

Before completing the meeting managers should be up to date with the Managing Attendance Policy and guidance notes and have all the background information relevant to the absence.



STAGE 1 and 2 MANAGING ATTENDANCE REVIEW MEETING

Employee's Name :		Manager's Name :	
Job Title :		Job Title :	
Service :		Representative's Name:	
Date of interview :	<input type="checkbox"/> Stage 1	<input type="checkbox"/> Stage 2	

ABSENCE RECORD FOR PREVIOUS 12 MONTH AS APPROPRIATE				
DATE From - To		NO OF DAYS	REASON	Tick if maternity or disability related
Number of occasions of absence in the last 12 months				
Numbers of days absence in the last 12 months				
Cause for concern for attendance (more than one can be applicable)				
Bradford factor	Yes/no	4 weeks or more		Yes/no
3 occasions in 6 months	Yes/no	2 occasion in 12 months (totalling more than 15 days+)		Yes/no
Pattern of absence	Yes/no	Insufficient improvement within monitoring period		Yes/no
Has the employee been referred to Occupational Health in the last 12 months?		YES / NO	Date:	
<ul style="list-style-type: none"> Occupational Health advice received and actions taken. Consider the impact of treatment / medication Reasonable adjustments 				
Are there other factors that could have contributed to the employee's absence?				
Has Occupational Health or the employee indicated that further absence is likely to occur?				

Has the employee indicated that they feel their absence was connected with work? If yes how? <input type="checkbox"/> Stress risk assessment undertaken	
Review of progress / actions /support since the stage 1 review meeting:	
<ul style="list-style-type: none"> • 	
Is there anything the Council can do to prevent the absence re-occurring?	
<ul style="list-style-type: none"> • Care First • Occupational Health referral – Caer Health • 	
Agree actions regarding how the employee can improve their attendance, who is responsible and the date for this to be completed by (adjustments to work, OH referral, Care First assistance, management action):	
Employee: <ul style="list-style-type: none"> • Manager: <ul style="list-style-type: none"> • Other: <ul style="list-style-type: none"> • 	
Any further comments/concerns	
Manager to ensure: <ul style="list-style-type: none"> <input type="checkbox"/> Employee has been advised about the ongoing concern regarding his/her attendance, e.g. the type of triggers that have been hit / the area of cause for concern for their attendance <input type="checkbox"/> Employee has been advised of his/her value to the team and therefore why attendance by all staff is important and monitored <input type="checkbox"/> Employees has been formally warned that the unsatisfactory attendance may lead to dismissal at the next stage, unless a significant improvement can be achieved as further absence during the monitoring period could lead to a stage 3 hearing being held 	
Next review date	

Signed _____ (Employee)

Signed _____ (Manager)

Date _____

Date _____

Signed _____ (TU Representative/Work Colleague) Date _____