

Written response to: Business & Transformation Scrutiny Panel

Resolution:

1. That the Deputy Chief Executive provide the Panel with an update on the progress of the Improving Attendance Policy including the date it would be submitted to the Panel;
2. That the Deputy Chief Executive provide a written response to the Panel setting out
 - what, if any, exit interviews were undertaken when staff leave the authority –
 - how work related stress was recorded and what triggers were in place to deal with it –
 - what training was available to manage staff sickness – As per Julie's email to Gary:

Written response from: Darren Crossley – Deputy Chief Executive

Response:

1. The final Improving Attendance Policy will be submitted to the Panel on 1st April for their review and approval.
2.
 - **What, if any, exit interviews were undertaken when staff leave the authority –**
We currently don't have a formal exit interview process; however the HR team do offer to schedule informal calls/meetings with staff exiting where there is an indication of a particular issue. The process to hold Exit Interviews will be looked at in conjunction with the HR policy review schedule.
 - **How work related stress was recorded and what triggers were in place to deal with it –**
All sickness absences are recorded on iTrent. However, there is no option to differentiate whether the stress absence is personal, or work related. The current self-declaration/return to work form asks the question of whether the employees' absence is work related and Managers often indicate this here. Both Managers and HR frequently encourage staff experiencing any kind of stress to engage with the Council's EAP and Occupational Health. Where HR are aware of a work-related issue, steps are taken to facilitate any issues or concerns.
 - **What training was available to manage staff sickness – As per Julie's email to Gary:**
Currently we only offer the Skillgate modules and many Managers will have completed within the last 12 months as the 3 year review was up. The Skillgate modules will be refreshed when the new policy has been agreed and HR will deliver training to Managers going forward.