

Initial Equalities Impact Assessment for Sickness Absence Management Policy

Service/Policy	Sickness Absence Management	Section: Human Resources	Person responsible for the assessment	Shona Gray		
Name of the Policy/Service to be assessed	Sickness Absence Management Policy		Date of Assessment	28/June/12	Is this a new or existing policy/service?	Updated
1. Briefly describe the aims, objectives and purpose of the policy/service			The purpose of the procedure is to provide a framework for the effective management of attendance and the control of sickness absence.			
2. Are there any associated objectives of the policy/service, please explain			<p>All managers should have a consistent approach to how sickness absence is monitored and managed. When reviewing sickness absence managers should apply the following principles at all times:</p> <ul style="list-style-type: none"> • All employees are entitled to expect fair and reasonable treatment, taking into account equal opportunities considerations. • Employees are entitled to a working environment and to systems of work that do not create health problems and, in particular do not impose undue levels of negative stress. • Sickness absence needs to be managed fairly and systematically to ensure continued service provision and to avoid unreasonable burdens falling onto other members of staff. • All employees should be made aware of and adhere to the procedures relating to sickness absence. 			
3. Who is intended to benefit from the policy/service and in what way			All Staff members			
4. What outcomes are wanted from this policy/service ?			The procedure is focused on the early detection and prevention of attendance problems, through the early identification of symptoms and timely action to avoid the problem developing further			
5. What factors/forces could contribute/detract from the outcomes?			There needs to be a continuous and coordinated effort between Human Resources and managers when dealing with sickness absence. To help managers deal more effectively with sickness absence, Human Resources will provide sickness absence reports to Service Heads every quarter. This will enable managers to have an overview of all staff sickness absence and help identify trends or patterns that may be emerging.			

6. Who are the main stakeholders in relation to the policy/service ?	All Staff	7. Who implements the policy/service and who is responsible for the policy/service ?	Directors and below with advice from the Human Resources
	Y/N	Concern	Evidence to Support Yes/No Assessment
8. Are there concerns that the policy could have a differential impact on people due to their age	No	No Concern	The policy states that all forms of discrimination should be actively opposed. Managers should ensure that there is equity and consistency in their approach to sickness absence and their implementation of this policy.
9. Are there concerns that the policy could have a differential impact due to disability	No	No concern	<p>Disability Discrimination Act 1995</p> <p>This Act prohibits discrimination against disabled employees and imposes a duty on employers to make reasonable adjustments to working arrangements to ensure disabled employees are not put at a disadvantage. Reasonable adjustments might include changes to the work environment, equipment, duties, working hours, special support, etc.</p> <p>The term “disability” is a broad one. Under the DDA: “a person who has a physical or mental impairment, which has an adverse effect on their ability to carry out normal day to day activities”. The adverse effect must be long term: at least 12 months (unless the overall effect is likely to last 12 months). Disability may include somebody who has recovered from cancer, an insulin dependant diabetic or someone under long-term treatment for depression.</p>
10. Are there concerns that the policy could have a differential impact due to gender reassignment	No	No Concern	The policy states that all forms of discrimination should be actively opposed. Managers should ensure that there is equity and consistency in their approach to sickness absence and their implementation of the policy.
11. Are there concerns that the policy could have a differential impact on people due to their marital status (but only in respect of eliminating unlawful discrimination)	No	No Concern	The policy states that all forms of discrimination should be actively opposed. Managers should ensure that there is equity and consistency in their approach to sickness absence and their implementation of the policy.
12. Are there concerns that the policy could have a differential impact on people due to pregnancy and maternity	No	No Concern	The policy states that all forms of discrimination should be actively opposed. Managers should ensure that there is equity and consistency in their approach to sickness absence and their implementation of the policy.
13. Are there concerns that the policy /	No	No Concern	The policy states that all forms of discrimination should be

service could have a differential impact on racial groups?			actively opposed. Managers should ensure that there is equity and consistency in their approach to sickness absence and their implementation of the policy.
14. Are there concerns that the policy could have a differential impact on people due to their religion or belief	No	No Concern	The policy states that all forms of discrimination should be actively opposed. Managers should ensure that there is equity and consistency in their approach to sickness absence and their implementation of the policy.
15. Are there concerns that the policy could have a differential impact on people due to their sex	No	No Concern	The policy states that all forms of discrimination should be actively opposed. Managers should ensure that there is equity and consistency in their approach to sickness absence and their implementation of the policy.
16. Are there concerns that the policy could have a differential impact on people due to sexual orientation	No	No Concern	The policy states that all forms of discrimination should be actively opposed. Managers should ensure that there is equity and consistency in their approach to sickness absence and their implementation of this policy.
17. Are there concerns that the policy could have a differential impact on people due to them having dependants/caring responsibilities?	No	No Concern	The policy states that all forms of discrimination should be actively opposed. Managers should ensure that there is equity and consistency in their approach to sickness absence and their implementation of this policy.
18. Are there concerns that the policy / service could have a differential impact on people due to their offending past?	No	No Concern	The policy states that all forms of discrimination should be actively opposed. Managers should ensure that there is equity and consistency in their approach to sickness absence and their implementation of this policy.
19. Could the differential impact identified in 8-18 amount to there being the potential for adverse impact in this policy / service	No		The policy states that all forms of discrimination should be actively opposed. Managers should ensure that there is equity and consistency in their approach to sickness absence and their implementation of this policy.
20. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason	No		The policy states that all forms of discrimination should be actively opposed. Managers should ensure that there is equity and consistency in their approach to sickness absence and their implementation of this policy.
21. Should the policy proceed to a partial impact	No		22. If Yes, is there enough evidence to proceed to a full EqIA?

assessment?			23. Date on which Partial or Full impact assessment to be completed by	
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Signed (Completing officer) _____

Signed (Lead Officer) ____