

Action Plan

Action	Timecale	Responsibility
Introduction of new absence recording on HR/Payroll system	Completed by end Aug	Director of HR
Training for Managers on recording absence	Completed by end of Aug	Training & Development Advisor
Provision of absence information <ul style="list-style-type: none"> To Directors To Heads of Division 	Quarterly Monthly	Principal HR Advisor Business Manager
Absence management training for <ul style="list-style-type: none"> Directors, Heads of Division, Section Managers 	Oct 2006	Training & Development Advisor
Review Absence Management Policy – to include contact arrangements, recording absence data and return to work interviews.	Nov 2006	Principal HR Advisor
Flexible Working Project		Director of HR
Investigate the cost/benefit of introducing EAPs	Jan 2006	Principal HR Advisor
Benchmarking to set target levels for reduction in absence levels	Ongoing	Principal HR Advisor/Business Manager
Review employment policies <ul style="list-style-type: none"> Bullying and Harassment Capability Employee Well-being Performance Review and Competency Assessment 	Dec 06 Jan06 Nov 06	Principal HR Advisor Principal HR Advisor Principal HR Advisor Director of HR & Training and Development Advisor