

JOINT CONSULTATIVE AND SAFETY SUB-COMMITTEE

Wednesday, 28th February, 2007

Councillor R.F. Spencer (Chairman)

Councillors:

T.R. Chandran (a)	A.A. Clarke (a)
G.V. Clarke (a)	S.M. Creamer (a)
I.S. Gollop	R.A. Poynter (a).
A Chappell (Unison)	L..Gray (Unison)
A Green (Unison)	P. Gibbs (Unison)
M. Murphy (Unison)	M. Kimberley (MPO)
M. Calladine (Unison)	

4 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors A.A. Clarke, Creamer, G.V. Clarke.

5 TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 16 NOVEMBER 2006

RESOLVED:

To approve as a correct record the minutes of the meeting held on 16 November 2006 subject to the inclusion of M. Kimberley (MPO) in the list of members attending.

6 SICKNESS UPDATE

The Head of Personnel and Management Services advised Members of the Joint Consultative and Safety Committee of the actions taken to improve attendance levels since the last meeting.

The following measures had been taken:-

1. At a meeting with Trade Unions, the following main issues had been discussed were:-

- Genuineness of absence
- Use of 3 days leave as 'duvet days' – Self-managed teams

2. Management Training

Since the agreement to the change in the sickness management procedure there has been a briefing to all managers. In addition approximately 30 Managers have attended an externally delivered course of Positive Attendance Management.

3. Sickness Information

Attached at appendix 2 was the latest management information which showed the days lost by department for the last 12 months and the overall figure. Appendix 3 showed the breakdown of absence by department into long term (20 or more days) and short term for the month of December, and Appendix 4 is the latest trend graph. This report gave an indication of the nature of the absence and informed how managers take action. Other information that had been sent out, listed all employees who had been absent in the month, and all employees who had triggered the absence management procedures in the previous 12 months.

4. Absence Management Reporting Service

There had been initial discussions with one company, and a further company had been identified which might be able to offer the same service. Consideration of this approach was continuing with SMT.

RESOLVED:

- i. To note the progress made on improving attendance levels since the last meeting
- ii. To write to the Personnel and Organisational Development and Legal and Democratic Services Departments congratulating them on the low level of sickness amongst their staff

7 CHAS MINUTES - DECEMBER 2006

The CHAS minutes for December 2006 were circulated.

RESOLVED:

To note the minutes

8 HEALTH FAIR - MARCH 2007

A poster advising employees of a 'Health Fair' to be held on 14 March 2007 was circulated.

RESOLVED:

To note the proposal.

The meeting closed at 5.20 pm