

MAXIMISING ATTENDANCE POLICY & PROCEDURES

1. Summary

- 1.1. The Council are continuing to make improvements in the way that they manage attendance within the organisation. Following consultation with the Trades Unions the existing Attendance Policy & Procedures were revised and from best practice research the new Maximising Attendance Policy & Procedures was developed to aid a more streamlined and efficient attendance policy.
- 1.2 The following report provides detail of changes from the Managing Attendance Policy to the new Maximising Attendance Policy.

2. Recommendations

It is recommended that the Executive -

- 2.1 Agree the new Maximising Attendance Procedures; and
- 2.2 recommend the attached Maximising Attendance at Work Policy to the Council for approval.

3. Detail

- 3.1. Effective absence management involves finding a balance between providing support to help employees with health problems stay in, and return to work, and taking consistent and firm action against employees who's attendance is having a detrimental impact on service delivery. The Council needs to take both a proactive and preventative approach to sickness absence.
- 3.2. Over the last 12 months the Council has reviewed the policy as well as introducing a number of new initiatives including the new Direct Reporting of Absence to help manage absence effectively.
- 3.3. This policy incorporates the Council's duties as an employer and as a service provider. Details about managerial, HR and employee responsibilities are clearly defined and will be accompanied by guidance documents.
- 3.4. The new policy and associated procedures ensure a fair and consistent application which has been clearly mapped out, in addition the reporting of data from the Council's Resourcelink System has been reviewed to ensure the provision of key information for managers to allow them to effectively deal with situations.

- 3.5. The key messages from the procedures are how to manage, support and deal with specific issues for those off sick as well as return to work interviews.
- 3.6. The introduction of the Absence Line in notifying absence is a key change to the procedure and the only change is that the employee has to call and report their sickness absence to the Absence Line rather than to their line manager.
- 3.7. The absence triggers have been reviewed with timescales tightened and new defined triggers added. The absence trigger reporting which is currently in place will be easy to adapt to the triggers within this procedure.
- 3.8. The Policy & Procedures were reviewed by working groups which included the Trades Unions who jointly reviewed and agreed for implementation.
- 3.9. Detailed guidance and manager's toolkit will be available on the HUB, as well as being communicated through cascade.
- 3.10. A training programme will be created to support the pilot and subsequent roll out using a blended approach with workshops, on line training, a helpline and site visits.

4 Conclusion

- 4.1 In conclusion, the introduction of the new Maximising Attendance Policy & Procedures will support the Council's attendance management programme.

5. IMPLICATIONS

POLICY	Policies and procedures require to be kept-up-to date
PERSONNEL	The initiatives outlined above can help with recruitment and retention and overall absence management.
FINANCIAL	None
EQUALITY	HR Policies and procedures apply to all employees and are Equality Impact Assessed when reviewed, or as new policies or procedures are introduced.
LEGAL	HR Policies and procedures ensure the Council complies with its legal obligations.

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