

# Scrutiny Task and Finish Scoping Document - DRAFT

<b>Focus of Review</b>
The Finance and Corporate Services Scrutiny Board (1) agreed to establish a Task and Finish Group to review issues around the use of agency staff and staff sickness.
<b>Background and Context</b>
<p>The Finance and Corporate Services Scrutiny Board (1) considered a briefing note on the 11<sup>th</sup> September 2024 which provided the current workforce analytics, the data within it included the numbers employed, turnover, starters, leavers, sickness absence, agency workers, and, where possible historical data had been included for comparative purposes. The report enabled a comprehensive overview and explanation of the workforce and related metrics. As a result of this item it was resolved that the Board establish and T&amp;F group to look at issues around the use of agency staff</p> <p>Scrutiny Co-ordination Committee also considered a report of the Director of Public Health and Wellbeing regarding the One Coventry Bi-Annual Performance Report 2023 – March 2024 on the 25<sup>th</sup> September 2024.</p> <p>The Committee considered the report and asked questions, sought assurances and made comments on a number of issues to include the work undertaken to investigate staff sickness rates and spend on agency staff with a view to it being more tightly managed.</p> <p>Following discussion, the Board agreed for Finance and Corporate Services Scrutiny Board (1) to further explore the issues raised and establish a Task and Finish Group to review issues around the use of agency staff and staff sickness.</p>
<b>Key Questions</b>
<p>Key Questions – staff sickness:</p> <ul style="list-style-type: none"><li>• Further understanding on what lies behind sickness in each department.</li><li>• Explore further into the category ‘Stress, Depression &amp; Anxiety’ – Longer term sickness absence, what remedies do we have in place? What does that person go through? Support available in those instances.</li><li>• For long term sickness absence, what is mandatory for the employee to do? And what steps they have to take before further repercussions.</li><li>• What mental health support is available?</li><li>• Absence figures and its financial implications. Does management decision-making play a part in this? What are we doing to address that?</li><li>• Council staff sickness referred in the OCP Bi-Annual Report. Data only available for one previous year and does not give a picture of trends over previous years.</li></ul> <p>Key Questions - agency spending:</p> <ul style="list-style-type: none"><li>• Use of agency staff is significant - why we are where we are in increasing use of agency staff?</li><li>• Reasons behind increase of vacancy rates?</li><li>• Retaining social workers - where are we now?</li><li>• Identified in the OCP Bi-annual Report - £2.5m overspend on Agency staff.</li><li>• What is the split between agency spend to cover long term sickness and agency spend to cover vacancies?</li></ul>

<b>Spotlight Review Involvement</b>	
Lead Scrutiny Member	
Scrutiny Membership	
Cabinet Member (s)	Cllr Brown
Responsible Director	Julie Newman (for Procurement)
Lead Officer(s)	Susanna Chilton
Scrutiny Co-ordinator	Elan Jones
<b>Methodology</b>	
<ul style="list-style-type: none"> <li>Officers developing the work in co-production with Members</li> </ul>	
<b>Equality and Diversity</b>	
Does the review have any potential implications for Equality and Diversity?	The T&F Group will take into consideration any staff and agency workers with 'protected characteristics', as defined by The Equality Act 2010.
<b>The Green Agenda</b>	
Does the review have implications for the green agenda?	N/A
<b>Timescales</b>	
Date Task & Finish approved by Board	
Reporting date to Board	