



Derby City Council

**PERSONNEL COMMITTEE**  
**29 June 2017**

**ITEM 5**

Report of the Director of Governance and  
Monitoring Officer

## **Changes to Attendance Management Policy**

### **SUMMARY**

- 1.1 The Council introduced a new Absence Triage service on 1 June 2017 provided by FirstCare.
- 1.2 All non-school based employees subject to Council HR policies and procedures are now required to report any absence due to sickness to a nurse managed triage service.
- 1.3 This report recommends the relevant changes to the Attendance Management policy, to support the revised absence reporting procedures already implemented for those staff in scope.
- 1.4 Where staff have chosen to “opt” out of data sharing with FirstCare, current absence reporting procedures will apply, however it is proposed that they will be encouraged to take full advantage of the Absence Triage Service giving them full access to the benefits of the service including advice from a qualified Nurse.

### **RECOMMENDATION**

- 2.1 To agree the appropriate changes to the policy ensuring compliance with the new attendance management reporting procedures.

### **REASONS FOR RECOMMENDATION**

- 3.1 All employees in scope are aware of their contractual obligations.
- 3.2 Breaches of policy can be managed consistently.
- 3.3 Policy is up to date and in line with the implemented reporting mechanisms for sickness absence as of 1 June 2017.

## SUPPORTING INFORMATION

- 4.1 All the changes to the policy are identified on Appendix 2 and are with regards to the reporting of sickness absence. It is now the employee's responsibility to contact FirstCare to report their sickness absence.
- 4.2 The sickness absence notification process has been amended from "not more than 60 minutes after an employee's usual start time" to "at least 60 minutes before your usual start time". This is to ensure services can arrange cover more effectively.
- 4.3 Employees are now required to contact FirstCare to close (end) an absence which will then generate an automatic alert to their Manager to instruct them to undertake a return to work interview when the employee returns to work. Whilst this was previously in our policy it was not applied consistently. FirstCare will now chase managers where a return to work interview has not been held.
- 4.4 To enable the Managers to carry out their duty of care to their staff, 3.4 has been included in the policy to enable the manager to fully support their employees.
- 4.5 The current Policy is attached on appendix 3.

## OTHER OPTIONS CONSIDERED

- 5.1 Do nothing. Whilst the Policy remains out of date, employees are not obligated to follow the correct absence reporting procedures. This could result in non-compliance with the sickness absence reporting procedures by default which will be difficult for the Council to manage. It is therefore appropriate that the policy is in line with the requirements of the Council and not be open to challenge.

**This report has been approved by the following officers:**

<b>Legal officer</b> <b>Financial officer</b> <b>Human Resources officer</b> <b>Estates/Property officer</b> <b>Service Director(s)</b> <b>Other(s)</b>	Tania Hay Team Leader, Employment Commission Lead
<b>For more information contact:</b> <b>Background papers:</b> <b>List of appendices:</b>	<a href="mailto:Claire.benajmin@derby.gov.uk">Claire.benajmin@derby.gov.uk</a> HR Advisor 01332 643666 Appendix 1 – Implications Appendix 2 – Current policy compared to revised policy

<b>IMPLICATIONS</b>
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**Financial and Value for Money**

- 1.1 Costs arising from non-compliance with the sickness absence reporting procedures from an out of date policy and a prolonged absence due to not being effectively managed by the Absence Triage service.

**Legal**

- 2.1 Adoption of the policy enables the Council to demonstrate that it has a single, consistent and robust attendance management procedure in place.

**Personnel**

- 3.1 Employees adhere to policy and breaches can be managed appropriately.

**IT**

- 4.1 None arising directly from this report.

**Equalities Impact**

- 5.1 An equality impact assessment has been completed for the existing Attendance Managing Policy and Absence Triage Service.

**Health and Safety**

- 6.1 None arising directly from this report.

**Environmental Sustainability**

- 7.1 None arising directly from this report.

**Property and Asset Management**

- 8.1 None arising directly from this report.

**Risk Management and Safeguarding**

- 9.1 There is a risk around the policy being breached by default if the new sickness

absence reporting process is not correct in the policy.

### **Corporate objectives and priorities for change**

- 10.1 Effective consistent attendance management and up to date policies and procedures will have a positive impact on an employee's health and wellbeing and an overall increase in the performance of Council services.