

## PERFORMANCE ACTION PLAN TEMPLATE

This template is to be completed and forwarded to the Corporate Performance Team for ALL Corporate and Directorate performance measures showing **RED** status of non-compliance against the specified target. It needs to be updated on a monthly basis for the period that the measure shows a **RED** status.

INDICATOR OVERVIEW			
Indicator Title	Sickness Absence: The number of working days / shifts lost due to sickness (cumulative)		
Strategic Director Lead	J Blott		
Departmental Lead	C Hyams		
Year End Target	9.75	Year End Forecast	10.31

CURRENT SITUATION: Detail what the performance is for this measure and reason/s for non-compliance		
Performance this Period	10.31	+ / - Target : -0.56
Non-compliance reason	Absence levels per person continue to exceed the target.	

ACTIONS: This describes what's necessary or how to achieve a 'green' score. This way everyone is clear on what is required and when; knows the expected outcome and how to achieve it.	
What (is required)	No of days absence per person needed to reduce Improve application of policy
How (will it be achieved)	<p>A report was taken to Strategic Leadership Team (SLT) on 31 March 2015 highlighting key issues around absence performance, steps that have been taken and options to improve performance.</p> <p>SLT agreed an initial plan of:</p> <ul style="list-style-type: none"> <li>• Automatic referrals to Occupational Health for stress</li> <li>• Departmental Targets are applied</li> <li>• Specific Manager's briefing to clearly set expectations</li> <li>• Increased performance monitoring by Directorate Management Teams</li> </ul> <p>It was agreed medium term consideration would given to consult on change to the absence policy to:</p> <ul style="list-style-type: none"> <li>• specify a set number of days alongside occasions of sickness</li> <li>• Apply 'automatic warnings' for breach of triggers with any exceptions to be agreed by Head of Service</li> </ul>
Who (will be responsible)	Managers with support of Human Resources
When (will results be realised)	Monthly and quarterly performance monitored with year end outturn figure determining whether performance target has been met.