


Equality Impact Assessment (EIA) SUMMARY (Publishing Form)	
Title of Policy/Function/Service:	Attendance Management Policy
Directorate/Department: Service Director	Chief Executive - Human Resources Clair Hepburn
Names/ Job titles of Assessors	Clare Fraser – External Equality & Diversity Consultant Ian Angus – Human Resources Shared Services Manager Iain Davidson – HR Advisory Team Leader Erick Ullrich - Organisational Development Manager Simone Doyle – Equality & Diversity Officer
Summary of Policy / Service /Function aims:	The overall aim of this Policy is to outline Scottish Borders Council's ("SBC") approach to managing attendance while ensuring that staff are treated fairly, and helping staff to return to work when they are fit to do so. The implicit aim is to help minimise the impact of ill health on an employee's attendance. In terms of outcomes, this Policy has been designed to assist SBC in delivering its services as high levels of sickness absence can detrimentally affect services.
Characteristics Impacted:	Age <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Gender <input checked="" type="checkbox"/> Race <input type="checkbox"/> Religion or Belief <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Poverty/Social Exclusion <input type="checkbox"/> Health <input type="checkbox"/>
Summary of key issues arising and decisions made	This Policy should result in an overall positive impact on equality groups as it sets out a fair and transparent framework for managing attendance. There are particular benefits built in to the design of the Policy which pre-empt the possibility of a negative impact with respect to disability and gender reassignment. However there are some minor risks of differential treatment as a consequence of application of this Policy which may affect older people and people with particular religion of beliefs.
Summary of key recommendations	<ul style="list-style-type: none"> • Raise awareness of the definition of disability • Ensure that managers are confident in recognising when there are long term health conditions which could be a disability • Encourage staff to provide information about whether or not they have a disability • Raise awareness of flexible working policies • Check Annual Leave Policy to ensure that where possible no detrimental treatment occurs when taking religious leave • Appendix 1 in policy amended to include disability leave • Specific guidance for managers to be produced on managing gender reassignment • Look to formulate Carers Policy as part of parental leave/family friendly/flexible working policy • Include with Managing Absence Policy a paragraph that

	<p>refers to bullying and harassment– sexual orientation</p> <ul style="list-style-type: none"> • Continue to gather equality data of employees • Establish a consultation process that is agreed with the JTUC and those involved identified for all HR policies • All HR policies to include accessible format strapline. • EIA published
Agreed by Service Director	<p>Clair Hepburn Chief Officer Human Resources</p> <p>Date: 6th April 2015</p>

For further information, a copy of the full assessment or if you require this information in an alternative format or language please contact:

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