



---

## Personnel Sub-Committee

**Date:** 5 July 2021

**Title:** Policy Review report

**Purpose of the Report:**

To provide Committee with proposed minor amendments to the Sickness Absence Procedure and to consider approval of a new Equality in Employment Procedure.

**Contact Officer:**

Sarah Sandiford, Head of Democratic and Central Services/Deputy Town Clerk

---

<b>Corporate Objective/s</b>	n/a Statutory obligation as employer	
<b>Implications:</b>		
<b>Financial</b>	No	
<b>Human Resources</b>	No	
<b>Operational/Service delivery</b>	No	
<b>Procedural/Legal</b>	Yes	To ensure the Council is compliant with its responsibilities as employer
<b>Risk/Health and Safety</b>	No	
<b>Environmental Aims</b>	No	

### 1 RECOMMENDATIONS

Should Members be minded, the proposals are:

- 1.1 To recommend approval of the minor amendments to the current Sickness Absence Procedure (**Appendix A**).
- 1.2 To recommend approval of the Equality in Employment Procedure (**Appendix B**), which will replace the outdated Equal Opportunities Policy and Disability Discrimination Statement.

## **2 SICKNESS ABSENCE PROCEDURE**

2.1 The Town Council adopted its current Sickness Absence Procedure in June 2015 and as reported annually to the Sub-Committee, this has resulted in a significant reduction in staff sickness absence as well as providing a mechanism for occupational health support to employees with longer term conditions.

2.2 The Procedure has now been reviewed by the Council's Human Resources provider and is attached for consideration.

2.3 Proposed changes can be summarised as follows:

- (i) No significant changes in the body of the procedure or how sickness absence is managed.
- (ii) Minor amendments at paragraphs 9.2 and 9.4, shown in red.
- (iii) Complete removal of the "Fit for Work" scheme which is now defunct.
- (iv) Additions at 10.4 and 10.5 to highlight where support is available, particularly following the Covid-19 pandemic and its impact on employees.

## **3 EQUALITY IN EMPLOYMENT PROCEDURE**

3.1 Following adoption of its Equalities Statement earlier this year, the Council is in the process of reviewing its policies and documents to ensure they are up to date and in accordance with current equalities principles and terminology. All work and initiatives in respect of Equalities will be reported periodically to Council.

3.2 The attached Equality in Employment Procedure has been developed in conjunction with the Council's Human Resources provider and is intended to replace the Equal Opportunities Policy and the Disability Discrimination Statement, both of which are outdated.

**End.**