

NORTH EAST DERBYSHIRE DISTRICT COUNCIL**SCRUTINY PROJECT MANAGEMENT****DRAFT PROJECT PLAN**

<u>NAME OF COMMITTEE:</u> Organisation Scrutiny	<u>SCRUTINY OFFICER:</u> Sue Veerman
SUBJECT TO BE REVIEWED	Health and Wellbeing in the Workplace
REASON(S) FOR THE REVIEW	<ul style="list-style-type: none"> • To ensure our strategy is fit for purpose and it will help improve performance and decrease sickness absence
IDENTIFY APPROPRIATE CORPORATE OBJECTIVES	<ul style="list-style-type: none"> • Transforming Our Organisation • Providing our Customers with Excellent Service
TERMS OF REFERENCE	<ul style="list-style-type: none"> • To review the effectiveness of Health and Wellbeing provision to employees working for the Authority
AIMS AND OBJECTIVES OF REVIEW	<ul style="list-style-type: none"> • To establish the current position of Health and Wellbeing in the Authority • To improve performance and reduce sickness absence • To identify any further improvements that can be made
KEY ISSUES	<ul style="list-style-type: none"> • Sickness Absence • Mental Health • Stress • Staff Retention and Recruitment • Performance Management • Providing a better service to residents • Effective Internal Communications • Strategic Alliance

TIMESCALE	ESTIMATED	REVISED	ACTUAL
Commencement	10 th September, 2019		
Finish	tbc		
Report	tbc		

METHOD(S) OF REVIEW:	<ul style="list-style-type: none"> • Stakeholder Interviews • Visits to Council workplaces including Mill Lane • Review of relevant documentation
IMPLICATIONS: (legislative, regulatory, etc)	
DOCUMENTARY EVIDENCE: (Internal/External)	<ul style="list-style-type: none"> • Scene Setting Presentation by Human Resources Manager • Health and Wellbeing Strategy and Framework • Employee Survey • Data on Sickness Absence • Sickness Management Procedure • Cost of Providing Sickness Cover • Details of Health and Wellbeing Initiatives that the Council is currently delivering • Corporate Training Programme • Information specifically on training provided to managers and number of attendees • Managers Spread Sheet/monthly statistics of sickness absence- Advised cannot provide any personal information • Health and Wellbeing Survey • Corporate Survey • Information from the new Organisational group - e.g. membership, aims, minutes etc.

WITNESSES:	<ul style="list-style-type: none"> • Sara Gordon - Human Resources Manager • Employees - visit around Mill Lane and Depots • Managers - including Managers who have attended training and Managers who can demonstrate how this supported them in helping struggling employees • Trade Union Representative - Chris Hunnan • Occupational Health Representative? • Portfolio Holder?
CONSULTATION/ RESEARCH:	
SITE VISITS	

<u>PROJECT OUTCOMES</u>	
CONCLUSIONS:	
RECOMMENDATIONS:	
CABINET CONSIDERED:	
OUTCOME:	

FOLLOW UP:	
REVIEW OF PROCESS/COMMENTS:	
SIGNED OFF BY CHAIR:	
DATE:	