

Chesterfield Borough Council

Equality Impact Assessment - Full Assessment Form

Service Area: HR
Section: HR
Lead Officer: Kate Harley

Title of the policy, project, service, function or strategy the preliminary EIA is being produced for:

Managing attendance policy

Is the policy, project, service, function or strategy:

Existing policy (re-written)
Changed
New/Proposed

STEP 1 – MAKE SURE YOU HAVE CLEAR AIMS AND OBJECTIVES

What is the aim of the policy, project, service, function or strategy?

The new policy aims to clarify the process for managing sickness absence in a more consistent and robust way across the council. The policy introduces revised trigger points for action and clearer stages throughout the process for supporting employees to return to work or remain in work, and take action where appropriate where consistent attendance at work cannot be maintained.

Who is the policy, project, service, function or strategy going to benefit and how?

The policy should benefit employees who will be supported to manage their attendance levels and customers who will receive a higher level of service through reduced absence levels. Improving levels of attendance should reduce the stress levels of staff covering for absences and ensure that staff feel poor attendance is addressed. Customers may benefit from increased staffing levels and therefore improved customer service. Managers will feel supported to take action where appropriate to support employees or take formal action where necessary.

What outcomes do you want to achieve?

Improved management of attendance levels and consistent application of policies across the council, and improved support for employees and fair action when needed to reduce stress levels for those who regularly attend work.

What barriers exist for both the Council and the groups/people with protected characteristics to enable these outcomes to be achieved?

Some managers are uncomfortable tackling high absence levels as they feel they are perceived as harassing employees and might be concerned they will fall foul of equality legislation. The revised policy places an emphasis on the support mechanisms in place for employees and gives managers clear consistent guidance to follow. Training will be provided for managers to address absence and enable managers to confidently tackle the varied issues that arise. Disability status and age may have an impact on attendance, and where this is the case, occupational health guidance will be sought and where necessary, reasonable adjustments will be made.

STEP 2 – COLLECTING YOUR INFORMATION

What existing data sources do you have to assess the impact of the policy, project, service, function or strategy?

- Historical absence data on Resourcelink
- Equality data on Resourcelink
- CIPD sickness absence research and guidance
- Equalities Commission guidance
- ACAS guidance

STEP 3 – FURTHER ENGAGEMENT ACTIVITIES

Please list any additional engagement activities undertaken to complete this EIA e.g. met with the Equalities Advisory Group, local BME groups, Employee representatives etc. Could you also please summarise the main findings.

Date	Engagement Activity	Main findings
Various through 2015	Policy working group	Practical, procedural and legislative points considered by managers, union representatives, HR and CBC Policy Unit.
Various through 2015	Trade Union	Negotiation over many of the details but agreement and compromise reached.
21.1.2016	CJCC	

STEP 4 – WHAT’S THE IMPACT?

Is there an impact (positive or negative) on some groups/people with protected characteristics in the community? (think about race, disability, age, gender, religion or belief, sexual orientation and other socially excluded communities or groups). You may also need to think about sub groups within each equalities group or protected characteristics e.g. older women, younger men, disabled women etc.

Please describe the potential impacts both positive and negative and any action we are able to take to reduce negative impacts or enhance the positive impacts.

Group or Protected Characteristic	Positive impacts	Negative impacts	Action
Age – including older people and younger people.	There are neither positive or negative impacts		Always refer to OH to get guidance on the impact of age on specific illnesses.
Disabled people – physical, mental and sensory including learning disabled people and people living with HIV/Aids and cancer.	There are neither positive or negative impacts		Refer to OH and follow their advice in all cases where disability exists. Make reasonable adjustments where necessary.
Gender – men, women and transgender.	There are neither positive or negative impacts		
Marital status including civil partnership.	None		
Pregnant women and people on maternity/paternity. Also consider breastfeeding mothers.	There are neither positive or negative impacts		The policy specifically protects pregnant women as no action can be taken on absence that is pregnancy

		related and a referral to OH would always be made if necessary
Sexual Orientation – Heterosexual, Lesbian, gay men and bi-sexual people.	There are neither positive or negative impacts	
Ethnic Groups	There are neither positive or negative impacts	
Religions and Beliefs including those with no religion and/or beliefs.	None	
Other groups e.g. those experiencing deprivation and/or health inequalities.	None	

From the information gathered above does the policy, project, service, function or strategy directly or indirectly discriminate against any particular group or protected characteristic?

Yes

No x

If yes what action can be taken to stop the discrimination?

STEP 5 – RECOMMENDATIONS AND DECISION MAKING

How has the EIA helped to shape the policy, project, service, function or strategy or affected the recommendation or decision?

This EIA has highlighted issues around sickness absence relating to age, disability and pregnancy and actions have been put in place in the policy to mitigate these.

How are you going to monitor the policy, project, service, function or strategy, how often and who will be responsible?

The implementation of the policy will be carefully monitored by HR on an ongoing basis and will be reviewed after three years but the EIA will be reviewed annually.

STEP 6 – KNOWLEDGE MANAGEMENT AND PUBLICATION

Please note the draft EIA should be reviewed by the appropriate Head of Service/Service Manager and the Policy Service before WBR, Lead Member, Cabinet, Council reports are produced.

Reviewed by Head of Service/Service Manager

Name:

Date:

Reviewed by Policy Service

Name: Richard Gadsby

Date: 13 / 01 /16

Final version of the EIA sent to the Policy Service

Decision information sent to the Policy Service

