

**WEST YORKSHIRE PASSENGER TRANSPORT AUTHORITY**

**AT A MEETING OF THE STAFFING WORKING GROUP  
HELD IN WELLINGTON HOUSE ON  
FRIDAY 8 DECEMBER 2006**

**PRESENT:** Councillor A Wallace (Chair)

Councillors D Congreve, C Greaves and M Lyons

**1. DECLARATIONS OF INTEREST**

There were no personal or prejudicial interests declared at the meeting.

**2. MINUTES**

**RESOLVED** - That the minutes of the meeting held on 24 March 2006 be approved.

**3. EXCLUSION OF THE PRESS AND PUBLIC**

The Authority considered a recommendation to exclude the press and public from the following items which contained exempt information as defined in paragraph 4 of Schedule 12a Local Government Act 1972.

**RESOLVED** - It was agreed that, because disclosure of the reports might prejudice future negotiations with third parties, the public would be better served by maintaining the exempt information and therefore the press and public be now excluded.

**4. ATTENDANCE BONUS PAYMENT REVIEW**

The Working Group considered a report of the Passenger Transport Executive proposing an increase to the attendance payment for staff.

Comment was made that Metro's attendance policy had had a positive impact on Metro's sickness levels. It was predicted that absence levels for 2006 were on target for 7.5 days per employee, which compared favourably with the figure of 8.73 days for the previous year and significantly improved on the performance of the five Districts and other PTE's.

In recognition of the high attendance levels, it was suggested that the payment made to staff for 100% attendance be increased and in addition the Working Group considered that the efforts by staff with just one day's

sickness absence should also be rewarded. In future years, any increase should be in line with inflation and rounded off to an appropriate figure. It was also reported that trade unions would be consulted on these proposals.

Members asked for a detailed breakdown of sickness levels (ie short/long term and by section etc) and asked that they be presented to a future meeting.

**RESOLVED -**

- (a) That approval be given to increase the payment for 100% attendance to £150 and one day's sickness absence per year to £100 and that in future years any award would be in accordance with inflation and rounded off to an appropriate sum.
- (b) That the revised arrangements take effect from 1 January 2007.

**5. OCCUPATIONAL HEALTH AND BACK TO WORK INITIATIVES**

The Working Group considered a report of the Passenger Transport Executive on the current approach to handling sickness, including Metro's capability procedures, and proposed initiatives aimed at early intervention to enable employees to return to work more quickly.

It was reported that Metro was currently investigating the possibility of formalising an occupational health agreement with a single provider, which would be complemented with the introduction of a Back To Work scheme.

Members were informed that through establishing a relationship with an occupational health provider it was predicted that it would provide more robust information on employee sickness absences and ensure that employees' illnesses could be managed appropriately through the Back To Work scheme. It was proposed to pilot the scheme for one year, which would enable Metro to identify costs and evaluate the benefits to Metro.

Members recognised that there was a problem with long term sickness and supported the initiatives being undertaken by Metro. The Director General was also asked to explore other options suggested by the Working Group, with a view to reducing long-term sickness levels.

**RESOLVED -**

- (a) That further investigations be carried out to identify an appropriate occupation health provider.
- (b) That the Back To Work pilot proposals be approved.