Epping Forest District Council

Key Performance Indicator Improvement Plan 2015/16

RES01 How many working days did we lose due to sickness absence?

Outturn			Target
2012/13	**2013/14**	**2014/15**	**2015/16**
6.99 days	7.25 days	9.20 days	7 days

Responsible Officer

Bob Palmer
Director of Resources

Improvement Action	Target Dates	Key Measures / Milestones
The Assistant Director (HR) to carry out further analysis on the increase in the number of days taken for mental health issues.	December 2015	A report is submitted to Management Board
HR will arrange mandatory workshops for managers to ensure that the Council's Managing Absence Policy is applied consistently and timely across the authority.	December 2015	Managers become proactive when managing absence.
HR will arrange workshops for managers on mental health issues.	December 2015	Managers are confident when dealing with mental health issues of their staff
HR will work with Directors to produce the most useful management information regarding sickness absence	September 2015	Directors/Assistant Directors/Managers receive regular timely information from HR.
The Assistant Director (HR) to meet with the Council's Occupational Health provider regarding the information provided to managers by their doctors.	June 2015	Meeting took place 24 June 2015

An article on the Council's sickness absence position will be published in District Lines.	August 2015	Staff are informed of the Council's absence figures.

Please detail any budget or resource implications of the improvement actions you have listed overleaf. Please quantify any additional resources which will be required to implement the improvements and detail how the additional resources will be allocated.

Currently no additional resources are required.

Please describe any contextual factors, internal or external, which may impact upon the ability to deliver the improvements listed.

Flu/other infection epidemic.

The Council has an ageing workforce which maybe more susceptible to operations/procedures that require some recuperation time