

29 September 2026

Workforce Attendance Policy

Please provide copies of any documents produced, commissioned, received, considered or relied upon since 1 January 2019 relating to:

- **Workforce attendance requirements;**
- **Workplace location strategies;**
- **Office attendance policies;**
- **Hybrid working policies;**
- **Remote working policies;**
- **Workforce centralisation;**
- **Office location decisions; and**
- **Associated workforce and accommodation policies.**

This request includes, but is not limited to:

- 1. Equality Screenings.**
- 2. Equality Impact Assessments (EQIAs).**
- 3. Disability Impact Assessments.**
- 4. Rural Needs Assessments, Rural Needs screening forms, Rural impact assessments and Rural proofing exercises.**
- 5. Equality, disability or Rural Needs advice provided internally or externally.**
- 6. Equality, disability or Rural Needs consultation responses.**
- 7. Reviews, reports, assessments, analyses or evaluations examining the impact of the above policies on:**
 - **Protected groups;**
 - **Individuals with disabilities;**
 - **Staff requiring reasonable adjustments;**
 - **Rural communities;**
 - **Carers; and**
 - **Groups protected under Section 75 of the Northern Ireland Act 1998.**
- 8. Briefing notes, submissions, Board papers, governance papers, decision papers, options appraisals, business cases, minutes, correspondence or other decision-making documents which reference:**
 - **Equality considerations;**

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- **Disability considerations;**
 - **Reasonable adjustments;**
 - **Accessibility;**
 - **Section 75 obligations;**
 - **Rural Needs obligations under the Rural Needs Act (Northern Ireland) 2016; or**
 - **The impact of the above policies on staff, service users or communities.**
- 9. Reviews, reports, assessments or analyses examining the impact of workforce attendance requirements, workplace location strategies, workforce centralisation, office location decisions, hybrid working policies or remote working policies on rural communities.**

Where documents have been updated, superseded or revised, please provide the most recent version together with any previous versions produced since 1 January 2019.

Belfast Trust does not have a Workforce Attendance Policy.

Within our Worklife Balance, Flexible Working Policy (please see attached) there is reference to hybrid/remote working and therein it states: *“Staff may be expected to adopt a hybrid model of working that combines home working and working within a Trust facility dependent on the relevant area and service needs. Staff approved to work from home may still be required to attend the workplace at short notice to support service delivery”*.

In 2020, in response to the COVID pandemic and statutory recommendations to work from home where possible, a Trust guidance document was developed: Home Working during Covid. (Please see attached) This is no longer operational due to the end of pandemic related statutory restrictions that recommended home working. Owing to the interim and evolving nature of working arrangements during the pandemic, screening of this guidance was not undertaken.

Local guidance for Human Resources and Organisational Development Directorate is attached. Screening was not conducted for this as it is an internal, local document and the definitive guidance related to hybrid working is based on the Trust's Worklife balance Flexible Working Policy and each individual application is required to be considered on merit on the basis of the business needs of each respective service at that time of application, to ensure safe and effective patient care.