

Report of the HR Manager

ATTENDANCE MANAGEMENT POLICY1. Purpose of report

To consider amendments to the Council's Attendance Management Policy. A copy of the policy is circulated separately with this agenda.

2. Detail

The policy has been edited to be shorter, more readable and easier to implement.

Short-term (less than 28 calendar days) and Long-term (more than 28 calendar days) will be managed differently. Attendance Management meetings for short-term absences will be held following the employee's return to work rather than during their absence. Long-term absences will be managed in such a way that each individual case will be dealt with in accordance with their likelihood of recovery following occupational health medical information. This will ensure that longer-term absences are dealt with in a more robust manner where there is no likelihood of recovery or return to work.

Trigger points have been adjusted in line with wider, local government schemes and intended to be implemented fairer across all employees.

For example, a trigger point has been amended from "more than 10 consecutive working days" to "10 or more working days (separate or continuous)". In practice, this means that previously, an employee hit triggers if they had four separate instances of one day's sickness but did not if they had three separate instances of four days. This amendment now ensures that all employees are treated fairly in relation to sickness triggers.

The policy clearly outlines the roles and responsibilities of each individual involved in the process and the expectations on both sides.

Recommendation

The Local Joint Consultative Committee is asked to RECOMMEND to the Policy and Performance Committee amendments to the Attendance Management Policy to the Conditions of Service for employees.

Background papers

Nil