

EAST HERTS COUNCIL

LOCAL JOINT PANEL – 3 DECEMBER 2013

HUMAN RESOURCES COMMITTEE – 15 JANUARY 2014

REPORT BY SECRETARY TO THE EMPLOYER'S SIDE

ABSENCE MANAGEMENT POLICY

WARD(S) AFFECTED: NONE

Purpose/Summary of Report

To approve the revised Absence Management Policy.

<u>RECOMMENDATIONS FOR LOCAL JOINT PANEL:</u>	
That:	
(A)	The revised Absence Management Policy be recommended for approval;
<u>RECOMMENDATIONS FOR HUMAN RESOURCES COMMITTEE:</u>	
That:	
(A)	The revised Absence Management Policy be approved

1.0 **Background**

- 1.1 The Council's Absence Management Policy was last reviewed in 2009. The Council's programme of policy review is after three years or sooner in line with legislation and best practice.

2.0 Report

2.1 **Key changes**

- 2.2 The policy has been updated to reflect changes in legislation, including those in the Equality Act 2010. The policy includes key changes which are in-line with best practice given by the Chartered Institute of Personnel and Development (CIPD), Local Government Association (LGA) and East of England Local Government Association (EELGA).
- 2.3 The policy links with the Council's Health & Safety Policy, the Stress Management Policy, the Policy and Procedure for Employing and Retaining People with Disabilities, and the Disciplinary policy.
- 2.4 Whilst the Council's sickness absence is less than many other Councils, continual monitoring of absence is essential to maintain a firm grip on absence. The amendments to the policy include clear expectations of employees in reporting absence and clarity in manager responsibilities in managing attendance, especially in return to work interviews.
- 2.5 To ensure that absence levels do not increase, this policy is amending the trigger points on which managers take action on sickness.
- 2.6 The successful management of absence requires managers to be both consistent and sensitive in their conversations with employees. Human Resources will provide coaching to managers to support their actions.

3.0 **Conclusion**

This policy includes measures to prevent increases in sickness absence.

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