>	
<p>Priority High</p>	
<p>Future Targets The overall aim is to strive to meet the agreed target of 8.08 days at the earliest opportunity.</p>	
Action Plan	
Tasks to be undertaken	Completion Date
See proposed remedial action (above)	Ongoing with sickness absence levels continuing to be reported on a monthly basis