

Section A - General Information:

Attendance Management Policy

NOTE - insert name of policy or procedure.

1 - What is the aim, objective or purpose of the policy?

To set out the Trust's approach to attendance management. To create a framework within which line managers are able to address attendance management with a fair, consistent and supportive approach.

NOTE - Wherever possible quote directly from policy documentation.

2 - What outcomes do we want to achieve for this policy or function, & for whom?

A fair, consistent and supportive approach to the management of attendance for both staff and line managers.

NOTE - Wherever possible in responding to these questions, be specific, & name organisations, individuals &/or equality categories: Race, Gender, Age, Disability, Religious &/or Sexual Identity.

3 - Who are the main stakeholders in the policy?

Line Managers
All staff
HR
The Trust

4 - Who is intended to benefit from this policy, & in what way?

Staff – clear outline of the process, what expected of them, what support they will receive and what could be the consequences of persistent attendance problems

Line managers – guidance on how to follow the process

NOTE - Wherever possible in responding to these questions, be specific & name organisations, individuals &/or equality categories: Race, Gender, Age, Disability, Religious &/or Sexual Identity.

5 - What factors contribute to the outcomes of the policy? What forces detract from the outcomes?

**Other policies which may need to be referred to are:
Stress management policy**

6 - How do the outcomes help or hinder other organisational objectives, policies or values?

It will help achieve organisational objectives through effective management of attendance

7 - If there are associated objectives of the policy, what are they?

8 – Who defined or defines the policy?
HR Manager, staffside representatives
9 - Who implements the policy & who is responsible for it, including the role the institution holds in relation to this policy, & the roles of other institutions/Public Bodies & Agencies?
HR Manager

10 - How relevant is the policy to each Equality category? Based on your answers above, is the policy of High, Medium, or Low relevance:

(tick one box for each Equality category)

Category	High	Medium	Low
Age			x
Disability	x		
Ethnicity (Race)			x
Gender (Sex)			x
Religion or Belief			x

**Clatterbridge Centre
for Oncology NHS
Foundation Trust**

Sexual Orientation			x
---------------------------	--	--	----------

11 - Are there any concerns the policy could have a differential impact on the grounds of racial or ethnic origin?

No

12 - Are there any concerns the policy could have a differential impact on the grounds of religion or belief?

No

13 - Are there any concerns the policy could have a differential impact on the grounds of disability?

No

14 - Are there any concerns the policy could have a differential impact on the grounds of age?

No

15 - Are there any concerns the policy could have a differential impact on the grounds of sexual orientation?

No

--

16 - Are there any concerns the policy could have a differential impact on the grounds of gender?
No

Section B - The General Duty:

1 - Which aspect of the General Duty does this policy or function relate to?

X tackling unlawful discrimination;

promoting equality of opportunity;

promoting good relations between people from different racial groups;

or None (not relevant to General Duty).

If None, please provide reasons:

2 - Is there enough evidence to proceed directly to a Full Impact Assessment? Y N

3 - Is there enough evidence to proceed to a Secondary Impact Assessment? Y N

If Yes, please provide the date of the Secondary Impact Assessment:

4 - Could the differential impact identified (in Section A questions 11-16) indicate the potential for adverse impact?

Y N

If Yes, please explain in relation to the 3 aspects of the General Duty:

5 - Can the adverse impact be justified on the grounds of promoting equality for one group, or for any other reasons?

Y N

If Yes, please explain in relation to the 3 aspects of the General Duty: