








<p>Name of the Officer completing the evaluation Sally Thomas</p> <p>Phone no: 07900651564 E-mail: sallythomas@monmouthshire.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>To introduce a new Attendance Management Policy</p>
<p>Name of Service</p> <p>People Services HR</p>	<p>Date Future Generations Evaluation form completed</p> <p>January 2017</p>

1. Does your proposal deliver any of the well-being goals below? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The revised policy will help to sustain wellbeing issues for our staff, keeping a motivated workforce.</p>	
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>N/a</p>	
<p>A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood</p>	<p>The aim of the revised policy is to maximize productivity through engagement with our workforce about the issues that affect their wellbeing – so that managers can manage</p>	

Well Being Goal	How does the proposal contribute to this goal? (positive and negative)	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	effectively and employees know what to expect.	
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	n/a	
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	n/a	
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	n/a	
A more equal Wales People can fulfil their potential no matter what their background or circumstances	<i>This includes the protected characteristics of age, disability, gender reassignment, race, religion or beliefs, gender, sexual orientation, marriage or civil partnership</i>	

2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	How does your proposal demonstrate you have met this principle?	What has been done to better to meet this principle?
 <p>Long-term</p> <p>Balancing short term need with long term and planning for the future</p>	n/a	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	n/a	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	n/a	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	n/a	
 <p>Integration</p> <p>Positively impacting on people, economy and environment and trying to benefit all three</p>	n/a	

3. Are your proposals going to affect any people or groups of people with protected characteristics? Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age			
Disability			
Gender reassignment			
Marriage or civil partnership			
Race			
Religion or Belief			
Sex			
Sexual Orientation			
Welsh Language	<i>We will make this policy available in welsh should it be required</i>		

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance note <http://hub/corporatedocs/Democratic%20Services/Equality%20impact%20assessment%20and%20safeguarding.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	<i>Safeguarding in this context applies to both children (not yet reached 18th birthday) and vulnerable adults (over 18 who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of himself or herself, or unable to protect himself or herself against significant harm or serious exploitation.)</i>	<i>Safeguarding is about ensuring that everything is in place to promote the well-being of children and vulnerable adults, preventing them from being harmed and protecting those who are at risk of abuse and neglect.</i>	
Corporate Parenting	<i>This relates to those children who are 'looked after' by the local authority either through a voluntary arrangement with their parents or through a court order. The council has a corporate duty to consider looked after children especially and promote their welfare (in a way, as though those children were their own).</i>		

5. What evidence and data has informed the development of your proposal?

6. The reason for development of this policy relates to the SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

The main emphasis of the policy and procedure is to offer support to staff and managers to minimise frequent short term absence occurrences and support well-being arrangements for staff experiencing ill health. Whilst being supportive it is considered that the policy explains that there are 'consequences' where attendance concerns have been identified and remain a concern despite support and adjustments. The policy statement and much of the content in the principles section is premised on good practice.

There is a business imperative to address poor levels of attendance across the organisation and this work has therefore presented as a priority for People Services in terms of equipping the organisation with the appropriate advice, guidance and support on attendance management issues. A revision to policy is part of this work.

Positive impact is that we aim for consistency of application of the policy so all employees can expect to be look after whilst in employment – we have a duty of care for the wellbeing of our staff. We have listened to the views of staff whilst developing this policy and will continue to evaluate it's progress and impact.

7. Actions. As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible	Progress

8. Monitoring: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

**The impacts of this proposal will be evaluated on:
Review of this policy will be taken in line with our normal review processes – which will be dependent upon evaluative work and analysis of casework, legislative changes, welsh government guidance, and best practice.**