**Please delete red text before sending**

**This letter should be sent first class recorded delivery in the post and where suitable, via email**

# AP6 Invitation to Case Conference

Enter a date.

**Private and Confidential**

Full Name

Address

Dear First Name,

I am writing to invite you to a Case Conference at Venue on Date at Time. The purpose of the meeting is to discuss the reasons for your continued sickness absence. I will be conducting the meeting and will be accompanied by Name, Job Title as a representative from People Management.

Your absence record is shown below:

|  |  |  |
| --- | --- | --- |
| From | To | Reason for absence |
|  |  |  |
|  |  |  |
|  |  |  |

As you will recall, we last met on Date for a Wellbeing Support Meeting regarding your current period of absence or following your last period of absence (delete as appropriate).

A range of supportive measures have been explored in your Wellbeing Support Meetings held on Include all dates of meetings. However, despite the implementation of these measures, regrettably your absence levels have not improved and remain in excess of the expected attendance levels of insert previous agreed attendance expectations as previously agreed on insert date agreed.

A case conference forms the final stage of the Absence Procedure, and you are required to attend this meeting. You have the right to be accompanied by a trade union representative or a work colleague should you choose.

I can confirm I will consider all the circumstances in your case including:

* Advice received from Occupational Health Service and/or other medical advice available.
* A review of your absence records, levels of absence, the attendance expectations that have been previously set and your reasons for absence.
* The impact of your absence on service delivery, work colleagues, and the Council/School.
* The supportive options and/or actions offered and implemented to help you reach an acceptable level of attendance.
* Any implications under the Equality Act 2010.
* Whether there is any reasonable prospect of you achieving the required improvement in your attendance.
* Any new information since the previous absence meeting that is relevant.
* Your representations on the above matters.

I attach copies of relevant documents referred to above.

Optional: I have asked your manager (name, job title) to attend in relation to the above and to respond to any further questions which may arise.

I would be grateful if you could confirm your attendance and the name of the person who will be accompanying you at the Case Conference. If this date and time is inconvenient for you, please let me know so we can rearrange. If you have any additional queries prior to the meeting or require any reasonable adjustments to attend and take part in the meeting, please let me know.

I need to advise you that under the Absence Procedure, this hearing could result in your dismissal.

I am enclosing for your attention a copy of the Absence Procedure which outlines the process to be followed.

Yours sincerely,

Full Name

Position

Contact number

cc Trade Union Representative *(where relevant)*

People Management /Personal File