

Chesterfield Borough Council Equality Impact Assessment - Full Assessment Form

<i>Title of the policy, project, service, function or strategy:</i>	MANAGING ATTENDANCE POLICY
<i>Service Area:</i>	CCC
<i>Section:</i>	HR
<i>Lead Officer:</i>	SANDY GILLHAM-HARDY
<i>Date of assessment:</i>	04/19
<i>Is the policy, project, service, function or strategy:</i>	
<i>Existing</i>	<input type="checkbox"/>
<i>Changed</i>	<input checked="" type="checkbox"/>
<i>New / Proposed</i>	<input type="checkbox"/>

Section 1 – Clear aims and objectives

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

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

The policy is being updated with the following amendments:

- **The council has now committed to the Dying to Work charter.**
- **Absences due to an individual undergoing elective cosmetic surgery is now covered by this policy.**
- **Further clarity has been provided on the joint responsibility between CBC, to provide a range of support mechanisms to help employees remain in work, and the employee, to keep fit and well and manage their attendance at work. Failure to follow the policy, abuse of the sickness scheme or participation in dangerous extreme sports/ activities may lead to the suspension of sick pay.**
- **Trigger points and targets have been amended to combine the short and long term warnings and targets. All absences will contribute to the trigger points regardless of their length. (Previously employees could be on the full range of short and long term warnings and they could not be considered together).**

- **Longer warnings can be given if an employee's attendance levels return to unacceptable levels (backsliding) within 12 months of expiry of a warning and action would re-commence at the level of the previous warning.**
- **Any reference to the national 'fit for work' programme has been removed as it is no longer available.**

2. Who is intended to benefit from the policy 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. Managers will feel supported to take action where appropriate to support employees or take formal action where necessary.

3. 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.

4. 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 are unsure of the guidance and 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 long term conditions 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.

5. Any other relevant background information

The policy was introduced in 2016 and was due for revision in 2019. Whilst applying the policy during the past 3 years it has become apparent that some amendments needed to be made to the policy to capture recent developments and particular areas that need addressing (see above amendments)

Section 2 – Collecting your information

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

- Absence data on Resourcelink
- Equality data on Resourcelink
- CIPD sickness absence research and guidance
- ACAS guidance

Section 3 – Additional engagement activities

7. Please list any additional engagement activities undertaken when developing the proposal and completing this EIA. Have those who are anticipated to be affected by the policy been consulted with?

Date	Activity	Main findings
------	----------	---------------

5/4/19	Meeting with trade union representatives	Discuss and agree amendments to policy
1/3/19	Meeting with trade union representatives	Discuss and agree amendments to policy
23/11/18	Consultation with recognised trade unions	Share amendments to policy for consultation

Section 4 – What is the impact?

8. Summary of anticipated impacts. <i>Please tick at least one option per protected characteristic. Think about barriers people may experience in accessing services, how the policy is likely to affect the promotion of equality, knowledge of customer experiences to date. You may need to think about sub-groups within categories eg. older people, younger people, people with hearing impairment etc.</i>			
	Positive impact	Negative impact	No disproportionate impact
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability and long term conditions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender and gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage and civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnant women and people on parental leave	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion and belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

9. Details of anticipated positive impacts.								
a)	<i>The policy now includes the Council's commitment to the Dying to Work Charter which provides employees with terminal illness employment protection and supports them to remain at work if they choose to do so. It also provides support for colleagues.</i>							
	<input type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
b)								

	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
c)	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion

10. Details of anticipated negative impacts.

a)	<i>Negative impact:</i>	Older employees may have more sickness.						
	<i>Mitigating action:</i>	Always refer to OH to get guidance on the impact of age on specific illnesses.						
	<input checked="" type="checkbox"/> x Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
b)	<i>Negative impact:</i>	Employees with a disability may have more sickness						
	<i>Mitigating action:</i>	Refer to OH and follow their advice in all cases where disability exists. Make reasonable adjustments where necessary.						
	<input type="checkbox"/> Age	<input checked="" type="checkbox"/> x Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
c)	<i>Negative impact:</i>	Pregnant employees may have more sickness.						
	<i>Mitigating action:</i>	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.						
	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input checked="" type="checkbox"/> x Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion

11. Have all negative impacts identified in the table above been mitigated against with appropriate action?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<i>If no, please explain why:</i>
---	-----------------------------	------------------------------	-----------------------------------

Section 5 – Recommendations and monitoring

12. 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.

13. 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.

Section 6 – Knowledge management and publication

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

Reviewed by Head of Service/Service Manager	Name:	Kate Harley
	Date:	15/04/19
Reviewed by Policy Service	Name:	Katy Marshall
	Date:	04/2019
Final version of the EIA sent to Policy Service	<input type="checkbox"/>	
Decision information sent to Policy Service	<input type="checkbox"/>	