



Attendance Management Policy

1. Policy Statement

The Council is committed to ensuring that we have employees who have good physical and mental health with maximum levels of attendance so that they are more resilient and engaged to deliver excellent services and outcomes for the people of Wirral.

This policy and supporting procedure sets out Wirral Council's approach to the Management of Attendance within the workplace.

2. Background

The Council recognises the value that good health and well being can have in developing positive working environments.

The Council is committed to effectively managing and reducing sickness absence as high levels of absence seriously impacts on the ability of the Council to provide appropriate levels of service to the people of Wirral and will impact on contracts and jobs.

When employees are ill or there are concerns about their health, managers should provide and arrange assistance, support and guidance that is sensitive, fair and appropriate.

High levels of sickness absence can significantly affect how teams and service areas perform. This in turn affects the level and quality of service we give the public and our partners. Most employees have very low levels of sickness absence and only take time off work through ill health when they are genuinely ill. The Council does not expect employees to work when they are unfit.

The Policy is underpinned by a commitment to the following principles:

- Give guidance and support to all employees on the arrangements that are in place to prevent occupational ill health and the arrangements in place to manage sickness absence.
- Provide a fair and consistent method of dealing with the absence of employees due to either repeated periods of short-term sickness or long-term sickness.

- Ensure employees are aware of the attendance standards that are required, are given the opportunity to improve where absence falls below these standards and aware of the consequences if they fail to meet standards.
- Ensure that every attempt is made to investigate the employee's ability to perform adequately in their, involving the Occupational Health Service fully, as appropriate.
- Ensure workplace absence is managed effectively and managers are clear about their role and responsibilities in doing so.
- Ensure that managers have appropriate support and guidance from the policy and related documents to make reasonable, justifiable and robust decisions in absence management cases.
- Automatic first day referrals to occupational health for stress and stress related illnesses.

Fit4Wirral

Fit4Wirral is a Council framework for the delivery of the health and well being agenda within the Council which aims to ensure our workforce is effective and resilient to deliver services to the people of Wirral now and in the future.

Legislation

The Council's attendance management practices comply with the following statutory duties:

- Human Rights Act 1998
- Data Protection Act 1998
- Equality Act 2010

3. Commitment to Equality

Please identify which, if any, of the following Equality Duties this policy addresses:

<p>Eliminate unlawful discrimination, harassment and victimisation</p> <p><input checked="" type="checkbox"/></p>	<p>To advance equality of opportunity</p> <p><input checked="" type="checkbox"/></p>	<p>To foster good relations between different groups of people</p> <p><input checked="" type="checkbox"/></p>
---	--	---

One of the main purposes of the policy and procedure is to ensure that all absence management decisions follow a standard process which affords a fair, rigorous, consistent, transparent and legitimate assessment of an employee's level of attendance.

It aims to ensure that employees who work for the Council are not discriminated against in their work.

4. Procedures

The Attendance Management Policy and Procedure are designed to provide clear guidance and support for managers and employees to ensure that an employee's long-term absence is managed well and, where possible, employees can rehabilitate quickly and return to work.

Occasionally employees have a long-term absence or illness. Inevitably, there may be a small number of employees whose health or physical condition means that they are no longer capable of carrying out their contracted duties because of their high levels of absence.

The policy and accompanying procedure also provide a framework for managing employees with frequent short-term absences to ensure that any problems are identified and resolved at an early stage. It is recognised that very few employees experience this pattern of attendance. Formal action should be a final resort once all reasonable steps to support the employee to improve their attendance have been taken.

5. Supporting Documentation

- Attendance Management Procedure and Appendices
- Attendance Management Flowcharts
- Standard Formal Action Letters
- Attendance Management - Managers Guidance
- Frequently Asked Questions
- Fit Note Guidance
- Attendance Improvement Action Plan (M100)
- Keeping in Touch Form

6. Related Policies

- Occupational Health Policy
- Occupational Health - Appointments Cancellation and Notification of Charges Policy
- Annual Leave
- Special Leave
- Reasonable Adjustments
- Health and Safety Policy
- Health and Safety Management Arrangements for Risk Assessments
- Disciplinary Policy and Procedure
- Capability (Performance)

- Work-Life Balance

7. Consultation

Trade Unions were consulted on this policy.

8. Communication and Awareness

This policy is considered:

Internal

[For Members, Officers and Contractors]

External

[For our Residents, Customers and Service Users]

All employees must be made aware of, and understand the need for this policy. The Council will send out a clear message about its commitment to the well being of its employees and effectively managing sickness absence levels.

All employees and managers are expected to comply with the terms of this policy and the Council's attendance standards as outlined in the Attendance Management Procedure. Roles and responsibilities are outlined within the procedure.

9. Monitoring and Review

The Attendance Management policy will be reviewed every three years as part of the Human Resources and Organisational Development policy review programme. However, the policy may be reviewed as and when required, for example, due to legislative changes or if an issue arises around its effectiveness.

Document Ownership	
Policy owned by:	Head of Human Resources and Organisational Development
Policy written by:	Tony Williams, Human Resources Manager
Date policy written:	23 rd March 2011
Date policy reviewed:	August 2015
Policy due for next review:	August 2018

Version Control Table			
All changes to this document are recorded in this table.			
Date	Notes/Amendments	Officer	Next Scheduled

			Review Date
November 2013	<ul style="list-style-type: none"> • Policy reviewed and reformatted • Flowcharts for the supporting Procedure developed • Procedure and appendices reviewed and amended • Formal Action letters reviewed and amended 	Angels Santaularia/Andrea Morrell-Foulkes	November 2016
August 2015	<ul style="list-style-type: none"> • Policy document reviewed 	Jenny Woods	August 2018