

APPENDIX 5

Tees Valley Attendance Management Comparisons

	Stockton on Tees Council	Darlington Council	Hartlepool Council	Middlesbrough Council	Redcar/Cleveland Council	Tees Active Ltd
Sickness Absence Level 2016/17	8.8 days lost per FTE	9.7 days lost per FTE	10.6 days lost per FTE	9.25 days lost per FTE	7.4 days lost per FTE	Unknown
Sick pay schemes	Local Government T&Cs Up to 6mths Full and 6mths half pay	Local Government T&Cs Up to 6mths Full and 6mths half pay	Local Government T&Cs Up to 6mths Full and 6mths half pay	Local Government T&Cs Up to 6mths Full and 6mths half pay	Local Government T&Cs Up to 6mths Full and 6mths half pay	Same as SBC. Up to 6mths Full and 6mths half pay
Trigger points - short term	2 absences of any duration in any three month period. 7 working days in a rolling year Absences that cause concern	2 absences of any duration in any three month period. 7 working days in a rolling year Absences that cause concern	5 independent periods of absence in 12 months Recurring patterns over more than 1 year or in 2 or more years 3 independent instances that cause concern 2 independent absences of any duration in the probation period	3 periods of absence within any rolling 3 month period 7 working days or more within any rolling 12 month period Or any other unacceptable patterns of absence	2 or more separate absences of any duration in any 3 month period 5 days in rolling 12 months Patterns of absence, i.e. being off each Friday/Monday etc.	Stage 1: 3 occasions or 8 days in rolling 12 months
Trigger points - long term	4 weeks or more	Where absence continues past 20 days	Absences or sick note coverage of more than 4 calendar weeks (either as one instance of long term absence or the cumulative effect of all absences)	over 4 weeks	21 Days	4 weeks or more
Short Term Absence Review Meetings	Formal meeting once trigger point reached. Managers can take the whole attendance record into consideration and decide if a formal attendance meeting should be arranged.	Absence Review meeting once trigger points reached. Confirm arrangements in writing - 7 calendar days/5 working days notice.	Informal and formal interview guidance given in policy. Formal discussions require 3 days notice	Formal meeting	Formal meeting	In all instances where the employee's absence reaches a trigger point they should be invited in writing, giving at least 48 hours' notice to attend a formal attendance review
Short Term Absence Review - post-meeting monitoring period	3/6 months	Absence Improvement Plan (AIP) can be used and a monitoring period during which an improvement in absence levels is specified	Time limits for caution 12 months for 1st stage, 24 months for 2nd stage. Hearing for dismissal with 7 days notice	Can give 3 months, further meeting and 3 months - formal warning - final formal warning	Doesn't define monitoring periods in policy	Doesn't Specify - but if further 2 occasions or 6 days within 12 months of stage 1 Meeting, Employee receives First Written Caution
Initial absence reporting - short term absence	Employees should notify their managers by phone every day of absence for the first 7 days or until a Dr's note produced	Employees must telephone their line manager/supervisor/ designated contact point every day for the first 7 days of absence or until a Dr's note is produced	Absence Hotline available - Office workers to ring directly, then are re-directed to line manager to discuss cover arrangements. Non office based staff would ring line manager/supervisor who would then take details and then transfer to Hotline. Reporting required on 1st, 4th and then on 8th day of absence	To be reported personally by phone, not by email or text.	Detailed 7 day plan for daily reporting. Report personally or to deputy if line manager not immediately available	Notify nominated officer on first day preferably before start time. Manager to advise frequency of contact thereafter
Long Term Absence Review Meeting (or 1st meeting after trigger point reached)	Informal meeting after 4 weeks	Absence Review meeting once trigger points reached. Confirm arrangements in writing - 7 calendar days/5 working days notice.	Informal and formal interview guidance given in policy. Formal discussions require 3 days notice	Informal welfare meeting after 4 weeks	Welfare Meeting after 21 days - with support from HR Advisor	first welfare meeting should take place after 4 weeks of consecutive absence, however can initiate a meeting sooner if considered appropriate
