

## **West Dunbartonshire Council**

### **Member/Officer Working Group on Absence Management**

#### **Terms of Reference and Constitution**

##### **Background**

The Audit and Performance Review Committee has a responsibility for monitoring employee absence statistics across the Council. In recognition of

- the Council's low ranking within Audit Scotland's annual Councils' absence performance indicators,
- the current unsustainable costs of absence and
- the recognition by all stakeholders of the impact of absence on the morale of the workforce

it has been agreed that a short-life Member/Officer Working Group be set up to undertake a detailed examination of the adverse impact of all employee absence and consider ways of reducing absence across the Council providing the authority and influence to drive and effect positive change, and produce a report on its findings and way forward to a future meeting of Council.

##### **Purpose and Scope**

The remit of the Absence Management Working Group is to utilise the expertise, knowledge and experience of both Members and Officers to facilitate and support the development of a comprehensive Absence Action Plan, to encompass all aspects of employee absence, with measurable outcomes, the effects of which support the achievement of:

- 1) considerable improvement in the national rankings
- 2) improved service delivery
- 3) significant reduction in the costs of employee absence

The Working Group will be constituted in line with the agreed Terms of Reference as detailed in the document and will serve for a period of 12 months.

At its conclusion, the Working Group will report its findings and recommendations to full Council.

##### **Key Objectives**

1. To develop a comprehensive understanding of the Council's absence profile and associated costs
2. To examine the causes and effects of employee absence on the delivery of Council services

3. To oversee the development of a range of practical interventions which have sound evidence based deliverables
4. To develop a reporting framework which enables ongoing monitoring progress and evaluation of outcomes by the Audit and Performance Review Committee

### **Working Group Membership**

The Working Group will comprise the following membership

- 1) Three Elected Members, one of whom will chair the Working Group
- 2) Head of HR&OD
- 3) Senior HR Officer
- 4) Four senior line managers – 1 from each Department
- 5) Representative from Finance with a specific remit for cost analysis
- 6) Representative from HR with specific responsibility for providing the Working Group with workforce information and benchmarking statistics
- 7) Representative from Trade Union Convenors

Other interested parties may be invited at the discretion of the Chair

### **Meeting Arrangements**

- 1) The Working Group will meet on six (6) occasions at two monthly intervals over its term of office.
- 2) Meeting dates and venues will be set in advance for the full term of the Working Group
- 3) The meeting will last for no longer than two hours
- 4) A note of the meeting and key action points will be taken and distributed to all Working Group members within 14 days of the meeting.
- 5) HR & OD Department will be responsible for all administrative arrangements including notetaking.