PLEASE PLACE ON **HEADED NOTEPAPER** and **DATE**

**PRIVATE & CONFIDENTIAL**

Employee’s name and address

Dear

**Stage 1 Attendance Management Meeting Outcome**

Thank you for meeting with me on date to discuss your sickness absence under stage 1 of the Sickness Absence Policy. Also in attendance was identify work colleague/TU rep **OR** You were asked whether you wished to be accompanied at the meeting but declined the offer and agreed to proceed unaccompanied.

As a formal process, I know you will appreciate that the tone and length of this letter is necessary to meet the council’s obligations under its duty of care to you as an employee. As agreed at our meeting, this letter summarises the main points of our discussion and confirms the outcome.

At the start of the meeting, I explained its main purpose. This was to review your level of sickness absence and to identify what steps could reasonably be taken by you, myself and the council, to support you in returning and sustaining attendance at work, and in maintaining good physical and mental health. You appreciated the stage 1 meeting was intended to be supportive and confirmed you had received a copy of the Sickness Absence Policy, that you understood how you had triggered the policy, and the formal process being followed.

We discussed your level of absence due to sickness over the past year recorded as -

Date(s) Duration Absence Reason(s)

We also considered the following – please remove or add to the list below

* Your current health and wellbeing.
* The nature and likely duration of absences and potential impact on your ability to work, including any likely prognosis, treatment and up-to-date medical opinion.
* The advice received from Occupational Health (quote excerpts from report if one obtained)
* The medical advice of your GP/specialist, including any prescribed treatment.
* Whether a referral to Occupational Health is needed to allow me to obtain a medical opinion, based on your job role, giving me a better understanding of how to manage your health condition when in work.
* With your agreement, the option to make a referral to the Wellbeing Service to provide you with additional support.
* Personal and work-related issues.
* What reasonable adjustments or assistance has already been provided and what other actions could be put in place, temporary or otherwise to assist you. e.g., temp reduced working hours/working pattern, temp adjusted duties, homeworking etc
* The overall impact of your absence on colleagues, service users, and the service.
* Future contact arrangements.
* Returning to work at the appropriate time.
* Representations made by you and your trade union which included (list)

I also listened carefully to what you told me - summarise employee’s response

Having considered all available options and support at this stage of the absence management process to enable you to improve and sustain your attendance to the required standard, we agreed the following actions – please remove or add to the list below

* A referral to Occupational Health (for management information).
* A referral to Wellbeing Services (with your consent to engage in this process).
* The following reasonable adjustments were agreed (list and identify if temporary or permanent) and these will be reviewed on (date). [Disability: Reasonable adjustments](https://intranet/our-people/hr/equality-diversity/disability-reasonable-adjustments/)
* A referral for a workstation assessment.
* Completing an individual stress assessment questionnaire together. [Individual Stress Assessment](https://intranet/our-people/health-wellbeing/stress-mental-health-and-emotional-wellbeing/individual-stress-assessment/)
* Exploring the potential for redeployment.

We also agreed that an attendance review period of min 2/max 3 months would be applied based on the individual circumstances of your case. This formal review period begins from the date of this meeting. If your attendance does not improve during this time, you will trigger a 2nd stage meeting which will take place the week commencing date.

At the end of the review period –

* where no further absences are recorded, you will be removed from the formal process, and
* if you hit the absence triggers again within the 4 months after the end of the review period, then a further formal stage 1 meeting will be held.

I must also inform you, as a legal requirement and to be consistent in implementing policy, that should your sickness absence continue at an unsatisfactory level and you do not make a sustained improvement in attendance, it is likely that you will progress through the next formal stages of the procedure and ultimately, your employment could be terminated on the grounds of health capability. To reassure you, we are not at this stage of the process.

As mentioned, letters of this nature are intended to be explanatory and formal. Please be assured that I will continue to support you to facilitate a sustained return to work and improve your attendance.

I would encourage you to identify any further support that you feel may be of benefit to you, or any matters affecting your attendance, with me at the earliest opportunity. If you have any questions or concerns on the process being followed, content of this letter or agreed actions to support you, please raise these with me without delay.

Yours sincerely

c.c. [HRAbsenceTeam@carmarthenshire.gov.uk](mailto:HRAbsenceTeam@carmarthenshire.gov.uk) Re: Employee No insert

Trade Union

*Mae croeso i chi gysylltu gyda’r Cyngor trwy gyfrwng y Gymraeg neu’r Saesneg.*

*You are welcome to contact the Council through the medium of Welsh or English.*