

 **LEAD EMPLOYER**

**STAGE 1 TOOLKIT**

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**APPENDIX 1 REQUEST TO ATTEND STAGE 1**

**MEETING**

**Lead Employer**

2nd Floor, Jubilee Court,

Waterside,

St Helens,

Merseyside

WA9 1TT

**Strictly Private & Confidential**

**Full name:**

**GMC/GDC:**

**Email Address:**

**Date:**

Dear Dr

**Re: Stage 1 Formal Review Meeting**

Further to your recent absence and letter sent by the Lead Employer to you dated **DATE**, our records indicate that you have hit the initial trigger point as outlined in the Lead Employer’s Attendance Management Policy namely ***(delete as appropriate)***

* ***3 episodes in 12 months,***
* ***10 days or more over 2 occasions***
* ***2 episodes of any length within 13 week***

which are not impacted by an underlying health condition.

I am writing to invite you to attend a Stage 1 Formal Review Meeting in accordance with the Lead Employer’s Attendance Management Policy. This meeting will provide an opportunity to review your sickness absence history and provide an opportunity for us to discuss any support that may be required to improve your attendance.

I would therefore like to meet with you on **DATE at TIME in VENUE**. You have the right to be accompanied to this review meeting by a recognised trade union representative or a work based colleague. I would be grateful if you could inform me if you are to be accompanied and if so by whom by no later than the day before the meeting.

I would advise that you review the Lead Employer’s Attendance Management policy which is available Lead Employer website [Lead Employer - STHK | Policies and Forms](https://leademployer.sthk.nhs.uk/policies-and-forms?policy=3) to ensure that you are aware of this process and namely the triggers that are applicable. You should note from paragraph 6.9.4 of the Attendance Management Policy that the potential outcome of this review is that if your absence record does not improve appropriately (i.e. you continue to reach ‘trigger points’ laid down in the policy) you will be required to attend a Stage 2 Formal Review Meeting.

The Trust appreciates that where health concerns have been identified this could be a difficult time for you and would like to advise you that you can obtain further advice relating to the potential impact of absence on your training programme and pastoral support from the NHS England Education. Should you require further advice and support in the first instance please do not hesitate to contact your Training Programme Director.

As your employer we will continue to provide support for Trainees with underlying health condition and a range of supportive and preventative interventions are also available to you via our Health, Work and Well-being department.

**Support**

The Lead Employer has a wide variety of support services available, and we have created a document to signpost our colleagues to external wellbeing support that is currently available to you as an NHS colleague. This document covers a range of resources and confidential support currently available and can be accessed here: [Lead Employer - STHK | Wellbeing Support](https://leademployer.sthk.nhs.uk/traineesupport)

The British Medical Association (BMA) provides a free and confidential counselling and peer support service that is available to all doctors, regardless of BMA membership. The BMA counselling service is provided through the accredited provider Health Assured and all counsellors are members of the British Association for Counselling and Psychotherapy (BACP). Information regarding the BMA’s wellbeing services can be accessed [here](https://www.bma.org.uk/advice-and-support/your-wellbeing/wellbeing-support-services/counselling-and-peer-support-services#:~:text=Free%20and%20confidential%2024%2F7,someone%20you%20can%20talk%20to.)

As detailed above, your current levels of attendance have triggered under the Lead Employer Attendance Management policy, therefore until your Stage 1 review meeting has taken place you should refrain from undertaking any additional hours and/or locum shifts (unless there is an emergency need for your service). This will be reviewed as part of the Stage 1 meeting, which will provide an opportunity to discuss your current absence record in greater detail. If you do undertake additional hours and/or locum shifts this may result in a disciplinary process.

All employment matters are managed by the Lead Employer in accordance with agreed policy and procedures; should you wish to review the Lead Employer Attendance Management policy this is accessible via the Lead Employer Shared Services website; <https://leademployer.sthk.nhs.uk/policies-and-forms>.

If you have any queries in relation to the above, please do not hesitate to contact me.

