

Absence Management Forum 2010

Practical solutions to tackle long and short term absences

6th
ANNUAL

Thursday 28th January 2010

CCT Venues - Canary Wharf - London

Programme Highlights:

- Learn about the Government's new 'Fit Note' initiative
- Measure the value of wellbeing programmes
- Train line managers to effectively implement your absence policies
- Interactive legal Q&A
- Improve communications and link HR, OH & Safety
- Accurately measure, monitor and evaluate absence
- Prevent work related stress affecting the health of your employees
- Implement coherent back to work and rehabilitation programmes

Chaired by:



- Jim Hillage - *Director of Research, Institute for Employment Studies*

- **Dechert LLP**
Charles Wynn-Evans, Partner
Head of Employment Practice



- **Co-operative Financial Services**
Graham Greaves
Occupational Health, Safety and Wellbeing Manager



- **Cadbury's**
Natalie Harries
HR Business Partner



- **Strathclyde Police**
Steven Whitehall
Attendance and Disability Adviser



Keynote Address by:



- Dr James Bolton - *Deputy Chief Medical Officer, Department for Work and Pensions*

- **Health and Safety Executive**
Tony Almond
Work-related Stress Stakeholder Engagement Team



- **Ernst and Young**
Matthew Thomas
Employer Relations Manager



- **GSK**
Robert Manson
Director, Employee Health and Performance



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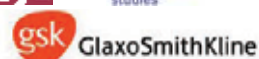


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Practical solutions to tackle long and short term absences

Symposium Events' 6th annual **Absence Management Forum 2010** offers you **practical solutions to reduce your absence rates**. This forum offers both HR and occupational health professionals an invaluable insight into how a variety of high profile organisations are **tackling long and short term absence, implementing effective rehabilitation programmes and training line managers to identify potential problems**.

Background

The CIPD's annual Absence Management Survey found that the overall level of workplace absence across all sectors of the economy is an average of 7.4 days per employee per year. This is resulting in an overall cost to the UK economy of £17.3 billion. Many companies are still under estimating their rates of absence and, in turn, the financial impact this has on the company.

With these figures in mind the Government's new 'Fit Note' scheme has recently been unveiled. But there are still concerns about how this will work and how the scheme will be implemented. **Absence Management Forum 2010** will give you the opportunity to discuss these concerns with **Dr James Bolton** the Senior Responsible Officer for the 'Fit Note' project.

There are many practical steps you can take to **manage absence, minimise financial risks and improve productivity**. Employers need to deal with poor employee health and wellbeing, collect quality data on the reasons behind absence and develop a structured programme to tackle these. This event combines best practice case studies from organisations such as **Cadbury's, Strathclyde Police and Co-operative Financial Services**, an **interactive legal Q&A** and expert analysis from the **HSE and DWP**.

Whether you have a comprehensive sickness absence policy you would like to benchmark against other leading organisations, an absence policy in need of some rejuvenation or you are looking to introduce a policy within your organisation this conference will provide **constructive ideas on how to improve your absence management practice**.

Benefits of Attending

- Make significant **savings to the cost** of absence in your organisation
- Plan and implement '**return to work**' and **rehabilitation** programmes
- Examine the **ROI of wellness** programmes
- **Prevent unofficial** absence and **ad hoc short term absences**
- Empower **line managers** to effectively manage absence
- Identify **underlying patterns** in absence
- Scrutinise the Government's '**Fit Note**' programme
- Examine **legal frameworks** and employers' responsibilities

Who Should Attend?

- Directors, Heads and Managers of HR
- Employee Relations Managers
- Heads and Managers of Occupational Health
- Medical Officers
- Absence Managers
- HR Policy & Strategy Managers
- HR Business Partners
- Reward & Benefits Professionals
- Line Managers
- Trade Unions
- Employment Lawyers

Who will be speaking?



Dr James Bolton is **Deputy Director for Health** within the Health, Work and Wellbeing Directorate at the **Department for Work and Pensions**. He is also Deputy Chief Medical Adviser, leading on health and benefits policy as well as some key health and work initiatives. Amongst other things James is the **Senior Responsible Officer** for initiatives such as the '**Fit Note**'.



Charles Wynn-Evans heads **Dechert's London employment practice**. His work covers all employment-related matters, including the employment aspects of corporate transactions as well as unfair and wrongful dismissal, sex and race discrimination, industrial action, boardroom disputes, restrictive covenants, agreed terminations, tax issues and all employment-related litigation matters.



Graham Greaves has developed an innovative approach to wellbeing management, leading a holistic function which encompasses **occupational health, safety and wellbeing** as three integrated work streams. Graham's career commenced in a local authority, and he has held senior HR and Health & Safety roles in companies including Sara Lee, United Biscuits, Heinz and GUS.



Steven Whitehall is the **Attendance & Disability Adviser** at **Strathclyde Police** and is responsible for the development and application of the attendance management and wellbeing strategy. Prior to joining Strathclyde Police, Steven worked on a Department of Work & Pensions pilot project aimed at supporting long-term absentees in the workplace back to work through a series of interventions.



