



Leicester  
City Council

**WARDS AFFECTED**  
All Wards

**Cabinet**

**14<sup>th</sup> January 2002**

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**ATTENDANCE MANAGEMENT POLICY**

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**Report of the Town Clerk**

**1. Purpose of Report**

The purpose of this report is to inform Cabinet of the new policy and to seek approval for implementation.

**2. Summary**

Absence management is one of the few remaining harmonization issues outstanding following Unitary Authority Status achieved in April 1997, and harmonization under the Single Status in Local Government Agreement affecting former APT & C and former Manual employees. Following a lengthy consultation process with the Joint Trade Unions agreement has been reached for a new policy that has the support of Directors.

**3. Recommendations**

Cabinet are asked to:

- 3.1.1 Endorse the attached Attendance Management Policy (Appendix 1) enabling implementation following appropriate notice to all employees.
- 3.1.2 Note the identified changes in the new policy compared to the previous policy (Appendix 2).

**4. Financial Implications**

- 4.1 With the period of protection of salaries for ill health redeployment being increased from 6 months to 2 years there is potential for costs to increase. However, this should be considered against the potential costs awarded against the Council in a successful claim under the DDA.
- 4.1.2 Once the new Policy is in place a consistent approach to managing attendance at work together with a more focussed approach, should result in lowering sickness absence

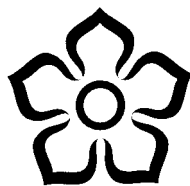
across the Council. This can be combined with Management training on the new Policy thereby refreshing the whole topic at a time of concern for attendance levels.

#### **4.2 Legal Implications – The Head of Legal Services comments**

4.2.1 The policy does accord with recommended practice and legislation in relation to the management of sickness absence. I note that the position in relation to payment of salary has been equalized with that on redeployment and fully endorse this approach.

#### **5. Report Author/Officer to contact:**

**Steve Sullivan – Personnel Officer, Town Clerk's & Corporate Resources**



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**SUPPORTING INFORMATION**

**1. Report**

PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform Leader/Cabinet of the new policy and to seek approval for implementation.

**2. RECOMMENDATIONS**

Cabinet are asked to:

- 2.1 Endorse the attached Attendance Management Policy (Appendix 1) enabling implementation following appropriate notice to all employees.
- 2.2 Note the identified changes in the new policy compared to the previous policy (Appendix 2).

**3. BACKGROUND**

- 3.1 Attendance Management Policy (formerly known as Absence Management – Sickness Procedure) is one of the remaining outstanding items from Unitary Status Harmonisation of Conditions of Service for former City Council employees and former County Council employees.
- 3.2 Since the Council achieved unitary status, and Single Status in April 1997 there has been inconsistency in application of absence management procedures due to some former County Council employees who were covered by the Statutory Transfer Order maintaining their existing County conditions until harmonisation is achieved through consultation. The agreement under single status was also to harmonise conditions of

service for former APT & C and former Manual employees under the National Agreement on Pay and Conditions of Service referred to as “Green Book”.

- 3.3 The continuation of a formal policy in the Council is important in constraining the costs and loss of productivity resulting from sickness absence. Whilst some absence is, of course, inevitable, the various practices in the policy are generally recognised as bringing pressure to bear on unacceptable absence at the margin and assist in keeping the attendance levels of the Council in line with other employers. At the same time, the existence of a policy provides for a consistent approach to employees across the Council, ensures that employees are fully aware of their position if they have been taking time off and places responsibility for attendance in its true place – with the individual managers.

#### **4. CONSULTATION**

- 4.1 A lengthy consultation process has been undertaken culminating in the attached draft policy being supported by Directors and the Joint Trade Unions.

#### **5. EQUAL OPPORTUNITIES**

- 5.1 Through the consultation process it has been identified that the current Ill Health Redeployment Procedure (Local Conditions of Service, Appendix T) which has significant links to sickness absence and Occupational Health referral/diagnosis, is potentially discriminatory against disabled employees covered by the Disability Discrimination Act 1996.
- 5.2 The current procedure gives “ill health redeployees” a salary protection for a period of 6 months when redeployed into a post with lower earnings potential. This is considered to be discriminatory practice when comparing this against the Council’s redeployment Procedure which gives a salary protection for up to 2 years.
- 5.3 The new “Ill Health Redeployment Procedure” (attached to the Attendance Management Policy) addresses this issue by increasing the period of protection to mirror those provided in the Redeployment and Redundancy Procedure.
- 5.4 In general the existence of a formal policy ensures that all employees are treated consistently in the management of absence thus reducing the possibility of discrimination and victimization.

#### **6. FINANCIAL IMPLICATIONS**







- 6.1 With the period of protection of salaries for ill health redeployment being increased from 6 months to 2 years there is potential for costs to increase. However, this should be considered against the potential costs awarded against the Council in a successful claim under the DDA. Any costs arising from the new provisions will be spread across existing budgets.
- 6.2 Once the new Policy is in place a consistent approach to managing attendance at work together with a more focussed approach, should result in lowering sickness absence

across the Council. This can be combined with Management training on the new Policy thereby refreshing the whole topic at a time of concern for attendance levels.

## 7. Legal Implications – The Head of Legal Services comments

- 7.1 The policy does accord with recommended practice and legislation in relation to the management of sickness absence. I note that the position in relation to payment of salary has been equalized with that on redeployment and fully endorse this approach.

## 8. Other Implications

OTHER IMPLICATIONS	YES/NO	Paragraph Within Supporting information	References
Equal Opportunities		See 5 above	
Policy		The revised procedure forms part of the Conditions of Service of employees, and thus forms part of their contract of employment in accordance with the provisions of Part 3 of the National Agreement on Pay and Conditions of Service (Green Book).	
Sustainable and Environmental			
Crime and Disorder			
Human Rights Act		Legal advice has been taken to ensure that the new procedure does not offend the terms of the Act.	
Elderly/People on Low Income			

## 9. Background Papers – None

## 10. Consultations

- 10.1 Refer to paragraph 4.1

## 11. Report Author

**Steve Sullivan, Personnel Officer**  
**Town Clerk's & Corporate Resources Department**