**Yours Sincerely,**

**NAME**

**CC. Lead Employer HR Business Partner and Advisory Team**

# APPENDIX 2 STAGE 1 CHECKLIST AND INTERVIEW RECORD

|  |
| --- |
| **Information to be requested from Lead Employer HR Business Partner & Advisory Team prior to Formal Stage Review (Pre-Meet)**  |
| Amount and frequency of sickness absence over the last 12 months including trigger point reached. Have any pattern/trends been identified that should be discussed at the Stage review? |
|  |
| Has there been any Medical Assessment by HWWB? |
|  |
| Has there been any assistance given and reasonable adjustments already made prior to this review? i.e. phased return, reduced hours |
|  |
| **Content at Formal Stage 1 Review****HR Representative not required to attend Stage 1 review**  |
| **Trainee Name** |  | **GMC number** |  |
| **Trainee Representative** |  | **Reviewing Manager** |  |
| **Date of Meeting** |  | **Location** |  |
| Confirmation of absence record as detailed above and Trainee’s views. Discuss any patterns or trends |
|  |
| Q1. Are there any factors affecting the Trainee’s absence? i.e. carer responsibilities, medical conditionQ2. Can the Trainee envisage any potential issues which may lead to further absence?Q3. Is there any support that the Trainee requires to maintain Attendance at present and in future? i.e. surgery later in yearQ4. Does the Trainee feel that they have an underlying medical condition? **Yes/No** *If the answer is ‘Yes’ then advise the Trainee that they may be referred to HWWB for advice*Q5. Does the trainee undertake additional hours or locum work? **Yes/No** *If the answer is ‘Yes’ please discuss the impact that this is having on their attendance and discuss whether as per the policy they should be stopped from doing locum work for a min period of 4 weeks, if attendance improves to an acceptable level then the restriction will be lifted.* |
|  **Please provide any additional relevant information not covered by the questions above** |
| **If you feel that that there are very significant mitigating circumstances affecting all the absences, please adjourn the meeting and contact the relevant member of the Lead Employer HR Business Partner & Advisory Team at** **Lead.Employer@sthk.nhs.uk** |
| **Please inform the Trainee that they have now been placed under a Stage 1 absence warning.****Their absence will now be monitored for the next 12 months from the date of this meeting, should the Trainee hit another trigger set out in the Lead Employer Attendance Management Policy a Stage 2 meeting will be required.**  |
| **Information to be supplied at the review meeting** |
| Has the Trainee been informed of the prospect of a Stage 2 review if another trigger point is hit in the next 12 months following this Stage 1 Review? **YES ** *Triggers are: 3 episodes in 12 months, 10 days or more over 2 occasions or 2 episodes of any length within 13 weeks.* |
| Advise Trainee that they will receive a confirmation of outcome letter *(Appendix 3)* Letter to be sent within 5 calendar days to Trainee and cc HR Representative at Lead.Employer@sthk,nhs.uk  |
| ***NB:*** *Please remind the Trainee that they can obtain further advice relating to the impact of their absence on their training programme and pastoral support from HEE.* |
| ***NB*** *The Lead Employer has a wide variety of support services available to you and I would therefore encourage you to access the below link which has been designed by the Lead Employer to signpost our trainees to external wellbeing support that is currently available to you as an NHS colleague. This document covers a range of resources and confidential support currently available and can be accessed here:* [*https://leademployer.sthk.nhs.uk/traineesupport*](https://leademployer.sthk.nhs.uk/traineesupport) |
| **Reviewing Officer Signature** |  | **Date** |  |
| **Trainee Signature** |  | **Date** |  |
| **Copy to be sent to the Lead Employer Business Partner and Advisory team** Lead.Employer@sthk.nhs.uk  |

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**APPENDIX 3 CONFIRM PROGRESSION TO STAGE 1**

**Strictly Private & Confidential**

**Lead Employer**

2nd Floor, Jubilee Court,

Waterside,

St Helens,

Merseyside

WA9 1TT

**Full name:**

**GMC/GDC:**

**Email Address:**

**Date:**

Dear Dr …

**Outcome of Stage 1 Formal Review Meeting**

I am writing to confirm the outcome of our recent Stage 1 Formal Review Meeting which was conducted in line with the Lead Employer’s Attendance Management Policy. The meeting took place on **DATE** and I note that you **were/ were not** accompanied at this meeting by **NAME**.

At this meeting, I considered your absence record which identified that you had hit *a* trigger point as set out in the Attendance Management Policy*.* I can confirm that I found that you had hit a trigger point namely ***(delete as appropriate) 3 episodes in 12 months, 10 days or more over 2 occasions or 2 episodes of any length within 13 weeks* as follows:-**

* Date and reason
* Date and reason
* Date and reason

In line with Attendance Management Policy, I advised that your current level of attendance does not meet the required standard as set out in the Attendance Management policy. Therefore, you were progressed to Stage 1 of the Lead Employer Attendance Management Policy from **DATE.**

**You informed me at the meeting that you may have an underlying medical condition (DETAIL) which will need to be reviewed by the Lead Employer Health, Work & Wellbeing Department. It is important that you attend all HWWB appointments. Following receipt of the HWWB advice we will review your absences in line with the new information.** **(Please delete if not applicable).**

You will remain on Stage 1 of the Attendance Management Policy for a period of 12 months. I reiterated to you the importance of your attendance improving and informed you that if your absence record does not improve sufficiently (i.e. if you reach one of the ‘trigger points’ laid down in the policy) you will be required to attend a Stage 2 Formal Review Meeting and the potential outcome of this meeting could result in the issue of a Final Warning. Please note that the term “warning” in this policy relates to attendance it does not misconduct. Such warnings will therefore be applied in accordance with the principles and procedures of the Attendance Management policy rather than the Handling Concerns Policy and Procedure.

I appreciate that this may be a difficult time for you, and I would wish to remind you that you can obtain pastoral support and further advice relating to the impact of your absence on your training programme from the NHS England Education. Should you require further advice and support in the first instance please do not hesitate to contact your Training Programme Director.

All employment matters are managed by the Lead Employer in accordance with agreed policy and procedures; should you wish to review the Lead Employer Attendance Management policy this is accessible via the Lead Employer web page <https://leademployer.sthk.nhs.uk>. We advise you to familiarise yourself with the policy and the support that is available via the website.

**Support**

The Lead Employer has a wide variety of support services available, and we have created a document to signpost our colleagues to external wellbeing support that is currently available to you as an NHS colleague. This document covers a range of resources and confidential support currently available and can be accessed here: [Lead Employer - STHK | Wellbeing Support](https://leademployer.sthk.nhs.uk/traineesupport)

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Please note as we discussed in your Stage 1 review meeting you will **(Delete as applicable) be unable to work additional hours and/or locum shifts (unless there is an emergency need for your service) for a period of 3/6/9/12 months OR be able to work additional hours and/or locum shifts but should you have further absence we will advise you that you are unable to undertake additional hours and/or locum work.**

If you have any queries in relation to the above please do not hesitate to contact me.

**Yours Sincerely,**

**NAME**

**CC. Lead Employer HR Business Partner and Advisory Team**