

Item: 10.1i

Report to:	Governing Body
Date of Meeting:	28.05.21
Title of Report:	Attendance Management
Presented by:	Clare Linley
Author:	HR

STATUS OF THE REPORT:

To approve	<input checked="" type="checkbox"/>	To endorse	<input type="checkbox"/>
To ratify	<input type="checkbox"/>	To discuss	<input type="checkbox"/>
To consider	<input type="checkbox"/>	For information	<input type="checkbox"/>
To note	<input type="checkbox"/>		

PURPOSE OF REPORT:

The HR Humber team have reviewed the content of the Attendance Management policy. The updates are listed below:
New Return to Work form, Introduction of disability leave, minor updates for clarity

The HR Humber team would like the governing body to approve the Attendance Management policy.

It should be noted that the same changes to the policy will also be proposed to East Riding of Yorkshire CCG and North Lincolnshire CCG to ensure a level of consistency across the Humber CCG's.

A brief summary of the policy can be found below

The overall purpose of the policy is to set out CCG's approach to the management of attendance and absence within the workplace. The policy will also set out guidance to staff and managers about their responsibilities in relation to Attendance Management.

This policy and procedure enables managers to address sickness absence issues, both short and long term, in a fair, consistent, and equitable manner. It is recognised however that all cases must be dealt with on an individual basis because of differing circumstances therefore this policy and procedure gives an outline of the principles to be observed.

RECOMMENDATIONS:

- a Approve the policy

IMPLICATIONS: *(summary of key implications, including risks, associated with the paper),*

Finance	
HR	
Quality	
Safety	

ENGAGEMENT:

This policy has been to SLT for approval and has been emailed round to all staff for consultation. The policy has then been to policy sub group which is a working group with TU colleagues following this it has been approved at the Social Partnership Forum which is also a meeting with TU colleagues.

LEGAL ISSUES:

EQUALITY AND DIVERSITY ISSUES: *(summary of impact, if any, of CCG's duty to promote equality and diversity based on Equality Impact Analysis (EIA). All reports relating to new services, changes to existing services or CCG strategies / policies must have a valid EIA and will not be received by the Committee if this is not appended to the report)*

	Tick relevant box
An Equality Impact Analysis/Assessment is not required for this report.	X <i>An EQIA will be completed and signed off prior to the policy going to board for ratification – this is when all consultation and amendments have been made to the policy to ensure the EQIA considers all elements.</i>
An Equality Impact Analysis/Assessment has been completed and approved by the lead Director for Equality and Diversity. As a result of performing the analysis/assessment there are no actions arising from the analysis/assessment.	
An Equality Impact Analysis/Assessment has been completed and there are actions arising from the analysis/assessment and these are included in section xx in the enclosed report.	

Definitions

<i>To approve</i>	<i>An item of business that requires the Committee to take a formal decision.</i>
<i>To endorse</i>	<i>An item of business that requires the Committee to endorse the actions taken by the CCG.</i>
<i>To ratify</i>	<i>An item of business where the Committee is required to ratify the action(s) taken on behalf of the Committee, for example, by a formal group established by the Committee.</i>
<i>To discuss</i>	<i>An item of business that requires discussion by the Committee prior to agreement of a formal resolution or a general policy steer to the executive officers.</i>
<i>To consider</i>	<i>A report containing a positional statement relating to the delivery of the CCG's functions for which the Committee has a corporate responsibility but is not explicitly required to make a decision.</i>
<i>To note</i>	<i>An item of business for which the Committee is required to give due regard to but for which there is not expected to be discussion.</i>
<i>For information</i>	<i>An item of information that is of general interest but is not of significance to the Committee's corporate or operational activities. These items will be included on a specific section on the agenda but will not be for discussion unless exceptionally Members have not been able to obtain assurance from the author outside of the meeting and the Chair has been notified of the request at least 1 hour in advance of the start of the meeting.</i>

***All guidance and definitions information in italics to be deleted by the author following completion of their report.**

CCG Strategic Objectives

Objective No	CCG Strategic Objective
1	Facilitate strategic Humber-wide planning and transformation, focusing on quality outcomes and patient experience as the catalysts for clinically-led change.
2	Advance at system-level the delivery of the commissioning priorities set out in the NHS Long Term Plan.
3	Support the delivery of financial strategies and actions as enablers to system-wide transformation.
4	Successfully and effectively commissioning health services to meet the reasonable health needs of the people of Hull.
5	Work in partnership with Hull City Council and others to implement a population driven approach to improving health outcomes and reduce health inequalities, targeting in particular the most disadvantaged in local communities
6	Develop an agreed out of hospital strategy for Hull, supporting local Primary Care Networks to determine models for transition to integrated provision.
7	Focus on care and services for children in Hull, improving performance against statutory responsibilities and achieve better outcomes as measured by experience and engagement.
8	Delivery of Statutory Duties
9	Maintain support for the effective local planning and response to the Coronavirus Pandemic, ensuring that positive innovations are retained, improved and generalised.

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Delete from this line unless using Glossary of Terms

Glossary of Terms

The use of abbreviations and acronyms should be kept to a minimum. If it is necessary to use them please ensure that a full description is provided when first used and add a Glossary at the end of the report.