

STAVERTON PARISH COUNCIL
Policy 021 – Sickness & Capability Policy

SICKNESS & CAPABILITY POLICY

Staverton Parish Council takes the health and welfare of its clerk extremely seriously and aims to minimise any absence due to sickness through safe working practices and consistent, open and effective communication.

Notifying the Council of your Absence

On the first day of sickness, and each working day of absence (until a medical certificate has been provided to cover your absence), please telephone the HR Representative or a member of the Council at the earliest possible opportunity.

Notification is to be made personally, or if you are unable to do so, by a relative, neighbour or friend.

Failure to fulfil your obligations in this respect may result in disciplinary action being taken against you.

The Council also reserves the right to withhold sick pay for a failure to comply with Council reporting requirements.

If you are off work on long-term sickness, the HR representative or the chairman may contact you periodically, at mutually agreed times, to ascertain your progress towards recovery and discuss ways in which the Council might be able to help you in this regard.

Evidence of Incapacity for Work In cases of illness of up to seven days (including Saturdays and Sundays) a self-certification absence form must be completed upon return to work.

If your absence has been for longer than seven days (irrespective of whether they are working days), or you know it will be, you must obtain a certificate from your doctor (a "Statement of Fitness for Work") stating that you are "not fit for work" and the reasons why.

You should send your Statement of Fitness for Work to the HR Representative.

If your doctor gives you a certificate stating that you "may be fit for work" you should inform your the HR Representative or the Chairman immediately.

They will discuss with you any additional measures that may be necessary to enable you to return to work, taking account of your doctor's advice.

As absences can cause administrative problems, it is vital that you keep the Council informed of your progress and your likely return to work.

You must therefore comply with all reasonable requests of the Council for information about your progress.

You must also supply the Council with consecutive Statement of Fitness for Work Certificates to cover your absence.

Sick Pay As detailed within the clerks Terms & Conditions

Long-term Sickness

If you are absent from work on a regular or prolonged basis, the Council may have to consider terminating your employment on the grounds of incapacity.

This will be dealt with on a case-by-case basis.

The Employee's Capability

Where capability issues have been identified, the HR representative will discuss their concerns with you during an informal meeting.

At the meeting the HR representative will discuss what level of performance is expected from you, and together, you should suggest options where changes could be made to ensure resumption to a high standard of work performance.

Dismissal

Where efforts have been made to assist you in resuming your duties to a high standard and these have not been successful over the agreed period of time, the HR representative will inform you and issue a final written warning.

At this point, a further period of time will be agreed within which agreed improvements must be made.

If your performance is still not at the required standard after this second agreed period – and there are no exceptional reasons for this – the Council will move forward with a formal dismissal, giving appropriate notice.

Appeal Procedure

If it has been deemed necessary to terminate your employment, you are entitled to appeal against the decision. You should do this in writing to the HR Representative within five working days, giving details of the grounds on which you feel an appeal is justified.

The appeal procedure will be conducted by someone not previously involved in the decision to dismiss so that they may consider the matter on an independent basis.

You will be notified of the outcome of the appeal in writing, within five working days. If you do not agree with the decision of the appeal, you may take the matter to an industrial tribunal.

Reviewed 2nd June 2026