

Sickness Absence Action Plan Q1 2017/18

	ACTION	Action Date
1.	Recognise those who have achieved 100% attendance during 2016/17 (43% attendance)	Cover at SMF and CMF
2.	Focus on reviews of long term cases	Ongoing
3.	Additional temporary resource to mitigate “Did Not Attend” missed OH appointments	Started text message service w/c 17 th July 2017
4.	Quick fixes to recording of sickness - use of “Other” sub-category	Completed
5.	Letter to Managers from CEX emphasising message of maintaining focus on RTW’s and ensuring stages are followed and that sickness is correctly recorded	14 th June 2017 Actioned
6.	Revised RTW form and introduce daily sickness recording form	Actioned from 1 st July 2017
7.	Promote EAP and Employee Counselling services more	Ongoing promotion
8.	Continue with the new Absence Management courses	New dates from Oct 2017
9.	Consider more regular Mental Health Awareness courses for Managers, including development of Mental Health Policy	New Training from Oct 2017 Policy Cabinet Oct 2017
10.	Develop a separate Manager Guide and an Employee Guide	In progress Dec 2017
11.	APSE review of policy, data and focus groups with managers	In progress Oct 2017