

## ***FULL COUNCIL REPORT***

Date Written	9 <sup>th</sup> September 2015
Report Author	Neil Zeraschi
Service Area	Human Resources
Committee Division	Strategic
Exempt/Non Exempt	Non Exempt
Committee Date	7 <sup>th</sup> October 2015

*To: Mayor, Ladies and Gentlemen*

## **Timekeeping & Attendance Policy**

### **1.0 SUMMARY OF THE REPORT**

- 1.1 The Council has a Timekeeping and Attendance Policy in place; it was agreed by Council on 11<sup>th</sup> September 2013.
- 1.2 It is good practice to update policies every year to ensure that the content is still relevant, achieves the outcomes that are required, and responds appropriately to new legislation and case law.
- 1.3 Since this policy was put into place a new time and attendance system has been introduced.

### **2.0 RECOMMENDATION(S)**

- 2.1 The updated Timekeeping and Attendance policy be approved with immediate effect.

### **3.0 INTRODUCTION AND BACKGROUND**

- 3.1 There is greater clarification for both employees and managers on the responsibilities of the scheme and also for the action that may be taken if the policy is abused.
- 3.2 The updated policy has included consultation with Human Resources, Payroll and the Trades Union.

#### **4.0 FINANCIAL IMPLICATION(S)**

4.1 There are no financial implications.

#### **5.0 SINGLE INTEGRATED PLAN AND SUSTAINABILITY IMPACT SUMMARY**

5.1 There are no identified issues.

#### **6.0 EQUALITY IMPACT ASSESSMENT**

6.1 An Equality Impact Assessment (EqIA) form has been prepared for the purpose of this report. It has been found that a full assessment is not required at this time. The form can be accessed on the Council's website/intranet via the 'Equality Impact Assessment' link.

**GARETH CHAPMAN**  
**CHIEF EXECUTIVE**

**COUNCILLOR PHIL WILLIAMS**  
**PORTFOLIO MEMBER, GOVERNANCE &**  
**CORPORATE SERVICES**

<b>BACKGROUND PAPERS</b>		
<b>Title of Document(s)</b>	<b>Document(s) Date</b>	<b>Document Location</b>
<i>Timekeeping and Attendance Policy</i>	<i>September 2014</i>	<i>O: Drive, Payroll &amp; Pensions</i>
<b>Does the report contain any issue that may impact the Council's Constitution?</b>		<i>No</i>

***Consultation has been undertaken with the Corporate Management Team in respect of each proposal(s) and recommendation(s) set out in this report.***