

## Dunbartonshire and Argyll & Bute Valuation Joint Board

### Attendance Management Policy 2013

#### Equality Impact Assessment

This summary report proforma summarises the issues and actions identified in the impact assessment.

1	Title of Policy or function	Attendance Management Policy
2	Responsible Officer	David Thomson
3	Staff involved in impact assessment screening	DAB Management Team
4	Other staff / services / community groups involved	Policy developed by the Management Team following advice from West Dunbartonshire Council's HR&OD Department.
5	Brief summary of any consultation carried out.	Draft Policy shared with Union representative
6	Summary of (potential) impacts identified	Implementing a consistent approach should ensure that all employees are treated fairly.  Positive impact on management of attendance for persons with underlying health problems/disabilities is a specific intention of the policy.  Positive impact through availability of health support and counselling services
7	Summary of actions identified	Positive statement to staff, that the Assessor and the Board are firmly committed to the promotion of equal opportunities As with all HR policies, fair operation will be aided by good organisational and managerial understanding of the Policy and the circumstances which could lead to its application.
8	What 'equalities' monitoring is required for this policy / service?	Any Formal Stage actions taken in compliance with the Policy will be monitored across the protected characteristics.
9	Date of completion of assessment	April/May 2013