GTCNI

General Teaching Council for Northern Ireland

Promoting Teacher Professionalism

Equality Screening

POLICY: Managing Attendance Policy v3 Final November 2024

1. Part 1: Policy Scoping

As set out in the GTCNI Equality Scheme (section 5.1) 'policy' is broadly defined and covers all the ways in which the GTCNI carries out or proposes to carry out its functions. In respect the term policy is used for any (proposed/amended/existing) strategy, policy initiative or practice and/or decision.

The first stage of the screening process involves scoping the policy under consideration. The purpose of policy scoping is to help prepare the background and context and set out the aims and objectives for the policy being screened. At this stage, scoping the policy will help identify potential constraints as well as opportunities.

1.1. Information about the Policy

Name of the policy	Managing Attendance Policy
Is this an existing, revised or a new policy?	Revised policy.
What is it trying to achieve? (intended aims/outcomes)	Manage attendance of GTCNI employees, regarding sickness absence. The policy sets out the process for managing both short and long term sickness absence for employees who have completed their probationary period and also sets out the process for managing same in conjunction with the Probation Policy for employees during their probationary period.
Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how.	This policy is expected to benefit all employees equally.
Who initiated or wrote the policy?	GTCNI Senior Management Team and Corporate Services.
Who owns and who implements the policy?	Corporate Services and all line managers.

1.2. Implementation factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?

If yes, are they (Delete as Appropriate):

Financial	No factors identified.
Legislative	No factors identified, however, to ensure any necessary future revisions to legislation are captured, a system of planned policy review is in place in GTCNI.
Other, please specify	N/A

1.3. Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon? Describe.

Staff	GCTNI employees who have completed their probationary period (full version) and new employees of GTCNI during their probationary period (modified version – see Probation Policy).
Service users	Persons on GTCNI's Register of Teachers and those applying for GTCNI registration.
Other public sector organisations	Department of Education (GTCNI's sponsoring department)
Voluntary/community/trade unions	N/A
Other, please specify	N/A

1.4. Other policies with a bearing on this policy

What are they?	Capability Procedures, Disciplinary Policy, Performance Management Policy, Probation Policy, Learning & Development Plan, Equal Opportunities Policy
Who owns them?	GTCNI Senior Management Team

1.5. Available evidence

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Please specify details for each of the Section 75 categories.

- The Managing Attendance Policy (formerly known as the Sickness Absence Policy) has previously been developed with, and reviewed and approved by, GTCNI's Senior Management Team and consultation has taken place with relevant employees.

Section 75 category	Details of evidence/information
Religious Belief	GTCNI's Annual Monitoring Return relating to 01/01/24 indicates that GTCNI's workforce is composed of the following: - Protestant 58.3% - Roman Catholic 25%, - Undetermined 16.7%. The operation of this policy will have no impact on religious belief.
Political Opinion	The operation of this policy will have no impact on political opinion.
Racial Group	The operation of this policy will have no impact on any racial group.
Age	The operation of this policy will have no impact on any age group.
Marital Status	The operation of this policy will have no impact on marital status.
Sexual Orientation	The operation of this policy will have no impact on sexual orientation.
Men and Women generally	GTCNI's Annual Monitoring Return relating to 01/01/24 indicates that GTCNI's workforce is composed of the following: - Female 83.3% - Male 16.7% The operation of this policy will have no impact on either gender.
Disability	GTCNI currently has 1 employee who has declared a disability under DDA. Reasonable adjustments, if required, will be applied where necessary.
Dependants	GTCNI currently has a number of employees with caring responsibilities, including 1 part-time employee.

1.6. Needs, experiences and priorities

Taking into account the information referred to previously, are there different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Please specify details as appropriate for each of the Section 75 categories.

Section 75 category	Yes/No/ Not sure	If yes, please provide details of needs/experiences/priorities
Religious Belief	No	None in relation to this policy
Political Opinion	No	None in relation to this policy
Racial Group	No	None in relation to this policy
Age	No	None in relation to this policy
Marital Status	No	None in relation to this policy
Sexual Orientation	No	None in relation to this policy
Men and Women generally	No	None in relation to this policy
Disability	Not sure	Reasonable adjustments, if required, will be applied where necessary.
Dependants	No	None in relation to this policy

2. Part 2: Screening

2.1. Screening Questions

1. What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories (minor/major/none)?		
Section 75 category	**Details of policy impact**	**Level of impact? Minor/major/none**
Religious Belief	None	None
Political Opinion	None	None
Racial Group	None	None
Age	None	None
Marital Status	None	None
Sexual Orientation	None	None
Men and Women generally	None	None

