

Surrey Heath Borough Council
Employment Committee
30 March 2023

Sickness Absence Policy

Strategic Director/Head of Service	Sally Kipping
Report Author:	Julie Simmonds – HR Manager
Key Decision:	no
Wards Affected:	n/a

Summary and purpose

This report provides the Employment Committee with details of the Sickness Absence Policy which we have adopted within Surrey Heath Borough Council but is this policy is often under review as we continue to make adjustments to the working practices. This policy is to be named Absence Policy and Procedure moving forward.

The revised Policy was considered by the Joint Staff Consultative Group at its meeting on 2 March 2023.

Recommendation

The Committee is advised to RESOLVE that the revised Sickness Absence Policy and Procedure, as attached at Annex A to this report, be adopted.

1. Background and Supporting Information

- 1.1 This policy continues to evolve as we continue to review and monitor the processing of sickness absences for staff. All changes within the policy have been tracked changed/highlighted for ease for your consideration with the main areas:
 - 1.1.1 Recognition of long term sickness amended from 5 weeks to 4 weeks or more
 - 1.1.2 Sickness trigger points amended from 10 days absence to 8 days and 5 periods of absence to 3 periods of absence

2. Reasons for Recommendation

- 2.1 To ensure that employees absences are correctly recorded during working hours whilst on Council business and the Managers and staff are fully aware

of absence processes. Managers to be clear on their obligations towards absences for their team and following the adopted processes.

3. Proposal and Alternative Options

- 3.1 It is proposed that the revised Absence Policy is adopted, with or without any further amendments considered appropriate.

4. Resource Implications

- 5.1 No increase of resources required.

5. Section 151 Officer Comments:

- 5.1 This Absence Policy was taken to CMT for review and comment on 14th February 2023

6. Monitoring Officer Comments:

- 6.1 This Absence Policy was taken to CMT for review and comment on 14th February 2023

7. Other Considerations and Impacts

Environment and Climate Change

- 7.1 Supports the Council's pledge.

Equalities and Human Rights

- 7.2 An Equalities Impact Assessment will be completed.

Risk Management

- 7.3 n/a

Community Engagement

- 7.4 Not applicable.

Annexes

Annex A – Sickness Absence Policy