

TONBRIDGE & MALLING BOROUGH COUNCIL

GENERAL PURPOSES COMMITTEE

17 June 2020

Report of the Director of Central Services

Part 1- Public

Delegated

1 UPDATE OF THE SICKNESS ABSENCE POLICY AND PROCEDURE

The report in Annex 1 presents an updated version of the Sickness Absence Policy & Procedure for consideration by this Committee.

1.1 Introduction

- 1.1.1 As Members will be aware, the Council regularly reviews its existing HR policies and procedures to ensure that they are up to date with relevant legislation and consistent with best practice.
- 1.1.2 The current Sickness Absence Policy and Procedure sets out a framework for both managers and staff that ensures a structured and equitable approach for addressing the organisational impacts of both short and long term sickness absence.
- 1.1.3 The Council's Management Team is minded to incorporate within the current procedure the use of a Tailored Adjustment Agreement. This will facilitate the rigorous formal tracking of "reasonable adjustments" agreed between line managers and employees with a disability (as defined by the Equality Act 2020).
- 1.1.4 Management Team, Unison and the Joint Employee Consultative Committee have agreed the Tailored Adjustment Agreement Form, and a new explanatory section of the Sickness Absence Policy and Procedure (Section K of the attached updated policy).

1.2 Legal Implications

- 1.2.1 The recommended updated policy in Annex 1 is consistent with the Equality Act 2010.

1.3 Financial Implications

- 1.3.1 There is no financial risk in adopting the attached updated policy.

1.4 Risk Assessment

- 1.4.1 The recommended updated policy responds to current and future operational needs of the council and mitigates risk. Unison has been consulted and endorses the recommendation.

1.5 Equality Impact Assessment

- 1.5.1 The recommended updated report in Annex 1 supports the legal entitlement of employees with a disability to request a consideration of adjustments to their job description, working patterns etc.

1.6 Recommendation

- 1.6.1 Members are requested to endorse and **RECOMMEND** to Council the adoption of the updated Sickness Absence Policy and Procedure in Annex 1 attached to this report.

Background papers:

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Nil

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Director of Central Services