

CONDUCTING AN INFORMAL REVIEW MEETING

GENERAL

An Informal Review Meeting should be a one-to-one discussion held **in private** with an employee if his or her absence reaches the council's corporate action trigger points. This meeting is an informal measure aimed at taking early action to prevent an employee from developing an unacceptable level of absence that requires the formal stages of the council's Policy & Procedures on [Supporting Attendance at Work](#) to be invoked.

In preparing for an informal review meeting, the manager should ensure that the following information/documentation is available:

- the Record of Informal Review Meeting Form (to record substance of the meeting)
- number of occasions /days of absence or date absence commenced for continuous absence
- reason(s) for absence(s)
- details of any pattern that exists (i.e.Monday/Friday/after public holidays etc)
- return to work documentation

The purpose of the meeting will be to discuss the reason why an employee has reached the corporate action trigger point and to alert the employee to the consequences of triggering again.

In certain circumstances, the manager may already be aware of the reason why the trigger level has been reached. In such cases, the discussions should take those circumstances into account whilst reminding the employee of the fact that the meeting constitutes an informal but nevertheless key stage of the Policy & Procedures for [Supporting Attendance at Work](#).

SCOPE OF INFOMAL REVIEW MEETING

The scope of an informal review meeting may vary according to the circumstances of each case but will typically include discussion of:

- the employee's level of sickness absence, the corporate action trigger points
- the reasons for the employee's level of sickness absence
- the pattern of absence, if appropriate
- any support mechanisms to assist the employee to make the required improvement or support return to work for those on continuous absence
- monitoring arrangements that are to be put in place
- the consequences under the procedure if the required improvements are not achieved or for continuing absence

When advising employees of the improvement required in their attendance levels, managers should be specific and detail triggers and timescales. An employee will be monitored under the Informal Review stage for a period of 12 months from the date of their return to work or on reaching 4 weeks of continuous absence.

If the reasons for absence are due to musculoskeletal problems or stress/depression/anxiety, early intervention and referral to Occupational Health, Physiotherapy or Counselling may be appropriate and should always be discussed with the employee and those discussions documented in the Record of Infomal Review Meeting form.

If an employee indicates that they have a health condition or a disability that may impact on their performance or attendance at work, the manager should arrange a referral to Occupational Health to identify any support mechanisms or possible adjustments required if appropriate.

DATA LABEL: Internal Only

If the employee has not already done so, it may be appropriate to suggest that the employee consults his/her own G.P. to assist in managing any health condition and improving their attendance levels.

At the conclusion of the Informal Review Meeting, the manager should ensure that the employee understands the improvement required, any support mechanisms being put in place, the monitoring arrangements and the consequences of again reaching the corporate action trigger points.

ACTION REQUIRED FOLLOWING AN INFORMAL REVIEW MEETING

On completion, the Record of Informal Review Meeting form must be fully completed and include

- a summary of the discussions held with the employee
- a summary of any actions required by the employee
- a summary of any actions required by the manager
- monitoring arrangements which must include confirmation that the employee will be monitored under informal review meeting for 12 months from the date of their return to work or on reaching 4 weeks continuous absence. It should also confirm that if they reach the corporate action trigger point during that period they may be required to attend a Stage 1 Absence Meeting in line with the Policy & Procedures on [Supporting Attendance at Work](#).

This form should be signed by the employee.

For monitoring and compliance purposes, managers are required to confirm that they have undertaken Informal Review Meetings in accordance with section 5.3 of the Policy & Procedures on [Supporting Attendance at Work](#).