

ATTENDANCE & WELLBEING POLICY

Purpose

This policy has been developed to promote the health and wellbeing of all employees and to improve attendance and minimise absence effectively. The Council values the contributions of all employees and aims to maximise employee attendance to achieve our objectives as outlined within the Council Plan.

Scope

This policy applies to all employees of the County Council except firefighters who are covered by their own procedures which are laid down in their national or local conditions of service.

It is recommended by the Director of Children's Services that this policy is adopted by schools. Where adopted by a school, for "Corporate Director" read "Headteacher/Chair of Governors" and for "Directorate HR" read "HR provider".

Principles

The Council has a duty to manage its services in the most cost effective and efficient manner. It is committed to the aim of maintaining health, safety and wellbeing for its employees as far as practicable, while recognising that there may be circumstances where it is necessary to manage absence to secure full attendance at work.

This policy is based on the following principles and will:

- maximise employee attendance, engagement and performance at work.
- encourage and support employees to manage their own health, safety and wellbeing and to take responsibility for their attendance at work.
- enhance the ability of employees to benefit from health and wellbeing solutions
- deal sensitively and constructively with employees when managing absence
- recognise statutory entitlements to time off and manage discretionary time off fairly and appropriately.

Outcomes and Measures

The effective application of this policy and its principles will be determined by the following measures.

OUTCOME	MEASURES
Achieving Council and Service priorities	Service plan and delivery measures
Fair and effective process	Stakeholder feedback Staff survey
Compliance with current statutory and regulatory requirements	Favourable internal and / or external audit Number of employee challenges and appeals against process and outcomes
Financial Prudence	Reduction of absence Number of ill health retirements Value for Money test met

Evaluation and Review

This policy will be evaluated at regular intervals using the outcomes and measures set out above. It will be reviewed in the light of operating experience, changes in legislation, financial constraints facing the Council, or changes in Pension Regulations. Corporate Performance Indicators will be utilised where appropriate to evaluate and implement appropriate action if required.

For Schools:

Name of School:	Mayfield School
Date by which School have adopted procedure:	Summer Term 2015

February 2014