

BTPA Initial Equality Impact Assessment – Attendance Policy

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| Name of policy to be assessed | Attendance Policy | Date of assessment | 30 March 2011 |
| Names of assessment team members | Lucy Barrick Sam Elvy | Is this a new or existing policy? | New |
| 1. Briefly describe the aims, objectives and purpose of the policy | <p>The aim of this policy is to allow employees to balance the demands and responsibilities of life outside work alongside work commitments.</p> <p>Maximise attendance at work by employees' and support those who require leave.</p> <p>Minimise the disruption caused by frequent leave by attempting (where suitable) to accommodate employee's needs in relation to leave.</p> | | |
| 2. Are there any associated objectives of the policy? Please explain. | <ul style="list-style-type: none"> • Maximising attendance and minimising disruption caused by frequent leave. • Meeting the diverse needs of the workforce | | |
| 3. Who is intended to benefit from this policy and in what way? | <p>BTPA executive staff as the policy ensures a consistent approach to leave requirements which takes account of diversity.</p> <p>BTPA as an organisation as the policy aims to maximise attendance and minimise disruption making the organisation efficient and effective.</p> | | |
| 4. What outcomes are wanted from this policy? | <ul style="list-style-type: none"> • Maximising attendance and minimising disruption caused by frequent leave. • Meeting the diverse needs of the workforce | | |

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| 5. What factors/forces could contribute/detract from the outcomes? | <ul style="list-style-type: none"> • If there is any misunderstanding or misinterpretation of the policy • Any abuse of the policy • If the provisions within the policy are not adhered to by line management | | |
| 6. Who are the main stakeholders in relation to the policy | BTPA Executive Team | 7. Who implements the policy and who is responsible for the policy? | Business Manager |
| 8. Are there concerns that the policy <u>could</u> have differential impact on racial groups? | Y/N | Please explain | The policy is not currently available in alternative languages so may not be accessible to non-English readers. |
| What existing evidence (either presumed or otherwise) do you have for this? | No evidence gathered to date but presume it could be an issue. | | |
| 9. Are there concerns that the policy <u>could</u> have differential impact due to gender? | Y/N | Please explain | |
| What existing evidence (either presumed or otherwise) do you have for this? | N/A | | |

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| 10. Are there concerns that the policy <u>could</u> have differential impact due to disability? | Y/N | Please explain | The Policy is not currently available in other formats so may not be accessible to people with visual impairments/learning difficulties. |
| What existing evidence (either presumed or otherwise) do you have for this? | No evidence gathered to date but presume it could be an issue. | | |
| 11. Are there concerns that the policy <u>could</u> have differential impact due to sexual orientation? | Y/N | Please explain | |
| What existing evidence (either presumed or otherwise) do you have for this? | N/A | | |
| 12. Are there concerns that the policy <u>could</u> have differential impact due to age? | Y/N | Please explain | |
| What existing evidence (either presumed or otherwise) do you have for this? | N/A | | |

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| <p>13. Are there concerns that the policy <u>could</u> have differential impact due to religious belief?</p> | <p>Y/N</p> | <p>Please explain</p> | <p>The policy takes accounts of the various religions and the implications of these on leave requirements and does its best to accommodate these. The policy is based on the BTP policy on which a Full EIA has been conducted</p> |
| <p>What existing evidence (either presumed or otherwise) do you have for this?</p> | <p>No evidence gathered to date but presume it could be an issue.</p> | | |
| <p>14. Are there concerns that the policy <u>could</u> have differential impact due to people having dependents/caring responsibilities?</p> | <p>Y/N</p> | <p>Please explain</p> | <p>The policy includes leave guidelines for those with dependants and works with the Flexible Working SOP to deliver the optimal solutions for people to reduce disruption by frequent absence.</p> |
| <p>What existing evidence (either presumed or otherwise) do you have for this?</p> | <p>N/A</p> | | |
| <p>15. Are there concerns that the policy <u>could</u> have differential impact due to people having an offending past?</p> | <p>Y/N</p> | <p>Please explain</p> | |

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| <p>What existing evidence (either presumed or otherwise) do you have for this?</p> | <p>N/A</p> | | |
| <p>16. Are there concerns that the policy <u>could</u> have differential impact due to people being transgendered or transexual?</p> | <p>Y/N</p> | <p>Please explain</p> | |
| <p>What existing evidence (either presumed or otherwise) do you have for this?</p> | <p>N/A</p> | | |
| <p>17. Could the differential impact identified in 8-16 above amount to there being the potential for adverse impact for this policy?</p> | <p>Y/N</p> | <p>Please explain</p> | <p>Not offering the policy in alternative languages/formats could potentially exclude users who do not read in English or who have visual impairments/learning difficulties. The policy does take account of the various diversity strands ensuring that these are all considered throughout therefore reducing the possibility fo an adverse impact.</p> |
| <p>18. Can this adverse impact be justified on the grounds of equality of opportunity for one group? Or any other reason?</p> | <p>Y/N</p> | <p>Please explain for each equality heading separately Reasonable adjustments can be made to make the policy available in alternative languages /formats</p> | |

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| 19. Should the policy proceed to a full impact assessment | Y/N | 20. If yes, is there enough evidence to proceed to a full EIA? Y/N |
| | | 21. If no, are there any changes required to the policy to improve it around the equality agenda? Add a note to the policy to say that it can be made available in alternative languages/formats on request |