

FOR PUBLICATION

MANAGING ATTENDANCE POLICY

MEETING: EMPLOYMENT AND GENERAL COMMITTEE

DATE: 25 JANUARY 2016

REPORT BY: KATE HARLEY, HR MANAGER

1.0 PURPOSE OF REPORT

1.1 To provide information regarding the revised Managing Attendance policy and to recommend for approval the Managing Attendance Policy.

2.0 BACKGROUND

2.1 The Managing Attendance Policy was due for revision in 2008 and has been revised in consultation with the council policy working group including union representation.

2.2 High levels of absence affect everyone in the organisation and cannot be seen as just a 'management' problem. Employer, employee and representatives must work together to monitor and control absence.

2.3 The policy has been significantly rewritten to provide a more prescriptive and proactive approach to managing employee absence and attempts to shift the culture from 'acceptance' of employee absence to 'management' of absence.

2.4 Research by CBI and ACAS highlights the importance of early intervention and good communication hence why the revised policy introduces strict guidance on contact with employees, e.g. daily contact for the first 7 days of absence.

2.5 The policy introduces more stringent triggers for action with the initial trigger point to consider action being 8 days absence in a 12 month period and a more formal and prescriptive process during long term absences.

2.6 Given the potential for claims of discrimination, a full Equality Impact Assessment has been undertaken and at every step in the process adjustments have been made for those employees protected under the Equality Act 2010.

3.0 PROPOSED PROCEDURE

3.1 The revised policy document can be found at appendix A.

3.2 An Equality Impact Assessment is attached at appendix B.

4.0 COUNCIL JOINT CONSULTATIVE COMMITTEE

4.1 The proposed policy is being submitted to the Council Joint Consultative Committee on 21 January 2016. Any comments or suggested amendments to the guidelines from that Committee will be reported to Employment and General Committee in a supplemental report.

5.0 RECOMMENDATIONS

5.1 That the revised Managing Attendance Policy be approved.

For further information on this report, contact Kate Harley 01246 345366.