

# PWYLLGOR CRAFFU ADDYSG A PHLANT 21<sup>ain</sup> O IONAWR 2016

## Rheoli absenoldeb oherwydd salwch mewn ysgolion

### Ystyried y materion canlynol a chyflwyno sylwadau arnynt:

- Bod y Pwyllgor yn ystyried yr adroddiad atodedig sy'n amlinellu'r cymorth a ddarperir i ysgolion mewn perthynas â rheoli absenoldeb oherwydd salwch, ac yn cyflwyno sylwadau arno.

### Rhesymau:

- Gofynnodd y Pwyllgor bod adroddiad ynghylch sut y mae'r Awdurdod yn cefnogi rheolaeth effeithiol o absenoldeb oherwydd salwch mewn ysgolion er mwyn lleihau'r defnydd o athrawon cyflenwi, yn cael ei gynnwys yn ei flaenraglen waith.
- Er mwyn i'r Pwyllgor gyflawni ei ddyletswyddau craffu ynghylch monitro perfformiad.

### Angen cyfeirio'r mater at y Bwrdd Gweithredol er mwyn gwneud penderfyniad: NAC OES

### Aelodau'r Bwrdd Gweithredol sy'n gyfrifol am y Portffolio:

- Cyng. Gareth Jones (Addysg a Phlant)
- Cyng. Mair Stephens (Adnoddau Dynol, Effeithlonrwydd a Chydweithio)

|   |   |  |
|---|---|--|
| <b>Y Gyfarwyddiaeth:</b><br>Prif Weithredwr         | <b>Swyddi:</b>  | <b>Rhifau Ffôn / Cyfeiriadau E-bost:</b>   |
| <b>Enw Pennaeth y Gwasanaeth:</b><br>Paul R. Thomas | Prif Weithredwr Cynorthwyol<br>(Rheoli Pobl a Pherfformiad) | 01267 246123<br><a href="mailto:prthomas@sirgar.gov.uk">prthomas@sirgar.gov.uk</a> |
| <b>Awdur yr adroddiad:</b><br>Heidi Font            | Rheolydd Ffitrwydd i Weithio                                | 01267 246060<br><a href="mailto:hfont@sirgar.gov.uk">hfont@sirgar.gov.uk</a>       |

## EXECUTIVE SUMMARY

# EDUCATION & CHILDREN SCRUTINY COMMITTEE 21<sup>st</sup> JANUARY 2016

### Sickness absence management within schools

A new Sickness Absence Policy was introduced in the Authority in 2014 and based on the corporate policy during 2015 a model policy was sent to all schools for adoption.

The People Management & Performance Division (within the Chief Executive's Department) is working on a number of initiatives to support schools in better absence management through Occupational Health Centre and Human Resources advice.

The initiatives included in the report include:

- Bespoke training for Head teachers on absence management
- Guidance on referrals to Occupational Health
- Introduction of a mutual funding scheme for school absence
- Introduction on an All Wales Supply Teacher Agency provider

**DETAILED REPORT ATTACHED?**

**YES**

# IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report.

Signed: **Paul R. Thomas** Assistant Chief Executive (People Management & Performance)

|   |             |            |             |                        |                       |                 |
|---|-------------|------------|-------------|------------------------|-----------------------|-----------------|
| Policy, Crime & Disorder and Equalities | Legal       | Finance    | ICT         | Risk Management Issues | Staffing Implications | Physical Assets |
| <b>YES</b>                              | <b>NONE</b> | <b>YES</b> | <b>NONE</b> | <b>NONE</b>            | <b>NONE</b>           | <b>NONE</b>     |

## 1. Policy, Crime & Disorder and Equalities

Valuing our employees by supporting good health and wellbeing is one of the Authority's core values. Carmarthenshire County Council aims to support its employees by providing a safe and healthy workplace and promoting a culture where regular attendance can be expected of all employees of the Authority. Absence from work is unlikely to be a positive experience for the absent employee(s) or his / her colleagues, so the Authority will actively manage and support those employees who experience ill health during their employment.

Carmarthenshire County Council's Sickness Absence Policy applies to all employees with exception to staff on the complement of locally managed schools, for whom the policy adopted by their respective schools will apply. Although the Authority encourages all schools to adopt the new School's Model Sickness Policy, some schools may have different policies they follow, with different triggers and stages.

## 3. Finance

Schools currently pay insurance to cover absence and will include cover of supply costs. However, insurance cover varies greatly across all schools, as does the cost. By introducing a mutual fund, this could have financial benefit for those schools who opt into the service. Financial Services is currently comparing each school's policy and current costs and use of insurance for supply cover.

# CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below:

Signed: Paul R. Thomas Assistant Chief Executive (People Management & Performance)

1. Local Member(s) – N/A
2. Community / Town Council – N/A
3. Relevant Partners – N/A
4. Staff Side Representatives and other Organisations – N/A

**Section 100D Local Government Act, 1972 – Access to Information**  
**List of Background Papers used in the preparation of this report:**

**THESE ARE DETAILED BELOW:**

| Title of Document   | File Ref No. / Locations that the papers are available for public inspection   |
|---|--|
| E&C Scrutiny Committee Forward Work Programme 2015/16 – Education & Children Scrutiny Committee (18th May 2015) | <b>Minutes</b><br><a href="http://online.carmarthenshire.gov.uk/agendas/eng/EDUC20150518/REP08.HTM">http://online.carmarthenshire.gov.uk/agendas/eng/EDUC20150518/REP08.HTM</a>  |
| Carmarthenshire County Council's Sickness Absence Policy (2014)   | <i>Internal document only – Available on Council's intranet system</i><br><b>Cymraeg</b><br><a href="http://hafnium/worklife/Document%20Library/HR%20Policies%20and%20Guidance/Sickness%20Absence/01.%20Polisi%20Absenoldeb%20Salwch.docx">http://hafnium/worklife/Document%20Library/HR%20Policies%20and%20Guidance/Sickness%20Absence/01.%20Polisi%20Absenoldeb%20Salwch.docx</a><br><b>English</b><br><a href="http://hafnium/worklife/Document%20Library/HR%20Policies%20and%20Guidance/Sickness%20Absence/01.%20Sickness%20Absence%20Policy%20014.docx">http://hafnium/worklife/Document%20Library/HR%20Policies%20and%20Guidance/Sickness%20Absence/01.%20Sickness%20Absence%20Policy%20014.docx</a> |
| Sickness Absence Policy – Executive Board (11th November 2013)  | <b>Agenda</b><br><a href="http://online.carmarthenshire.gov.uk/agendas/eng/EXEB20131111/index.asp">http://online.carmarthenshire.gov.uk/agendas/eng/EXEB20131111/index.asp</a><br><b>Minutes</b><br><a href="http://online.carmarthenshire.gov.uk/agendas/eng/EXEB20131111/MINUTES.HTM#P94_6165">http://online.carmarthenshire.gov.uk/agendas/eng/EXEB20131111/MINUTES.HTM#P94_6165</a>  |
| Sickness Absence Policy – Policy & Resources Scrutiny Committee (7th October 2013)                              | <b>Agenda</b><br><a href="http://online.carmarthenshire.gov.uk/agendas/eng/POLI20131007/index.asp">http://online.carmarthenshire.gov.uk/agendas/eng/POLI20131007/index.asp</a><br><b>Minutes</b><br><a href="http://online.carmarthenshire.gov.uk/agendas/eng/POLI20131007/MINUTES.HTM">http://online.carmarthenshire.gov.uk/agendas/eng/POLI20131007/MINUTES.HTM</a>  |