

HUMAN RESOURCES & COUNCIL TAX COMMITTEE

21 OCTOBER 2020

REPORT OF CORPORATE DIRECTOR (OPERATIONS & DELIVERY)

A.2 SICKNESS ABSENCE MANAGEMENT POLICY & PROCEDURES REVIEW (Prepared by Katie Wilkins & Pauline Lifton)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To update Human Resources & Council Tax Committee on the review of the Council's Sickness Absence Management Policy & Procedures in line with identified best practice and the Council's Constitution and the delegated powers within.

EXECUTIVE SUMMARY

The purpose of the review of the Council's Sickness Absence Management Policy and Procedures is principally to reflect changes of procedure in accordance with ACAS, employment legislation and the TDC Constitution (*regarding delegated powers*).

As outlined in the Workforce Profile Report, the Chartered Institute of Personnel and Development (CIPD) recommend that organisations adopt the following approach when effectively managing sickness absence:-

- Identify and tackle the root causes of ill health;
- Build a more robust framework to promote good mental health;
- Strengthen the capability of line managers;
- Ensure a holistic approach: physical, mental, emotional, lifestyle and financial.

The revised Sickness Absence Management Policy and associated Procedures provide both employees and managers with a robust framework for managing sickness absence.

The Policy sets out:-

- Objectives;
- Responsibilities – both Managers and Employees;
- Types of sickness absence;
- Process for managing sickness absence;
- Outcomes at each stage.

The implementation of the revised Sickness Absence Management Policy and associated Procedures will allow the Council to more effectively manage sickness absence in the workplace, with a view to minimising the effect on service delivery and the impact of associated costs to the staffing establishment.

RECOMMENDATION(S)

It is recommended that the Committee notes the contents of the revised Sickness Absence Management Policy and Procedures.

PART 2 – IMPLICATIONS OF THE DECISION**DELIVERING PRIORITIES**

This updated policy will ensure that the organisation continues to observe recognised best practice and employment legislation as a responsible employer.

FINANCE, OTHER RESOURCES AND RISK

No specific risks have been identified. This is a policy refresh and update which is needed to ensure best practice and continued legal compliance. This work sits within existing budgets.

LEGAL

The Council has a duty to ensure its Sickness Absence Management Policy and Procedures are compliant in accordance with employment law and best practice in line with ACAS guidance.

OTHER IMPLICATIONS

None

PART 3 – SUPPORTING INFORMATION**Sickness Absence Management Policy**

The Council's Sickness Absence Management Policy & Procedures have undergone a complete review.

The amended policy offers a fair and consistent approach to all our employees. It gives clear guidance of what the expectations are of the employee and the manager in relation to sickness absence and detailed guidance on how sickness absence should be managed. Setting out clear time frames on both how short and long term absence should be managed, but also gives flexibility to the management of exceptional cases.

Whilst the policy and procedures have been updated, many principles of the previous policy remain, with the addition of a more structured format to the Sickness Absence Review Meetings and a rolling 12 month monitoring period, following a Sickness Absence Review Meeting or Case Review Hearing.

CONCLUSIONS

The updated Sickness Absence Management Policy & Procedures will ensure that the Council maintains its high standard of employment practices and has a policy that observes best practice and current employment legislation.

APPENDICES

Sickness Absence Management Policy & Procedures – October 2020