

1. **SICKNESS ABSENCE REPORTING PROCEDURE**

Submitted by: Executive Management Team

Portfolio: Finance and Resources

Purpose of the Report

To obtain the approval for proposed revised sickness absence reporting arrangements.

Recommendation

That the proposed changes to the Sickness Absence Reporting Procedure be approved as indicated at Appendix B.

1. **Background**

- 1.1 The council's Attendance Management Policy and Procedure is to be reviewed later in the year in accordance with the Staffing Committee's agreed work plan and a revised Policy and Procedure will be submitted to a future meeting following consultation with the trade unions.
- 1.2 A comprehensive review has already been completed of the sickness absence reporting part of the procedure and the Head of HR and the previous Chair of the Employees Consultative Committee (ECC) met with the trade unions on 10 May 2013 to discuss the proposed revisions.
- 1.3 The proposed revised procedure was discussed at the ECC meeting on 17 June 2013.

2. **Issues**

- 2.1 The current reporting procedure is attached at Appendix A and the proposed revised reporting procedure at Appendix B.
- 2.2 The tracked changes/deletions shown at Appendix B paragraphs (b), (d) and (e) were agreed with the trade unions at the meeting on 10 May 2013 apart from the suggestion of the trade unions that the text at the end of paragraph (e) ... *'does not co-operate with reasonable requests from management/Human Resources, or ...'* should be deleted. However, at the Employees Consultative Committee on 17 June 2013, it was resolved that this wording should be retained.

3. **Legal and Statutory Implications**

None.

4. **Equality Impact Assessment**

The procedure applies equally to all employees.

5. **Financial and Resource Implications**

None.

6. **Major Risks**

None.

7. **List of Appendices**

- Appendix A - Current Sickness Absence Reporting Procedure
- Appendix B - Proposed Sickness Absence Reporting Procedure