Disability	None – reasonable adjustments, if required, will be applied where necessary, thereby mitigating any potential impact.	None
Dependants	None	None

2. Are there opportunities to better promote equality of opportunity for people within the Section 75 categories?		
Section 75 category	**Is <u>Yes</u>, provide details**	**If <u>No</u>, provide reasons**
Religious Belief		No – the process for managing attendance will apply equally to all employees of GTCNI, either in full or in modified form, depending upon whether the employee is within their probationary period or has completed same.
Political Opinion		No – as above.
Racial Group		No – as above.
Age		No – as above.
Marital Status		No – as above.
Sexual Orientation		No – as above.
Men and Women generally		No – as above.
Disability		No – as above.
Dependants		No – as above.

3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group (minor/major/none)?		
Section 75 category	**Details of policy impact**	**Level of impact? Minor/major/none**
Religious Belief	None	None
Political Opinion	None	None
Racial Group	None	None
4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?		
Section 75 category	**Is <u>Yes</u>, provide details**	**If <u>No</u>, provide reasons**
Religious Belief		None, given the nature of the policy.

Political Opinion		None, given the nature of the policy.
Racial Group		None, given the nature of the policy.

5. Will the policy contribute to strengthening or weakening social capital and hence, the health and sustainability of rural communities? (minor/major/none)?		
Section 75 category	**Details of policy impact**	**Level of impact? Minor/major/none**
Religious Belief	None	None
Political Opinion	None	None
Racial Group	None	None

2.2. Additional Considerations

2.2.1. Multiple identity

Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, are there any potential impacts of the policy/decision on people with multiple identities?   **No**   (delete as appropriate).

For example: disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people.

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.
N/A

2.2.2. Consideration of Human Rights

The Human Rights Act (HRA) 1998 brings the European Convention on Human Rights (ECHR) into UK law and it applies in N Ireland. Articles 3 and 4 are classified as "absolute" rights ie the State can never withhold or take away these rights. All others are either "qualified" or "limited". Further information is available via the following link http://www.nicshumanrightsguide.com/

Indicate any potential adverse impacts that the policy / decision may have in relation to human rights issues. Adverse Impact (delete as appropriate)

Human Rights Issue	HRA 1998 Article	Impact Y / N
Right to Life	Article 2	N
Prohibition of torture, inhuman or degrading treatment	Article 3	N
Prohibition of slavery and forced labour	Article 4	N
Right to liberty and security	Article 5	N
Right to a fair and public trial	Article 6	N
Right to no punishment without law	Article 7	N
Right to respect for private and family life, home and correspondence	Article 8	N
Right to freedom of thought, conscience and religion	Article 9	N
Right to freedom of expression	Article 10	N
Right to freedom of peaceful assembly and association	Article 11	N

3. Part 3: Screening Decision

3.1. Decision

Decision	Delete as appropriate
The policy has been 'screened in' for equality impact assessment.	No
The policy has been 'screened out' for equality impact assessment.	Yes
If the decision is to subject the policy to an equality impact assessment, please provide details of the reasons.	
If the decision is not to conduct an equality impact assessment, please provide details of the reasons.	
No equality issues have been identified which would warrant an equality impact assessment of this policy.	

3.2. Mitigation

If the decision is not to conduct an equality impact assessment you may consider mitigation to lessen the severity of any equality impact, or the introduction of an alternative policy to better promote equality of opportunity or good relations.

Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality or opportunity and/or good relations?	No
If yes, give the reasons to support your decision, together with the proposed changes/amendments or alternative policy.	

3.3. Timetabling and Prioritising

If the policy has been 'screened in' for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating (1-3)
Effect on equality of opportunity and good relations	
Social need	
Effect on people's daily lives	
Relevance to GTCNI's functions	

The total rating score will be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the GTCNI in timetabling.

4. Part 4: Monitoring

Where a policy has been amended or an alternative policy introduced, effective monitoring will help you identify any future adverse impact arising from the policy, which may lead to carrying out an equality impact assessment, as well as helping with future planning and policy development.

5. Part 5: Approval and authorisation

Screened by	Organisational Role

Mark Roy	Human Resources Officer

Referred to DE GIST for Review on:	N/A

Approved by (Manager/Accounting Officer)	*Ian Gallyw.*
Position	Interim Chief Executive Officer / Registrar
Date	20/11/2024