

## **NEW POLICY – ATTENDANCE MANAGEMENT**

Report of the Chief Executive of Derby Homes

### **1. SUMMARY OF REPORT**

To update the Committee on our progress of consultation in respect of the proposed Personnel Policy on Attendance Management.

### **2. RECOMMENDATION**

That Committee approves the proposed new Personnel Policy on Attendance Management. The policy is attached as Appendix 1.

### **3. MATTER FOR CONSIDERATION**

3.1 At its last meeting the Committee agreed, in principle, the proposed new personnel policy on managing employee attendance. This is a Derby Homes specific policy. It has been developed to provide a policy that is easier to understand for both employees and managers.

3.2 Consultation has taken place with the following groups:

- Executive
- Heads of Service
- Managers
- Employees
- Trade Unions.

3.3 The consultation process with employees was undertaken using the SNAP survey system. The results are attached as Appendix 2. Consultation with Unison was through meetings and the Union subsequently emailed all employees. The Union confirmed their approval to the policy at the JCC on 15 April 2009.

3.4 None of the consultation processes affected the key changes proposed by the policy. These key changes are attached as Appendix 3. However, as a result of the feedback, some changes have been made to the layout and structure of some parts of the policy.

### **4. CONSULTATION IMPLICATIONS**

Full consultation with employees and the trade union has been completed and indicates a high proportion of satisfaction with the policy.

## **5. FINANCIAL AND BUSINESS PLAN IMPLICATIONS**

A consistent approach to managing employee attendance contributes to our efficiency and the value for money of our services.

## **6. LEGAL AND CONFIDENTIALITY IMPLICATIONS**

When managing issues relating to employee performance, attendance and dismissal, it is important that we comply with the Employment Rights Act 1996 and all subsequent Regulations. The policy complies with current legislation, in particular it contains the following key features:

- opportunity to be accompanied by a trade union or work colleague
- informal and formal approaches that ensure the employee is informed of concerns and given an opportunity to improve
- the use of formal warnings
- rights of Appeal against warnings and dismissals.

## **7. PERSONNEL IMPLICATIONS**

To ensure consistency in our approach it is important that we have a policy on the management of attendance. The policy must be freely available to all employees and managers.

## **8. EQUALITIES IMPACT ASSESSMENT**

The policy is compliant with current employment and equalities legislation. Failure to apply the policy in a consistent manner could lead the organisation to act in a way which may treat one group more favourably than another. To ensure consistency, procedures are in place to ensure that managers are given one to one support when they feel they need to implement the policy. In addition, the Personnel Team are able to monitor managers' activity through Active Health Partners.

## **9. HEALTH & SAFETY IMPLICATIONS**

We will ensure that employees have access to support if they become subject to this policy. When assessing if we can sustain an employee's attendance pattern, we will always consider the circumstances of each case. This means that we will obtain up to date medical information and consider adjustments that can be made to support attendance.

**The areas listed below have no implications directly arising from this report**

- Environmental
- Risk

**If Board members or others would like to discuss this report ahead of the meeting please contact the author, or the Chief Executive, [phil.davies@derbyhomes.org](mailto:phil.davies@derbyhomes.org) - Tel 01332 711010**

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**Background Information:** None

**Supporting Information:** None