Equality Impact Assessment

Directorate: Human Resources		
Service: HR Business Partnership Team		
Name of Officer/s completing assessment: Sarah Cargin		
Date of Assessment: 20th September 2012		
Name of service/function or policy being assessed: Sickness Absence Policy		
1.	What are the aims, objectives, outcomes, purpose of the policy, service change, function that you are assessing? To provide a framework for management of sickness absence. The objective is to support the manager and employee in bringing about a reduction in sickness absence levels and/or an effective return to work in cases of long term sickness absence. With the introduction of our new OH provider the policy is looking to ensure managers refer employees at an early stage to OH and seek medical opinion to enable managers to pro-actively manage sickness absence.	
2.	Who implements or delivers the policy, service or function? State if this is undertaken by more than one team, service, and department including any external partners. Each manager is responsible for ensuring the implementation of the policy with their staff/team. The Assistant Director, Professional Services, has the overall responsibility for monitoring the procedure	
3.	Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc. Please consider all of the Protected Characteristics listed (more information is available in the background information). Bear in mind that people affected by the proposals may well have more than one protected characteristic. The new policy will affect all staff, as part of the consultation process we have consulted with our new Occupational Health provider; Trade Unions and the Disability Forum and consideration has been made to ensure that the workforce will be treated accordingly, including all those that have been listed below as having protected characteristics. Age: Neutral Impact Disability: Positive Impact Gender Reassignment: Neutral Impact Marriage and Civil Partnership: Neutral Impact Pregnancy and maternity: Positive Impact	

	Race: Neutral Impact Religion and Belief: Neutral Impact Sex: Positive Impact Sexual orientation: Neutral Impact Other: N/A	
4.	What are any likely positive impacts for the group/s identified in (3) above? You may wish to refer to the Equalities Duties detailed in the background information. Pregnancy and Maternity / Sex (Female): Absences connected with pregnancy will not be included in assessing whether an employee has reached the triggers for formal action under the policy. Disability: Disability related sickness absence will be recorded separately; systems in place for notifying managers of a new starter's disability; focus on reasonable adjustments; clearer advice for managers on disability; triggers for formal action to be reviewed where sickness is disability related.	
5.	What are the likely negative impacts for the group/s identified in (3) above? If so then are any particular groups affected more than others and why? N/A – no negative impacts have been identified as policy is applied consistently throughout the authority.	
6.	Have the impacts indentified in (4) and (5) above been assessed using up to date and reliable evidence and data? Please state evidence sources and conclusions drawn (e.g. survey results, customer complaints, monitoring data etc). The sickness data that is produced on a monthly and quartlery basis has been assessed and monitored as part of the Sickness Absence Policy Review.	
7.	Have you engaged or consulted with any identified groups or individuals if necessary and what were the results, e.g. have the staff forums/unions/ community groups been involved? There has been an established HR Workstream set up to review the sickness absence policy which included management representatives, TU members and representatives from the Disability Forum. In addition we have formally consulted on the reviewed policy which included TU representatives, management representatives and CMT. In terms of readily available data which in future may indicate the impact of the policy & procedure on the equality target groups, the data includes:- - Data on number of staff with a disability and what the disability is, if information provided by employee	

	- Sickness absence data, in particular where sickness absence is connected to a disability
8.	What plans do you have in place, or are developing, that will mitigate any likely identified negative impacts? For example what plans, if any, will be put in place to reduce the impact? N/A – no negative impacts have been identified as policy is applied consistently throughout the authority.
9.	What plans do you have in place to monitor the impact of the proposals once they have been implemented? (The full impact of the decision may only be known after the proposals have been implemented). Please see action plan below. The policy will be reviewed and monitored on an annual basis. In addition the equalities data will be measured as part of the normal sickness data

What course of action does this EIA suggest you take? More than one of the following may apply	✓
Outcome 1: No major change required. The EIA has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken	✓
Outcome 2: Adjust the policy to remove barriers identified by the EIA or better promote equality. Are you satisfied that the proposed adjustments will remove the barriers identified? (Complete action plan).	
Outcome 3: Continue the policy despite potential for adverse impact or missed opportunities to promote equality identified. You will need to ensure that the EIA clearly sets out the justifications for continuing with it. You should consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact (see questions below). (Complete action plan).	
Outcome 4: Stop and rethink the policy when the EIA shows actual or potential unlawful discrimination. (Complete action plan).	

Action Plan and Timetable for Implementation

At this stage a timetabled Action Plan should be developed to address any concerns/issues related to equality in the existing or proposed policy/service or function. This plan will need to be integrated into the appropriate Service/Business Plan.

Action	Target Groups	Lead Responsibility	Outcomes/Success Criteria	Monitoring & Evaluation	Target Date	Progress to Date

Name: **Signed:** …………………………………………………(Person completing the EIA)   **Name:** …………………………………………………   **Signed:** …………………………………………………(Policy Lead if not same as above)
Date: