

AGENDA ITEM NO. 5

STAFF COMMITTEE

Date	21 August 2013
Title	Revised Sickness and Capability Policies

1. PURPOSE / SUMMARY

For the Staff Committee to note and approve the revised Sickness Absence and Capability Policies.

2. KEY ISSUES

The Council has a comprehensive framework of People Policies, and as part of this framework has policies relating to how sickness absence and capability issues are dealt with.

These policies have been in place since 2004, and have been revised and updated on a number of occasions. In line with the Council's programme of reviews, these policies have now been fully reviewed with key input from the Corporate Management Team (CMT), Heads of Service, Managers, the Staff Side group and the wider workforce.

The main changes to the Sickness Absence Policy are:

- A reduction in the absence trigger points, and changes to way long-term absence is managed
- Greater emphasis on proactive absence management
- More extensive promotion of the Council's Occupational Health provision.

The main changes to the Capability Policy are:

- Further clarification of what the policy should be used for, and the difference between capability and disciplinary issues
- The incorporation of both employee and manager responsibilities, which reflects the Sickness Absence Policy
- Outlining the informal process in more detail
- A reduction in the number of formal stages of the process.

A comprehensive consultation process has also been undertaken on both revised policies with the Corporate Management Team, the Staff Side group and the wider workforce, who have endorsed the changes. (Both policies are attached showing tracked changes and the final version without tracked changes).

These policies are now being recommended for formal adoption and further communication to staff.

3. RECOMMENDATION

That Staff Committee:

- Note and approve the attached revised policies

Wards Affected	All
Forward Plan Reference No. (if applicable)	N/A
Portfolio Holder	Cllr John Clark – Quality Organisation
Report Originator	Sam Anthony, Head of HR and OD 01354 622268 santhony@fenland.gov.uk
Contact Officer	Sam Anthony, Head of HR and OD 01354 622268 santhony@fenland.gov.uk