

## REVISED SICKNESS ABSENCE MANAGEMENT POLICY AND PROCEDURE

**EXECUTIVE MEMBER:** Councillor Norman Williams  
**LEAD OFFICER:** Len Glead, Human Resources Manager  
**REPORT AUTHOR:** Len Glead, Human Resources Manager

**Summary and Recommendation:** This report presents a revised version of the Council's Sickness Absence Management Policy & Procedure. Members are requested to review the new document and recommend its adoption to Executive.

### 1. INTRODUCTION

- 1.1 As part of the Council's continuing efforts to improve attendance and reduce the level of sickness absence, the Attendance Task Group (a mixed group of Managers, staff and Trade Union representatives) has reviewed the existing Policy and Procedure and recommended modifications. A revised draft has been widely consulted on and is now presented for approval by the Panel prior to adoption by the Executive.

### 2. REVISED PROPOSALS

- 2.1 The revised document is designed to provide clearer guidance for Managers and Supervisors in how to deal with sickness absence issues, and also to take account of the improved new arrangements for Occupational Health advice.
- 2.2 It is intended, when the new policy is adopted, to run a series of training sessions for managers and supervisors to ensure consistent application of the procedures described.

### 3. CONCLUSIONS

- 3.1 The Panel is invited to comment on the revised document and recommend it to Executive for adoption.

**LEN GLEED**  
Human Resources Manager

**List of Appendices**

**Appendix 1:** Proposed draft Policy & Procedure

**Appendix 2:** Current Policy & Procedure adopted 11 09 01

**List of Consultees:** Corporate Team, Management Group, Trade Unions