

Tees Active Ltd

People Select Committee Hand-out

Review of Sickness Absence

Background

Who we are- Brief Introduction about Tees Active

Attendance Data

2004/5

2017/18

Our attendance data is only one indicator of our employee health and well- being.

Supporting the business, managers and employee in health and well-being is a continuous and evolving process.

CIPD Well-being Pyramid:



The Well-being model has 5 domains of Employee Health and Well-being:

Health, Work, Values & Principles, Collective/Social and Personal Growth



HEALTH

Physical health: Health promotion Good rehabilitation practices, health checks, managing disability, occupational health support.

Physical safety: Safe working practices, safe equipment, personal safety training.

Mental health: Stress management, risk assessments, conflict resolution facilitated, training for line managers, managing mental ill health, occupational health support.



WORK

Working environment: Ergonomically designed working areas, open and inclusive culture

Good line management:

Work demands: Job design, job roles, job quality, workload, working hours, job satisfaction, work–life balance.

Autonomy: Control, innovation, whistleblowing Change management

Communication, involvement, leadership

Pay and reward.



VALUES/PRINCIPLES

Supportive leadership and management with a clear mission and objectives.

Ethical standards: Dignity at work and corporate social responsibility.

Diversity and inclusion.



COLLECTIVE/SOCIAL

Employee voice: Communication, consultation, genuine dialogue, involvement in decision-making

Positive relationships: Management style, team working, healthy relationships with peers and managers, dignity and respect.



PERSONAL GROWTH

Career development mentoring, coaching, performance management, performance development plans, skills utilisation, succession planning.

Emotional

Positive relationships, financial well-being,

Lifelong learning, Performance development plans, access to training, technical and vocational learning, challenging work.

Creativity Open and collaborative culture

SICKNESS ABSENCE POLICY 2015

Short-term Absence Triggers:

	<u>Stage 1</u> 1 st absence meeting	<u>Stage 2</u> 2 nd absence meeting	<u>Stage 3</u> First Formal Capability Hearing	<u>Stage 4</u> Final Formal Capability Hearing
Trigger	3 occasions or 8 days in rolling 12 months	Further 2 occasions or 6 days within 12 months of stage 1 Meeting	Further 2 occasions or 6 days within 12 months of stage 2 Meeting	Further 2 occasions or 6 days within 12 months of stage 3 Meeting
Chaired by	Line Manager	Facility Manager	Director and HR Advisor	Director and HR Advisor
Outcome	Verbal Caution	First Written Caution	Final Written Caution	Potential Dismissal

Long Term Absence

Normally first meeting triggered after 4 weeks.

Mental health issues may trigger a meeting within 1-2 weeks.

Also Fundamental to Attendance Management

Prevention

Creating a working environment that encourages attendance

Employee Recognition

Dealing with work related issue in a timely and effective manner.

Good Management

Sickness Absence Policy is:

- Actively Managed
- Managers are accountable for managing attendance
- Transparent

With defined roles & accountability with effective liaison line managers and HR

Defined triggers

Uses early referral triggers.

Culturally Supportive.

Proactively sign posting managers and staff to support services whilst at work or on return.

Return to Work Interviews/Plans are crucial.

Record, Monitor and Report on Sickness

Use Capability and Disciplinary Policies

By Managing Sickness Absence in a consistent way we are emphasising our:

- Expression of concern
- Engagement
- Belonging

Questions