**Appendix 1**

**Quality Audit Checklist: Management Reports**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ref. | Quality criteria | Compliant? | | | Comments |
| Y | N | N/A |
| 1 | Has the agreed report template been used? |  |  |  |  |
| 2 | Does the report contain a clear statement as to the employee’s fitness at the time of the assessment? |  |  |  |  |
| 3 | Does the report provide a guide as to when the employee may be fit for work, where applicable? |  |  |  |  |
| 4 | Does the report provide useful, forward-looking advice on adjustments that will aid the employee’s return to work and to their usual duties? |  |  |  |  |
| 5 | Do recommendations regarding reasonable adjustments allow scope for the Council / Hoople Ltd to exercise discretion regarding what is reasonable taking account of the employee’s role and business needs? |  |  |  |  |
| 6 | Does the report signpost to other services provided by the Council / Hoople Ltd such as physiotherapy or counselling, to maximise the range of support available to employees? |  |  |  |  |
| 7 | Does the report provide useful advice on what action can be taken to prevent a recurrence of the employee’s sickness absence, for example? |  |  |  |  |
| 8 | Does the report provide a balanced view, as opposed to reiterating what the employee says? |  |  |  |  |
| 9 | Does the author avoid sitting on the fence and avoid giving an opinion? |  |  |  |  |
| 10 | Is the report written from an independent perspective, as opposed to in a manner that advocates for the employee? |  |  |  |  |