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[REDACTED]  
  
11 December 2014

Dear [REDACTED]

**Freedom of Information Act 2000 – Information request (FOI\_14-239)**

We have considered your request of 21 November 2014 as clarified on 26 November 2014 for information regarding the Attendance Bonus Scheme within Sportspark. Our response is provided on page 2 of this letter together with a copy of your original request. We hope this response will meet your requirements.

However, it is not possible to provide all the requested information. In line with your rights under section 1(1)(a) of the Act to be informed whether information is held, we confirm that the University does not hold some of the requested information. In particular, we do not hold any other recorded information regarding the Attendance Bonus Scheme beyond that which is presented in our responses to questions 1 to 5 of your request.

Please note that any material over which UEA has copyright is released on the understanding that you will comply with all relevant copyright rules regarding reproduction and/or transmission of the information provided.

You have the right of appeal against this response to your request for information. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address.

You must appeal our response within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner whose [contact details](#)<sup>1</sup> can be found on their website.

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

David Palmer  
Information Policy and Compliance Manager  
University of East Anglia

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<sup>1</sup> [https://ico.org.uk/Global/contact\\_us](https://ico.org.uk/Global/contact_us)

## Response to Freedom of Information Act 2000 request (FOI\_14-239)

*Please can you provide me with information with regards to the Attendance Bonus Scheme in operation at the Sportspark.*

*In particular I would like to know the following.*

1) *When was the Scheme introduced*

The Scheme was introduced in September 2000 when the Sportspark opened.

2) *Are the Senior Management team entitled to the Bonus?*

No, the UEA and Sportspark senior management staff are not entitled to the Bonus. Entitlement to the Bonus only extends as far up as the Heads of Department level, for Sportspark staff only. (e.g. Pool Manager, Fitness Manager etc.)

3) *What are the rules and requirements to trigger the Bonus?*

Staff must attend work on each day they are scheduled to work in any given month. The team members involved in the scheme must swipe into the Sportspark no later than 3 minutes before their shift is due to start. Should staff fail to adhere to the process, the following actions will result:

1. There is a 'single strike warning' system in place whereby a team member who has a clear record of attendance, who has not adhered to the Attendance Bonus regulations will be issued a warning – this is a final safeguard to avoid losing their bonus. This 'warning' lasts on a team member's file for 2 months, and should there be any other breaches of the Attendance Bonus regulations while this warning is on file, the loss of bonus processes below will be triggered.
2. If a team member is sick for one day 2% of the bonus is lost, if a team member is sick on additional days in the same month the balance of the 3% bonus is lost. (NB: the standard sick pay terms and conditions will not be compromised by this; standard terms will apply at all times).
3. If a team member is late (staff have to swipe into the building 3 minutes prior to the start time of their shift) or leave early from any shift in a given period, they will lose 2% of the 5% bonus available to them, further default of the attendance regulations in the same month will result in the loss of the remaining 3% bonus.
4. Where there are regular re-occurrences of lateness then the standard UEA HR procedures will apply as follows:
  - Sickness Absence Management
  - Support Staff Disciplinary and Dismissal procedure

4) *How many staff have been performance reviewed due to not meeting the requirements of the scheme?*

Zero (0). No staff have ever been performance reviewed due to not meeting the requirements of the Scheme. Any shortcoming in meeting the requirements of the Scheme is simply addressed by a loss of access to the Bonus. Should any staff member be consistently late for work or sick, the Sportspark management would follow standard Human Resources procedures to address any concerns.

- 5) *Are members of staff contractually obliged to take part in the scheme and if so are they able to opt out?*

Yes, staff are contractually obliged to take part in the Bonus Scheme but they do have the option to opt out of the Scheme.

- 6) *Any other information you are able to provide me with regards to the scheme*

***[Information not held - s.1(1)(a), Freedom of Information Act]***

UEA does not hold any 'other information' with regards the Scheme other than that which is presented above.