

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

Agenda Item No.

meeting date: WEDNESDAY, 17 MARCH 2010
title: CHIEF EXECUTIVE RETURN TO WORK INTERVIEWS
submitted by: HUMAN RESOURCES MANAGER
principal author: MICHELLE SMITH

1 PURPOSE

1.1 To ask Committee to agree a process for dealing with Return to Work interviews for the Chief Executive.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions – return to work interviews are a key element of our absence management procedures and contribute to the overarching ambition to be a well-managed council.
- Community Objectives – None
- Corporate Priorities - To be a well managed Council.
- Other Considerations – None.

2 BACKGROUND

2.1 A key element of our management of absence is the Return to Work interview. This takes place on the first day an employee returns to work following a period of sickness absence and is carried out by an employee's line manager using the form as attached at Appendix 1.

2.2 The purpose of the interview is to ensure that an individual is fit to return to work and to monitor absence patterns. It enables a manager to discuss the impact of an individual's absence on his/her department and the council. It also allows for early identification of areas for concern in relation to absence.

3 ISSUES

3.1 Service Managers currently carry out return to work interviews for their staff, and in accordance with the principles of our absence management procedures, Directors would have a return to work interview with the Chief Executive. However, we have not given consideration as to who would conduct a return to work interview for the Chief Executive.

3.2 The North West Employers Organisation (NWEO) have recently carried out a short email survey to find out how authorities across the region handle return to work interviews for Chief Executives. The responses indicate a fairly even split between a Council Leader and the Head of HR as the person who would carry out the interview.

3.3 Whilst the council is fortunate that the Chief Executive has not had any sickness Absence over the last twelve months (at least), it is important to ensure that the current policy does not exclude access to processes/support that is available to other staff. This could be particularly relevant if the council were to be faced with any legal action related to absence e,g stress related issues.

3.3 Members are asked to consider who should carry out a return to work interview for the Chief Executive.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources – None.
- Technical, Environmental and Legal – failure to properly apply the absence procedure could put the council at risk if any health related claims were to be lodged against it.
- Political – None.
- Reputation – poor or inconsistent management of absence could damage the council's reputation as a good employer.

5 **RECOMMENDED THAT COMMITTEE**

5.1 Note the report.

5.2 Decide who should be responsible for carrying out return to work interviews for the Chief Executive.

HUMAN RESOURCES MANAGER

For further information please ask for Michelle Smith, extension 4402.