**List and description of appendices – Supporting Attendance and Wellbeing policy**

Appendix 1

Return to work discussion form. This form is used to record the content of the return to work discussion with the employee following their return from a period of sickness absence.

Appendix 2

Letter of invite to a Stage 1 Attendance Review Meeting. This is issued to an employee who has met one or both absence trigger levels in the policy; thus commencing the formal policy.

Appendix 3

Supporting Attendance and Wellbeing Record Stage 1. This is the form used to record all relevant details of Stage 1, including the Stage 1 Attendance Review Meeting, the follow up meeting and the outcome of Stage 1. The form is signed off by the employee and manager as a record of Stage 1 and a copy passed to the employee at the appropriate times, as shown on the form.

Appendix 4

Supporting Attendance and Wellbeing Record Stage 2. This is the form used to record all relevant details of Stage 2 (where a case moves to Stage 2), including the Stage 2 Attendance Review Meeting, the follow up meeting and the outcome of Stage 2. The form is signed off by the employee and manager as a record of Stage 2 and a copy passed to the employee at the appropriate times, as shown on the form.

Appendix 5

Supporting Attendance and Wellbeing Record Stage 3. This is the form used to record relevant details of Stage 3 (where a case moves to Stage 3), including the Stage 3 Attendance Review Meeting and the length of the review period at Stage 3. The form is signed off by the employee and manager as a record of Stage 3 and a copy passed to the employee.

Appendix 6

Letter issued to an employee following the Stage 3 Attendance Review Meeting, including details of the length of the review period set at Stage 3, and the fact that the employee will be invited to a Capability/Conduct Assessment Meeting (whichever applies) at the end of the review period.

Appendix 7

Capability/Conduct report which is to be completed at the end of the review period at Stage 3 by the manager who has managed the case to date. It provides overall details of the case in respect of Stages 1,2 and 3 of the procedure. It will be used and referred to at the Capability/Conduct Assessment Meeting (whichever applies).

Appendix 8

Letter of invite to the Stage 3 Capability/Conduct Assessment Meeting (whichever applies). This is issued to the employee by the senior manager who will chair the meeting. A copy of the Capability/Conduct report (whichever applies) will be issued with the letter.

Appendix 9

Letter issued to an employee following the Stage 3 Capability/Conduct Assessment Meeting (whichever applies), informing the employee of the outcome; where attendance has improved, and the employee is moving out of the procedure; or where there is a need to extend the review period to allow the employee a further opportunity to demonstrate the required improvement.

Appendix 10

Letter issued to an employee following the Stage 3 Capability/Conduct Assessment Meeting (whichever applies), where the outcome of the meeting is termination of employment (due to the required improvement not having been achieved during the Stage 3 review period or there not having been a return to work). The right of appeal against the decision is detailed in the letter.

Appendix 11

Letter issued to an employee inviting them to an appeal hearing, where the employee has chosen to appeal the termination of employment decision and where they wish to have their appeal heard by a senior manager of the Council (as opposed to the Appeals Sub Committee).

Appendix 12

Letter issued to an employee confirming the outcome of the appeal hearing (in the case of an appeal heard by a senior manager of the Council), which is either that the termination of employment decision stands; or is revoked, (in which case reinstatement would apply).

Appendix 13

Letter issued to an employee (which can apply to Stages 1, 2 or 3 of the procedure), where it is decided to bring forward the date of the outcome of the Attendance Review Meeting; where it is evident that the improvement required will not be met. This would mean that the review period would be shorter than the recommended 12 weeks.

Appendix 14

Letter issued to an employee where they have come out of the procedure but where in the period of 12 months following this, their attendance has returned to an unsatisfactory level. In this scenario, the employee would be moved back into the procedure at the same stage they left it. This can apply in respect of Stages 1,2 or 3 of the procedure.