

General Purposes Committee

AGENDA STATUS: PUBLIC / PRIVATE

Report Title	IMPROVING ATTENDANCE AT WORK
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Date of Meeting:	28 th July 2009
Directorate:	Finance & Support
Ward(s)	Ward Name(s)

1. Summary

This report sets out the Council's revised Absence Policy. The policy has been reviewed in consultation with Managers and Trade Unions.

2. Recommendations

1. That the revised Absence Policy be agreed with affect from 1 September 2009.

3. Report Background

We currently have in place robust monitoring processes to ensure people managers apply best practice principles to absence management.

Following a detailed consultation process with managers throughout the organisation and in consultation with the trade unions the revised policy has been developed. The policy has been approved by Management Board and by MTUCM. The main changes to the policy includes the trigger points have been refined, together with some of the terminology to give an improved framework for managers.

There will be a structured communication plan and briefings to the organisation to highlight the key changes to the policy. Proposed implementation date: 1st September 2009.

4. Implications (including financial implications)

4.1 Resources and Risk

The resources needed to launch the policy are contained within the HR structure. There is a risk of not adopting the policy that the absence continues to run at the current levels. The absence BVPI figure for 2009/10 is to reduced to 11 days.

4.2 Legal

The policy does adhere to employment legislation

4.3 Other Implications

None.

5. Background Papers

Copy of the revised Absence Policy.

Report Author and Title: Nicole Mcdonald

Telephone and Email: nmcdonald@northampton.gov.uk