

audit 2002/2003



Managing Sickness
Absence

**Bury Metropolitan
Borough Council**

ACTION PLAN

Reference:	BU007-07-2003 AP – Draft Version 1
Date:	October 2003

Page	Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Agreed	Comments	Date
4 Recommendations and action planning						
	R1 Ensure that the corporate policy is operationally deliverable by building in flexibility into the requirements around home visits and completion of the return to work forms.	2	Departmental Working Group	Yes	Departmental arrangements and the application of the corporate policy are being addressed by the departmental working group.	31 Dec 03
	R2 Make sure that the policy is effectively turned into practice by:	3	Head of Personnel Head of Development and training	Yes		31 Dec 03
	<ul style="list-style-type: none"> clarifying and publishing the responsibilities for managing the training process manually amending the high level departmental/directorate categories to reflect the Council's current structure in reports to Management Team and scrutiny and review 	2	Head of Personnel	Yes	Reports are now amended. The 'Bradford' index has been introduced for Chief Executives.	Done
	<ul style="list-style-type: none"> introduce validation systems for sickness returns 	3	Departmental Working Group	Yes	Interim measures are being put in place until the replacement personnel system is introduced (Autumn 2004).	31 Dec 2003
	<ul style="list-style-type: none"> reviewing the terms of reference of the existing corporate working groups. 	2	Director of Personnel	Yes	Being addressed via work with the Departmental Working Group.	Ongoing

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4	Recommendations and action planning (contd)					
	R3 Introduce a corporate focus to long term sickness absence that builds on some of the existing good practice within departments.	3	Management Board/Director of Personnel/Resource Scrutiny/Departmental Working Group	Yes	Long term absence has been the focus of activity in the last six months.	Done