

Policy/Procedure/Strategy: Attendance Management Policy  
 Review Due: 01/12/2020  
 Date of Assessment: 15/03/2017

Author/Owner: Elaine Munro  
 Department/Section: Human Resources

Signature: John McLuckie

Date: 15/03/2017

## Step 1

Aim of proposed activity/decision/new or revised policy or procedure:

To encourage all staff to maximise their attendance at work, to support staff in achieving this, and to ensure all staff are aware of the expectations that Argyll College UHI has on reasonable attendance levels and the procedures that will be followed for not attaining them.

- New  
 Revised  
 Existing

Who will be affected? College staff	Who will be consulted? College staff	Evidence available: Qualitative – Argyll College UHI Attendance Management Policy, Employment Rights Act (1996), Equality Act (2010), Argyll College UHI Self-Evaluation Documents 2015-16. Anecdotal – Staff views on the policy.
--	---	--

## Step 2

Potential Positive/Negative/Neutral Impact Identified. P, N, N/I	Age	Disability	Gender Reassignment	Marriage/Civil Partnership	Pregnancy and Maternity	Race	Religion or Belief	Sex	Sexual Orientation
Eliminating Discrimination	N/I	N	N/I	N/I	P	N/I	N/I	N/I	N/I
Advancing Equality of Opportunity	N/I	N/I	N/I	N/I	P	N/I	N/I	N/I	N/I
Promoting Good Relations	N/I	N/I	N/I	N/I	P	N/I	N/I	N/I	N/I

## Step 3

Action to be taken

- Potential issue around the activation of trigger points for those with an undisclosed disability.
- Policy review could consider adding absence due to a disclosed or undisclosed disability to the list in section 3.3
- Ongoing monitoring of compliance to ensure no protected group is discriminated against when dealing with issues relating to attendance management.

Summary of EIA Outcome – please tick

- No further action to be carried out  
 Amendments or changes to be made  
 Proceed with awareness of adverse impact  
 Abandon process – Stop and Rethink

Please forward completed EIA forms to the Equality & Diversity Committee