

## IMPACT ASSESSMENT – SUMMARY REPORT

Diversity Ref No.	06/08	Date Allocated	03/03/08
Document Name:	Attendance Management		
Document Type:	Policy / Standard Operating Procedure		
Owner:	HR Manager		
Reviewing Officer:	Personnel Manager		
SOP Grading	Low		

**NOTE: When a standard operating procedure is referred to in this document it encompasses a proposed, current or amendment to a policy/force standing order/function.**

What is the purpose of the standard operating procedure?

To provide support, advice and assistance to all Force personnel suffering and managing genuine health, safety and welfare issues.

Who is intended to benefit from the standard operating procedure and how?

This policy applies to all employees employed by Dumfries and Galloway Constabulary and relies on the following.

Open communication channels between the line managers and the employee who report directly to them and between the force and its employees in general.

Positive and effective use of sickness records and sickness monitoring for the benefit of both the force and its personnel

Continuous improvement of IT as a tool for effective attendance recording and monitoring

Line Manager training

Clear guidelines

Greater involvement and promotion of Occupational Health and Welfare

Maintenance of a confidential and effective service by Occupational Health and Welfare

Give a description of how the standard operating procedure was assessed against the potential of discriminating against a group or individual on the grounds of colour, race, gender, transgender status, marital or civil partnership status, nationality, ethnic or national origins, disability, age, sexual orientation, religion or belief?

Previous absence management case examples

Policy document has been approved by force solicitors as requiring no amendment to meet legislative requirements.

Initial Consultation with the Police Federation, Occupational Health & Welfare, HR Manager, Diversity Unit.

Conclusions reached from assessment and consultation

Following consultation it has been established that this document is a document which focuses on a positive process applied to staff. The policy clearly states that each situation will be treated individually and dealt with in an appropriate manner. There is anecdotal evidence to suggest disability and age are both factors in the employees' ability to attend work on a regular basis but this is not supported by the data extracted from the Constabulary's systems. No data is available to evaluate the impact of transgender on absence and for this reason I have selected the impact as Low

Amendments made to the standard operating procedure or amendments following consultation. Please state why these changes were made.

Policy development taking cognisance of the results following consultation.

How the standard operating procedure is to be monitored, how often and by whom


Application of the policy will be monitored by the Personnel Officer.

A review of the effects of the standard operating procedure is required to ensure that it does not discriminate against any group or individual on the grounds of colour, race, gender, transgender status, marital or civil partnership status, nationality, ethnic or national origins, disability, age, sexual orientation, religion or belief.


<b>Recommended Review Date:</b>	March 2009
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This summary contains details of the Impact Assessment carried out relating to this standard operating procedure. Under Dumfries & Galloway Constabulary's Freedom of Information Publication Scheme a copy of the full report and consultation are available on request.

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