Action when there is no Return to Work date	Proceed to Case Review Hearing/redeployment/ill health retirement	Proceed to Case Review Hearing/redeployment	Outlines options for redeployment, reduction in hours or retirement and appendices give further detailed information	Convene a formal meeting to discuss, then formal meeting for consideration for redeploy/dismissal	Proceed to Case Review Hearing/ Redeployment/ Dismissal	Medical Advisor opinion sought. If no indication of a return to work within an acceptable period refer to Formal Capability Hearing to consider alternative employment, adjustments,
Disability Related Sick Leave (DRSL)	Policy refers to reasonable adjustments.	Para 126 -128 refer to EA2010 and 129-132 re Reasonable Adjustments, however, no mention of discounting DRSL included	Refers to DDA Disability related, also other categories such as accident at work and infectious or industrial disease. 7.3 refers to declared disability and Workstep scheme	Mentions EA 2010 but no mention of DRSL discounting. Disability Leave in leave policy for treatment, assessments or appointments etc.	Mentions EA 2010 but no mention of DRSL discounting	References that Managers distinguish between general sickness and disability-related sickness when monitoring and analysing attendance.
Pregnancy related sickness	Covered in the Becoming a Parent Policy	Para 138 gives guidance re risk assessment and states pregnancy related illness should not count towards an employee's total sickness record.	Clarifies the need for pregnancy related illness and appointments to be recorded accurately	Not mentioned in policy	Para 18 gives advice re risk assessment, non pregnancy related illness whilst pregnant and signposts to HR and the Maternity Provisions document on intranet	Not mentioned in policy
Return to work (RTW) interviews	Policy refers to RTW being completed within a 'reasonable period'.	Ideally on the 1st day back at work or at least within 2 days of the RTW. I	Informal and formal interview guidance given in policy.	Recorded on form and meeting for RTW and triggers can be rolled together	Meet within 2 days unless impracticable or be conducted by nominate deputy.	After each period of sickness absence the line manager meets informally with the employee
Counselling available	Self referral to Insight for up to 6 sessions of face-to-face, telephone, email contact, and skype Counselling	External, free service which offers face-to-face counselling sessions	Not mentioned in policy	Initially up to six sessions of confidential, face to face sessions. (Alliance).	Counselling is available via the Staff Support Network which offers confidential counselling to all employees	Available
Physiotherapy available	Physio and Podiatry services are available. Through Body2Fit. Up to 5 sessions of physio. Workplace Assessments also available	Self referral for free sessions for back and neck pain, muscle or joint problems, postural problems and post surgery rehabilitation. Staff to make appointments in their own time, however reasonable time off with pay will be provided for employees to attend sessions if it is required	Not mentioned in policy	Services provided through Body2Fit - 6 sessions as part of standard package. (also pilot initiated for Back Care Programme - 2 cohorts of 6 sessions have commenced, one with 13 participants and the other with 14).	Back in Work Physiotherapy subject to authorisation form being completed and authorised by their line manager. Failure to attend may result in charge being made to the employee for the missed appointment	Available
MRI Scanning	No	No	No	Yes - via Alliance Medical at North Tees Hospital	No	Not mentioned in policy
Health & Wellbeing services (Occ Health)	Internal Occ Health Service provides medical advice to managers and can provide a medical opinion on the case. Do not need to wait for trigger point for referral	External provider - Managers do not need to wait until an employee hits a trigger point for referral if there are concerns. An employee can also ask for a referral to be made for them either by their Manager or through HR	External Provider - Durham County Council Occ Health.	External Provider - Durham County Council Occ Health. Can be referred on Long term or short term triggers, after DSE assessment or any other health concerns	Yes - external provider Medacs	Available- External provider
Phased returns	In order to facilitate early return to work or on GP or Occ Health advice. Max of 4 weeks. If longer required, can use flexi or annual leave etc.	Should not normally exceed four weeks	Not mentioned in policy	Rehabilitation programme for phasing in of duties and hours over a 4 week period. This can be mutually agreed and confirmed in writing	Up to 4 weeks, exceptions to be agreed with Occ Health	Up to maximum of 4 weeks