

FOR PUBLICATION

MANAGING ATTENDANCE POLICY

MEETING: EMPLOYMENT AND GENERAL COMMITTEE

DATE: 8 July 2019

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PARTNER

1.0 PURPOSE OF REPORT

To provide information regarding the updated Managing Attendance policy and to recommend for approval.

2.0 BACKGROUND

In January 2016 the Managing Attendance policy was approved at the Employment and General Committee and was due for review in January 2019.

Whilst applying the policy during the past 3 years it has become apparent that some amendments needed to be made to the policy to capture recent developments and particular areas that need addressing.

Union colleagues have been consulted on the content of the policy and compromises have been reached throughout.

The aim of the policy is to encourage employees to maximise their attendance at work while recognising that employees will

from time to time be unable to come to work for periods of time due to sickness. This policy relates to short-term, long-term and disability related absences.

The policy has been amended as follows:

- The council has committed to the Dying to Work charter and this has been included at page 21.
- Absences due to an individual undergoing elective cosmetic surgery is now covered by this policy on page 5.
- Further clarity has been provided on page 22 on the joint responsibility between CBC, to provide a range of support mechanisms to help employees remain in work, and the employee, to keep fit and well and manage their attendance at work. Failure to follow the policy, abuse of the sickness scheme or participation in dangerous extreme sports/ activities may lead to the suspension of sick pay.
- Trigger points and targets have been amended to combine the short and long term warnings and targets on page 11. All absences will contribute to the trigger points regardless of their length. (Previously employees could be on the full range of short and long term warnings and they could not be considered together).
- Longer warnings can be given if an employee's attendance levels return to unacceptable levels (backsliding) within 12 months of expiry of a warning and action would recommence at the level of the previous warning, as detailed on page 12.
- Any reference to the national 'fit for work' programme has been removed as it is no longer available.

There have been no further changes to the policy.

3.0 PROPOSED PROCEDURE

The revised policy can be found at appendix A.

A full Equality Impact Assessment was completed in January 2017 which would still be relevant and is attached at appendix B.

4.0 EMPLOYER – TRADE UNION COMMITTEE

The proposed policy was submitted to the Employer trade union Committee on 29 April 2019 and was endorsed for submission to Employment and General Committee.

5.0 RECOMMENDATION

That the revised Managing Attendance Policy be approved.

For further information on this report, contact Sandy Gillham-Hardy.