

Management Framework for Second 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 latest Return to Work Interview form
- Latest Occupational Health Report
- Absence levels of the rest of the team – this information must be anonymised
- Management notes from First Review meeting (FORM RM1)

MANAGEMENT PROCESS	MANAGEMENT NOTES
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1 State the reason for the meeting i.e. this is the second time they have hit a trigger point and inform them of their absence level.

2 Make reference to the OH report and discuss any recommendations they have made.

3 Refer to the first review meeting where you discussed the importance of good attendance levels and any recommendations that either the employee or OH gave, to help improve absence.

Explore with the employee why their absence has not improved.

4 Emphasise the impact that absence has on the College and their team.

5 Explain that if they hit another trigger point formal disciplinary action may be taken.

Attach further notes if necessary.

Signed Manager **Employee** **Date**