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| SCRCCG.enquiries@nhs.netTel via: 01723 343660Reference**By Email** | NHS Scarborough and Ryedale CCGScarborough Town Hall - York HouseSt Nicholas StreetScarboroughNorth YorkshireYO11 2HG |
| Address line 1Address line 2Address line 3Address line 4Address line 5 | Tel: 01723 343660Website: [www.scarboroughryedaleccg.nhs.uk](http://www.scarboroughryedaleccg.nhs.uk) ENTER DATE |

Please note that the sections highlighted in yellow below MUST be included in the outcome letter to the employee

If required, please send a draft copy of the outcome letter to HR for review before it is sent to the employee.

Dear

**Outcome of Informal Attendance Monitoring Meeting - Stage 1**

I am writing to advise you of the outcome following the Informal Attendance Monitoring Meeting at Stage 1 which was held on [Date]. The purpose of the meeting was to discuss your attendance record and your high level of sickness absence..

At the meeting we discussed

[add summary of discussion here, e.g. confirmed dates of absence, current health and any treatment being received or pending, occupational health referral and/or recommendations/adjustments and how they will be implemented, stress risk assessment, and any other concerns raised or points discussed]

We discussed each absence period and the reasons for absence which you confirmed were correct. It was confirmed that you remained in contact with the relevant manager throughout the sickness periods and no further support was necessary in respect of absence.

You were issued with a verbal notification of unsatisfactory attendance as per the Scarborough and Ryedale CCG Management of Attendance Policy. This notification will be held on your file for 12 months from the date of this meeting [Date].

The target for improvement was discussed at the meeting and I advised you that your attendance will be monitored over the next 12 weeks, commencing from (date of the Informal Meeting) during which time a recognised improvement is expected. If there is a recognised improvement in your attendance record during this period, ie no short term sickness during the 12 week period, no further action will be taken. However, failure to achieve the improvement in attendance will lead to a formal Stage 2 meeting in accordance with the CCG’s Management of Attendance Policy.

Should you hit the policy’s trigger point again but this is outside of this 12 week monitoring period but within the 12 months of the notification being held on your file then you will re-enter at this stage for a further monitoring period.

I would like to arrange a review meeting in 2 months to review how you are doing against the plan and this meeting will be arranged in due course.

\*\* We agreed that an Occupational Health referral will be made to support you and to identify any adjustments that can be made to help you to sustain your attendance at work. Can I bring to your attention that it is a contractual obligation that you attend Occupational Health.

In the meantime if you have any questions please let me know.

Kind regards

Name

**Job title**

Cc: Personal File

 Workforce Representative