

SUBJECT: Attendance Management Policy
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1. PURPOSE:

The purpose of this report is to provide a revised Attendance Management Policy which is applicable to all employees including those based in schools.

This revised policy will replace the current Attendance Management policies for corporate staff and those staff employed in schools.

2. RECOMMENDATIONS:

That the revised Attendance Management Policy be accepted and circulated to all staff and commended to governing bodies for adoption as soon as possible.

3. KEY ISSUES:

Monmouthshire County Council is committed to providing a high quality range of services to all service users, through a healthy, motivated and committed workforce. The health and well-being of employees is important to Monmouthshire County Council and the purpose of the Management of Attendance Policy and procedure is to ensure that employees are treated fairly and in a timely, effective and consistent manner which enables them to achieve and maintain good health and high levels of attendance at work.

At the present time, MCC has a Management of Attendance Policy for schools and a separate Attendance Management Policy for corporate employees. The documents share the same self-certification/return to work form. The corporate policy devotes many pages to transactional issues around pay and conditions and only two pages to management of attendance good practice. It makes sense to have one policy which provides effective advice and guidance for all employees, including those who have line management responsibility.

The cost of absence has an impact in terms of the following:

- Absence places a considerable burden on work colleagues, with increased workload
- Lost productivity
- Detrimental effect on service delivery;
- Time and money required to bring in supply cover

The revised draft policy is based largely upon the headings and much of the content of the existing school policy and maintains all the good practice references within the document whilst additionally reflecting the progression established by the introduction of the Attendance Management Protocol/Workflow – Managers/Head-teachers.

The revised policy sets out roles and responsibilities and provides a framework for managers and head-teachers to provide consistent support and guidance to their employees. It enable employees to have a clear understanding of employer expectations and the support mechanisms in place to facilitate a successful return to work.

The sick pay arrangements and references to conditions of service are now included in an appendix. Additional information based upon the headings or references in the policy and procedure to support attendance mismanagement, including the self-certification/return to work form have been made available as links.

4. REASONS:

The main emphasis of the policy and procedure is to offer support to staff and managers to minimise frequent short term absence occurrences and support well-being arrangements for staff experiencing ill health. Whilst being supportive it is considered that the policy explains that there are ‘consequences’ where attendance concerns have been identified and remain a concern despite support and adjustments. The policy statement and much of the content in the principles section is premised on good practice.

There is a business imperative to address poor levels of attendance across the organisation and this work has therefore presented as a priority for People Services in terms of equipping the organisation with the appropriate advice, guidance and support on attendance management issues. A revision to policy is part of this work.

5. RESOURCE IMPLICATIONS: None

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

The Equality Impact Assessment is attached.

7. CONSULTEES:

All recognised trade unions- informal and formal basis

Head-teachers

People Board

MON MINDS

JAG/Cabinet

8. BACKGROUND PAPERS: None

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