**Management Guidelines for Initial**

**Attendance Review Meeting**

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| **Meeting Preparation:**Do you have the following details prior to the Initial Attendance Review meeting:* Details of absence for the last 12 months
* Copy of the welcome back to work discussion
* Copy of the previous sickness review meeting outcome letter(s)
* Any recent Occupational Health referrals
* Copy of previous Wellbeing Action Plan
 |
| **Who is in attendance****Employee:****Support:***(Are they a colleague, union rep)* | (inset outcome agreed at meeting and monitoring period) (inset outcome agreed at meeting and monitoring period)..**Manager:** |
| **Initial Attendance review guide:*** Introductions made including explanation of the purpose of the meeting

*(Explain why we are here and what the aim of the meeting is and the impact of sickness absence)***Please be advised any formal recording of any meeting is not permitted without express permission of all present, and you do not have express permission.*** Discuss sickness history in detail

*(Check sickness record is accurate on the letter – look at trends or links to long term conditions)** Review, replace or amend Wellbeing Action Plan
* Have any specialist referrals been made or any other support implemented for any of the episodes of absence?
* What impact did they have? Did the employee benefit from them?
* Are the absences linked?
* Does the member of staff have a long term condition?
* Are they protected by the Equality Act?
* Does the member of staff also work bench/additional hours – could this be impacting? Does this need to be reviewed?
* Will the member of staff benefit from any specialist referrals following this absence?
* Is there anything further **you** could do to improve or maintain your attendance?
* Is there anything further **we** could do to improve or maintain your attendance?
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| **Reminder:** Take an adjournment to consider all the mitigation and facts presented. |
| **Outcome:*** Explain what the outcome is:
* No further action and continue to monitor
* Continue on Informal Counselling – reset monitoring period for 12 months
* Place on Initial Attendance review – monitoring period for 12 months

Date monitoring is **from………........................ to………........................**Any other actions agreed (*E.g. OH referral, adjustments to shift pattern, or other actions details on Wellbeing Action Plan*)* +
	+
	+
* Explain they will receive the outcome letter in writing and a copy will remain on file
* Explain if they have any further absence, what the next steps could be
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| **Notes/details from discussion:***(Include here any details of the conversations regarding sickness history, support receiving, further support to be implemented etc.)* |

**This is an accurate record of the discussion that has taken place**

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| **Employee Signature:** |  | **Date:** |  |
| **Manager Signature:** |  | **Date:** |  |