

Organisation Scrutiny Review - Draft Timetable  
Health and Wellbeing in the Workplace

DATE OF MEETING	ITEMS TO BE COVERED
<b>10<sup>th</sup> September, 2019</b>	<ul style="list-style-type: none"> <li>• Scene Setting by Lead Officer – Sara Gordon – Human Resources Manager</li> <li>• To consider and agree the Project Plan and Timetable</li> <li>• Members to consider the questions they want to ask stakeholders at interview or through questionnaire</li> <li>• <b>Consider Relevant Documentation:</b> <ul style="list-style-type: none"> <li>➤ Health and Wellbeing Strategy and Framework</li> <li>➤ Employee Survey</li> <li>➤ Health and Wellbeing Survey</li> <li>➤ Data on Sickness Absence</li> <li>➤ Sickness Absence Policy</li> <li>➤ Details of training provided for managers and numbers attending</li> <li>➤ Cost of Providing Sickness Cover</li> <li>➤ Corporate Training Programme</li> <li>➤ Managers Spread Sheet/monthly statistics of sickness</li> <li>➤ Details of Health and Wellbeing Initiatives that the Council is currently delivering</li> <li>➤ Information from the new Organisational group – e.g. membership, aims, minutes etc.</li> <li>➤ Corporate Survey</li> </ul> </li> </ul>
<b>22<sup>nd</sup> October, 2019</b>	<ul style="list-style-type: none"> <li>• Visit around Council Offices, Mill Lane</li> </ul>
<b>Date to be Confirmed</b>	<ul style="list-style-type: none"> <li>• Visits to Depots</li> </ul>
<b>14<sup>th</sup> January, 2020</b>	<ul style="list-style-type: none"> <li>• <b>Interviews:</b> <ul style="list-style-type: none"> <li>➤ 10:00 am</li> <li>➤ 10:30 am</li> <li>➤ 11:00 am</li> <li>➤ 11:30 am</li> </ul> </li> </ul>
<b>24<sup>th</sup> March, 2020</b>	<ul style="list-style-type: none"> <li>• To consider the review evidence gathered to formulate recommendations</li> </ul>
<b>1<sup>st</sup> May, 2020</b>	<ul style="list-style-type: none"> <li>• Consider draft report and finalise</li> </ul>
<b>7<sup>th</sup> or 28<sup>th</sup> May, 2020</b>	<ul style="list-style-type: none"> <li>• Report submitted to Cabinet</li> </ul>