

 **LEAD EMPLOYER**

**STAGE 2 TOOLKIT**

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**APPENDIX 1 REQUEST TO ATTEND STAGE 2**

**MEETING**

**Lead Employer**

2nd Floor, Jubilee Court,

Waterside,

St Helens,

Merseyside

WA9 1TT

**Strictly Private & Confidential**

**Full name:**

**GMC:**

**Email Address:**

**Date:**

Dear Dr

**Re: Stage 2 Formal Review Meeting**

As you are aware you attended a Stage 1 Formal Review Meeting held on **DATE** when you were placed on Stage 1 of the Lead Employer Attendance Management process, however your most recent absence has resulted in a further absence trigger being reached. In light of this, I am writing to invite you to attend a Stage 2 Formal Review Meeting in accordance with Lead Employer Attendance Management Policy.

The purpose of this meeting is to review your absence record since your Stage 1 Formal Review Meeting and in particular to review your further period of absence/s which our records indicate that you have hit a further trigger point(s) as laid down in the policy i.e. **(delete as appropriate) 3 episodes in 12 months, 10 days or more over 2 occasions or 2 episodes of any length within 13 weeks**

I would therefore like to meet with you on **DATE** at **TIME** in **VENUE**. Also present at this meeting will be **NAME**, **Job Title HR Representative**. 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 at least a day before the meeting.

I would advise that you read the Lead Employer’s Attendance Management policy which is available via the Lead Employer Shared Services website; [Lead Employer - MWL | Policies and Forms](https://leademployer.merseywestlancs.nhs.uk/online-policies) so that you are aware of this process and namely the triggers that are applicable. You should note that the potential outcome of this review is that you could receive a final warning that if your absence record does not improve sufficiently (i.e. you hit one of the ‘trigger points’ laid down in the policy) you will be asked to attend a Stage 3 Formal Review Meeting where dismissal is an option.

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 NHSE. 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 Lead Employer Shared Services website; [Lead Employer - MWL | Policies and Forms](https://leademployer.merseywestlancs.nhs.uk/online-policies). We advise you to familiarise yourself with the policy and the support that is available via the website.

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 colleagues in training 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 - MWL | Wellbeing Support](https://leademployer.merseywestlancs.nhs.uk/traineesupport)

As detailed above, due to your current levels of attendance causing you to trigger under the Lead Employer Attendance Management policy, please note until your Stage 2 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 2 meeting, which will provide an opportunity to discuss your current absence record in greater detail.

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 2 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 2 Review****HR Representative from Lead Employer to be in attendance**  |
| **Trainee Name** |  | **Reviewing Manager** |  |
| **GMC Number** |  | **Trainee Representative** |  |
| **Date of Meeting** |  | **HR Representative** |  |
| **Location** |  |  |  |
| Confirmation of absence record as detailed above and Trainee’s views. Discuss any patterns or trends |
|  |
| Q1. Has there been a significant change in circumstances since your Stage 1 warning was issued? Q2. Are there any factors affecting the Trainee’s absence? i.e. carer responsibilities, medical conditionQ3. Can the Trainee envisage any potential issues which may lead to further absence?Q4. Is there any support that the Trainee requires to maintain Attendance at present and in future? i.e. surgery later in yearQ5. 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*Q6. 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 2 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 3 meeting will be required.**  |
| **Information to be supplied at the review meeting** |
| Has the Trainee been informed of the prospect of a Stage 3 review if another trigger point is hit in the next 12 months following this Stage 2 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 NHSE.* |
| ***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 2**

**Strictly Private & Confidential**

**Lead Employer**

2nd Floor, Jubilee Court,

Waterside,

St Helens,

Merseyside

WA9 1TT

**Full name:**

**GMC:**

**Email Address:**

**Date:**

Dear Dr …

**RE: Stage 2 Formal Review Meeting - OUTCOME**

I am writing to confirm the outcome of your recent Stage 2 Formal Review Meeting which was conducted in line with the Lead Employer’s Attendance Management Policy. The meeting was held on **DATE** and I note that you **were/ were not** accompanied at this meeting by **NAME.**

During this meeting I reviewed your absence record since your Stage 1 Formal Review Meeting which identified that you have hit a further trigger point as laid down in the policy as follows:-

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

I can confirm that further to reviewing your absence, I concluded that you were currently on Stage 1 and that you did hit a further trigger point since being placed on Stage 1 i.e. **(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 outlined above. I therefore reiterated to you that your current level of attendance is unacceptable to the Trust and as a consequence you were issued a final warning and progressed to Stage 2 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)**

I informed you that if your absence record does not improve sufficiently (i.e. you reach the ‘trigger points’ laid down in the policy) you will be asked to attend a Stage 3 Review Meeting the outcome of which could potentially result in your dismissal.

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 NHSE. 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 Manager 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 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>.

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>

Please note as we discussed in your Stage 2 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 withdraw this approval 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,**

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

**Head of School**

**Associate Dean**