



Attendance Management

Policy

April 2009

The Policy

Through its corporate strategy the Council has shown its commitment to provide a best value public service to the community. The Council recognises that sickness absence impacts on this and that it can only be effectively managed if employees are treated fairly and consistently.

Aims and Objectives:

Specifically the policy and procedures provide:

- ❖ A structured framework that will enable managers to properly manage the difficult and sensitive area of employee sickness absence.
- ❖ A proactive approach to managing sickness by promoting the health, safety and well-being of all employees to successfully reduce sickness levels.
- ❖ High levels of sickness absence are costly and disruptive. They often mean:
 - Poor quality public services
 - Higher levels of stress, low morale and extra work for colleagues
 - Lost production, missed work targets and delays
 - Lower productivity, higher costs and disruption to flow of work
 - Extra wage/salary costs to cover sickness absence
 - A loss of competitive edge over other service providers
 - The Council fails to achieve a range of indicators
 - Poor reputation for the Council

Legal Context

The framework for managing sickness absence takes into consideration the provisions of the Employment Rights Act 1996, The Employment Relations Act 1999 the Employment Act 2002, Disability Discrimination Act the Race Relations (Amendment Act) 2000 and the ACAS Code of Practice on Disciplinary and Grievance Procedures, Employment Equality (Age) Regulations 2006.

Considering Any Adverse Impact

The Council wishes to ensure that its policies and procedures do not impact unfairly on employees with reference to race, sex, age, religion or belief, sexual orientation or disability. Managers are therefore required to ensure that their application of this policy does not have this adverse impact, for example in the unbalanced use of formal processes on particular groups of employees compared to the informal process.

Target for average levels of sickness

The Council's target is to:

- Annually the council sets a target for staff covered by this policy e.g. 8 days for the year 2009/10 Note there is a separate indicator which includes schools
- **through benchmarking, the aim is to be ranked within the best 8 London Boroughs.**

This target must not be mistaken as the target for any individual employee. It is an average, which takes into account all the Council's employees over a full year.

Who is and isn't covered by the policy

The policy & procedure applies to all employees covered by the NJC conditions of service for Local Government Services or the NJC conditions of service for Chief Officers in Local Authorities with the following exceptions:

- ❖ New employees during their probationary service where separate monitoring processes apply Temporary employees with less than 6 months continuous employment with the Council
<http://intranet.brent.gov.uk/workingforbrent.nsf/Pages/LBB-146>
- ❖ School based staff under LMS who are subject to separate procedure.

The Council is developing a Health & Well Being Strategy

- ❖ to improve performance and attendance at work
- ❖ to try to prevent Council employees being made ill by work or lifestyle
- ❖ to help people who are ill return to work

Links to other Policies and Procedures

- ❖ Capability Procedure
- ❖ Disciplinary Procedure
- ❖ Drugs & Alcohol Policy
- ❖ Fairness at Work Policy
- ❖ Flexible Working Hours Scheme
- ❖ Managing Change Procedure

Evaluation review and change

The council will not change the provisions in this policy without first consulting with staff and trade unions in such manner as it considers appropriate. It is not intended that this policy will be incorporated into the contracts of employment of the Brent employees to whom it applies.