Jim Hillage has responsibility for developing the **IES's** overall research capability and, with others, delivering research and evaluation services to public policy clients. He is able to draw on almost thirty years' experience of researching into labour market and employment issues from an individual and an employer perspective.



Tony Almond joined **HSE** in April 2005 and is currently leading the work-related stress team to take forward stakeholder engagement. Tony's current work involves persuading organisations to adopt the **Management Standards for Work-related Stress** as an effective way to stop employees being made ill by the work that they do.



Matthew Thomas has worked for **Ernst & Young** as **Employee Relations Manager** since 2004. Matthew is an assessor for the Business in the Community 'Healthy Workplace Award', he developed the firm's award winning wellbeing programme, 'Energy' and formed EY's Disability Working Group, Dyslexia Network and inter-professional services disability network.



Robert Manson is currently the **Director for Employee Health and Performance**, for **GlaxoSmithKline** and takes a lead role in musculoskeletal and mental health management within GSK. He is also a visiting lecturer at the University of Surrey.

Natalie Harries is **HR Business Partner** for **Cadbury plc**. There has recently been a huge focus on absence management on site. Natalie led the project assessing how Cadbury's tackle this issue. She has embed a number of changes to ways of working over a short period of time, and also is clear on ensuring the plan is sustainable going forward.

Conference Programme

Thursday 28th January 2010 - CCT Venues - Canary Wharf - London

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09:00 - 09:30	Coffee and Registration	12:20 - 12:45	Active Case Management <ul style="list-style-type: none">• Changing the OH model and policy• Focussing on productivity and engagement• Creating a robust referral process• Making cost savings Robert Manson, Director, Employee Health and Performance, GSK
09:30 - 09:45	Introduction and Opening Address by Conference Chair Jim Hillage, Director of Research, Institute for Employment Studies	12:45 - 12:55	Questions and Discussion with Speakers
09:45 - 10:10	Keynote Address Introducing the Government 'Fit Note' Project <ul style="list-style-type: none">• The value of work to health• Moving from a 'sick note' to a 'fit note' culture• Opportunities for employers Dr James Bolton, Deputy Chief Medical Officer, Department for Work and Pensions	12:55 - 13:55	Lunch, Exhibition and Networking
10:10 - 10:35	Positive Attendance Management <ul style="list-style-type: none">• Developing an attendance management policy• The key components of the policy• Linking HR, OH & safety• Ensuring communication and embedding the new policy• Monitoring & evaluation of attendance and ill health management• Disability & stress management Steven Whitehall, Attendance & Disability Adviser, Strathclyde Police	13:55 - 14:20	The Effect of Wellness Programmes on Absence <ul style="list-style-type: none">• Measuring the ROI of wellbeing programmes• Practical tips for implementing wellbeing in your organisation• Targeted interventions to improve attendance Graham Greaves, Occupational Health, Safety and Wellbeing Manager, Co-operative Financial Services
10:35 - 10:45	Questions and Discussion with Speakers	14:20 - 15:00	Legal Issues: Interactive Q&A Session <p>This is an interactive session where the topic of discussion will be decided by you. This is your opportunity to raise any of your legal concerns you have and put your legal questions to our expert presenter.</p> Charles Wynn-Evans, Partner, Head of Employment Practice, Dechert LLP
10:45 - 11:25	Knowledge Share Networking Session <p>This is your chance to discuss and debate the key issues and seek solutions to your absence management concerns. Knowledge Share is a great opportunity to talk through challenging issues in a structured environment with your peers. Split into roundtable groups to brainstorm and discuss:</p> <ul style="list-style-type: none">• Pandemic planning: What have you learnt from the Swine Flu pandemic?• How can you minimise sickness absence due to MSD's• What strategies do you have in place to reduce unofficial and ad hoc short term absences• Have you implemented good back to work and rehabilitation policies	15:00 - 15:10	Questions and Discussion with Speakers
11:25 - 11:55	Coffee, Exhibition and Networking	15:10 - 15:30	Coffee, Exhibition and Networking
11:55 - 12:20	Identify Underlying Patterns in Long and Short Term Sickness <ul style="list-style-type: none">• Employee engagement and the effects on absence• Identifying if you have a problem• Accurate measuring and monitoring• Understanding particular patterns and tackling underlying causes• Rehabilitation services and the development of triage services• Costs benefits of investigating absences Matthew Thomas, Employer Relations Manager, Ernst and Young	15:30 - 15:55	Preventing Work-Related Stress Affecting the Health of your Employees <ul style="list-style-type: none">• Why using the management standards will help your organisation• The role of the line manager• What works at work - good practice case studies Tony Almond, Work-related Stress Stakeholder Engagement Team, Health and Safety Executive
		15:55 - 16:20	Training and Educating Line Managers <ul style="list-style-type: none">• Communicating policies and procedures to line managers• Building relationships between management, HR and OH• Training managers to spot early signs of stress and other issues• Creating more visibility on stats and KPI's• Empowering managers - Legal and disciplinary aspects Natalie Harries, HR Business Partner, Cadbury's
		16:20 - 16:30	Questions and Discussion with Speakers
		16:30	Chair's Closing Comments and Close of Conference

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