OHS Sickness and Ill Health Retirement Guidance

	Objective	Owner	Key contributors	Completion date	Resource issues	Communication issues	Risks	Review date (s)	Period Activity	Status
Objective	Formulate guidance for dealing with OHS Sickness Absence/Ill Health Retirement guidance	C.Parkinson	J Buckley, F Swann, V McMillen, M Smart, R Johnston, S Cornish, Personnel Officers, Uniformed HR Managers, Rep bodies, Occ Health, L Reeson, SMT, Training providers, D Dawson.	Jul-07		Funding/resources for training line managers.	Unless current practices are addressed, risks are: Inconsistent treatment; ET cases; Loss of productivity; lowering of morale; increased operating costs.		Sickness absence group established, comprising of Chris Parkinson, Paul Hair, Vic McMillen, Richard Johnston, Sue Cornish, Helen Seedhouse and Donna Kelly. Meeting held in mid Mar	
Sub objective	Create sickness absence procedure	C.Parkinson	Personnel Staff	End March						Completed
Sub objective	Agree procedure with sickness absence working party.	C.Parkinson	V McMillen, S Cornish, R Johnston, P Hair.	Mid April					Management of sickness absence policy and procedure drawn up and issues for internal consultation to PACT, SMT, and Rep Bodies durimg the first week in March. This policy and procedure covers all NFRS employees, and aims to provide a consistent, and full	
Sub objective	Discuss with rep bodies, personnel officers, uniformed HR mangers, Occ Health.	C.Parkinson	Rep bodies, Personnel staff, Uniformed HR staff, Occ Health.	End April					Project discussed with Unison at panel meeting.	
Sub objective	Formal 28 day consultation.	C.Parkinson		End April						
Sub objective	Revised procedure finalised.	C.Parkinson		End May						
Sub objective	Source training provider/design training	C.Parkinson	D Dawson	End May						
Sub objective	Train Watch Managers	C.Parkinson	Training providers	End June						
Sub objective	Communicate to staff	C.Parkinson	L Reeson	End June						
Sub objective	Implement revised procedure.	C.Parkinson	Line management	July						