

Management Framework for First Review Meeting

The review meeting falls outside of the disciplinary process and therefore the employee has no right to be accompanied.

Ensure you have the following for the review meeting:

- Details of absence for the last 12 months and Bradford factor score
- Copy of the employee’s recent Return to Work Interview form
- Recent Occupational Health Report
- Absence levels of the rest of the team – (this information must be anonymised)

MANAGEMENT PROCESS	MANAGEMENT NOTES
1	Acknowledge the valuable contribution they make to the team and why their role is important
2	Discuss the impact absence has on the business and your responsibility as the line manager to monitor absence levels
3	State the reason for the meeting – i.e. the fact that they hit a trigger point and as a result of this you referred them to OH in line with College policy
4	Make reference to the OH referral report and discuss any significant issues which have been raised including any reasonable adjustments that OH recommend
5	Ask the employee if there are any underlying reasons for their high level of absence which you should be made aware of in order to support them as they improve their attendance
6	Invite them to make any suggestions that they feel could help them to improve their absence levels
7	Compare their absence levels to the rest of the team – this information should be anonymised
8	Confirm and discuss the need for them to show an improvement in their absence levels
9	Explain that you will continue to monitor their absence levels on a monthly basis and state what will happen if they hit another trigger point. i.e. a second referral to OH followed by a second review meeting

Attach further notes if necessary.

Signed Manager Employee Date