

Information Governance

25 April 2017

**Our Ref:** RFI 19985

Dear

**Freedom of Information Act 2000  
Information in relation to Trust Policies and procedures of management of  
employees' attendance**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for the information relating to the above which you requested on 24 March 2017.

A response to each of the questions raised has been provided by the Human Resources and Corporate Services Directorate and also the Children's Services and Social Work Directorate and is attached in Appendix A.

Under the terms of the legislation, if you are unhappy with this response you have the right to seek a review within the Trust in the first instance. If you wish to do so, please write to me at the address below.

If after such a review you are still unhappy with the response, you have the right to appeal to the Information Commissioner who will undertake an independent review. The Information Commissioner can be contacted at The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

If you have any queries about this letter, please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

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**L McAree (Miss)  
Head of Information Governance &  
Directorate Support**

*Under the Freedom of Information Act can I please get:*

- Q1. *A copy of the SE Trust guidance/policies/procedures on managing attendance for trust employees;*
- A1. Please find enclosed the Trust's policy document entitled 'Management of Attendance Protocol'. Policy Code: SET/Prot (47) 2016.
- Q2. *A copy of guidance/policies/procedures specifically in relation to an employee reporting a period of sick absence to line management (either self certification or doctors certificate);*
- A2. Please refer to the policy provided in response to question one.
- Q3. *A copy of guidance/policies/procedures in relation to formal or informal warnings given by management to trust employees and terms of expiry of any warnings, clearly highlighting when and if warnings expire;*
- A3. Please find enclosed a copy of the Trust's Disciplinary Procedure document.
- Q4. *Copies of all of the above specifically in relation to Social Work Fostering used by local management and applicable to fostering employees; and*
- A4. None of the above policies have been amended specifically for the fostering service and management apply the Trust policies.
- Q5. *Copies of any correspondence to Social Work Fostering management to apply different policies/guidance/procedures in relation to any aspect of SE Trust managing attendance.*
- A5. The fostering service management apply the above policies and no specific correspondence exists for the service to apply these policies differently.