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MERTHYR TYDFIL
County Borough Council
Cyngor Bwrdeistref Sirol
MERTHYR TUDFUL

FULL COUNCIL REPORT

Date Written	10 th December 2015
Report Author	Lisa Jones
Service Area	Human Resources
Exempt/Non Exempt	Non Exempt
Committee Date	6 th January 2016

To: Mayor, Ladies and Gentlemen

Sickness Absence Policy and Sickness Absence Procedure

1.0 SUMMARY OF THE REPORT

- 1.1 The Council has operated a Sickness Absence Policy for some time. This defines the expectations of employees when they are unwell. The Council's policy has been effective to date and is recognised as such by other neighbouring Authorities
- 1.2 However, 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 In addition, it is recognised that policies and accompanying procedures, if set out using a simple format that is easy to understand and follow, will enable managers to use them more effectively.

2.0 RECOMMENDATION(S) that

- 2.1 The updated Policy and Procedure be approved; with immediate effect.

3.0 KEY CHANGES OR ADDITIONS TO THE POLICY

- 3.1 New case law on discrimination cases has resulted in a need for more clarity around what is and isn't counted in the absence figures. This includes the Equalities Act 2010 amendments.
- 3.2 The current policy uses the terminology of "warnings" as though a disciplinary is taking place. Good practice advice is to use a less contentious language of "caution" that results in the same outcomes but with a more appropriate language. This policy will still result in escalation and eventual dismissal for some employees, but demonstrates that effort was made by the Authority to support before this final stage was taken.
- 3.3 The policy also clarifies what occurs when a grievance is raised, and includes steps to be taken since HR21 has been implemented.

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
CABINET MEMBER FOR GOVERNANCE
AND CORPORATE SERVICES

BACKGROUND PAPERS		
Title of Document(s)	Document(s) Date	Document Location
Does the report contain any issue that may impact the Council's Constitution?		no

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