

**Equality Impact Assessment
Level One
Initial Screening**

Service Area: HR

Title of policy, procedure, strategy, function or working practice:

Attendance Management Toolkit and Framework, Stuck Not Sick, Time Bank and Physiotherapy Referrals

<p>1. What are the aims, objectives and intended outcomes of the proposed policy, procedure, strategy, function or working practice to be assessed?</p>																								
<p>To provide clarity and consistency in the management of attendance and also to introduce some measures to support attendance (e.g. facility to phone in stuck not sick or to draw time from Time Bank during period of difficulty e.g. caring for terminally ill relative)</p>																								
<p>2. Who is intended to benefit from the policy, procedure, strategy, function or working practice and in what way? Think about who will benefit and how. This will prompt thoughts on who will not benefit and whether this can be justified.</p>																								
<p>All Managers – through understanding their role and responsibilities ensuring greater clarity and consistency when managing attendance.</p> <p>All employees due to greater clarity and consistency in the management of attendance plus the introduction of additional measures to support attendance.</p> <p>These measures have been the subject of extensive consultation with managers, Trades Unions and internal focus groups.</p>																								
<p>3. Is there any evidence of impact on people on the grounds of Race, Religion, Gender, Disability, Sexual orientation and age as a result of this policy, procedure, strategy, function or working practice. If there is positive or negative impact then please indicate the levels.</p>																								
<p>a. Race</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Impact : Positive</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 33%;">Negative</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 14%;">Neutral</td> <td style="width: 10%; text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Level : High</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Medium</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Low</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> <p>b. Religion</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Impact : Positive</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 33%;">Negative</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 14%;">Neutral</td> <td style="width: 10%; text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Level : High</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Medium</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Low</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	<input checked="" type="checkbox"/>	Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>	Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	<input checked="" type="checkbox"/>	Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>
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Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>																			

c. Gender					
Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	x
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>
d. Disability					
Impact : Positive	<input type="checkbox"/>	Negative	x	Neutral	<input type="checkbox"/>
Level : High	<input type="checkbox"/>	Medium	x	Low	<input type="checkbox"/>
e. Sexual Orientation					
Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	x
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>
f. Age					
Impact : Positive	<input type="checkbox"/>	Negative	x	Neutral	<input type="checkbox"/>
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	x

4. Has any positive/negative impacts been identified which cannot be justified?

NO No need to proceed to stage 2 or 3
(go to question 7)

Gender - pregnancy related illness is disregarded when managing attendance

Disability - possibly as there may instances where absence is disability related. However the Framework explicitly identifies that all action must comply with the Disability Discrimination Act and is there is provision for targets to applied less stringently where absence is due to disability. The Framework and Toolkit both refer explicitly to the need to make reasonable adjustments for employees with a disability. Redeployment is always considered where possible. Monitoring for the period 2008/09 showed that people with a disability accounted for 31% of Attendance Management cases. This is higher than the proportion of people with a disability in the workforce (5.1)%. This is based on the previous procedure and the only challenge to an Employment Tribunal on the grounds of disability discrimination was not successful, which indicates that whilst the attendance management may impact more on employees with a long term disability that results in inability to attend work that this can be justified in terms of the organisational need to maintain services.

Age – possibly as the chance of suffering chronic illness is linked with ageing. This will tend to overlap with disability (see above)

The positive negative impact for age and disability can be justified on the grounds that the management of attendance is essential to ensure capacity to deliver the Corporate Strategy. In addition there are checks and balances in the process to

ensure that any negative impact does not arise from inequity of treatment.	
5. Should the policy procedure proceed to stage 2 Partial impact assessment or stage 3 Full Impact Assessment?	
STAGE 2 <input type="checkbox"/>	STAGE 3 <input type="checkbox"/>
6. What dates will the stage 2 or stage 3 impacts Assessment be completed by?	
7. Has this Initial Screening been sent to the HR department to be uploaded on the internet?	
YES X	NO <input type="checkbox"/>
8. (HR Policies Only) Is the Policy consistent with employment Codes of Practice on Race, Gender and Disability? If not what else needs to be included	
Yes	

Name Bernadette Mullen
Signed

Service Head of HR
Dated

Service Manager Signature

Approved by Departmental Equalities Representative.
Signed Date