

Report of the Chief Executive

ATTENDANCE MANAGEMENT POLICY

1. Purpose of report

To consider amendments to the Attendance Management Policy.

2. Detail

The Attendance Management Policy had a wholesale revision in June/July 2018 and a number of amendments are necessary following its implementation.

Phased Returns (7.8 p. 13) has been clarified following some confusion. Only a GP or the Council's Occupational Health Practitioner can recommend a phased return and this must be specified on a 'fit note' or OH Report. The recommendations can only be agreed dependent on operational requirements.

Adjusting Trigger Levels (9.3 p. 14) has been adjusted to include major longer-term illnesses and conditions, for example, menopause, and that medical advice may be sought from the Council's OH provider when adjusting those levels.

Attendance Management Meetings (10.0 p.15) has been clarified – Letters of Support MUST only be issued by Managers if the employee falls within the Equality Act 2010 or experiencing longer-term illnesses or conditions.

Management of Long Term Sickness (13.0 p. 17) has been amended to no longer specify that Managers have to write to employees after every welfare meeting.

Recommendation

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

Background papers

Nil