

EQUALITY IMPACT ASSESSMENT – INITIAL SCREENING TEMPLATE (IST)

Initial screening needs to take place for all new/revised Council policies. The word ‘policy’, in this context, includes the different things that the Council does. It includes any policy, procedure or practice - both in employment and service delivery. It also includes proposals for restructuring, redundancies and changes to service provision. This stage must be completed at the earliest opportunity to determine whether it is necessary to undertake an EIA for this activity.

Name of Policy:	Managing Attendance and Stress at Work Policy and Procedure
Lead Officer (responsible for assessment):	Nicole Pema, HR Manager
Department:	HR
Others Involved in the Assessment (i.e. peer review, external challenge):	
Date Initial Screening Completed:	January 2021

(a) **What is the policy trying to achieve?** i.e. What is the aim/purpose of the policy? Is it affected by external drivers for change? What outcomes do we want to achieve from the policy? How will the policy be put into practice?

This policy and procedure covers the management of health and sickness issues for all Council employees. Specifically, this covers the responsibilities of the Council, managers and staff in promoting good health and in managing sickness absence.

The purpose of this policy and procedure is to assist line managers in managing attendance and aims to:

- ensure that sickness absence is managed in a fair, sensitive and consistent manner with due regard to individual circumstances;
- balance the interests of the individual and the operational needs of the Council;
- promote a proactive and positive approach to managing attendance, in order to minimise levels of absence;
- encourage early indication of occupational health issues and illness which could result in long term incapacity; and
- increase awareness and understanding of stress related issues and the importance of general good health and wellbeing.

(b) **Who are its main beneficiaries?** i.e. who will be affected by the policy?

All Council employees.

(c) Is this assessment informed by any information or background data? i.e. consultations, complaints, applications received, allocations/take-up, satisfaction rates, performance indicators, access audits, census data, benchmarking, workforce profile etc.

The Policy is informed by:

a) Relevant legislation, including:

- Equality Act 2010
- Data Protection Act 2018
- Employment Rights Act 1996
- Access to Medical Reports Act 1988
- General Data Protection Regulation

b) Guidance issued by the Local Government Pension Scheme (LGPS) fund.

c) Equality, Diversity and Inclusion Policy 2021-2024.

d) Consultation with Unison.

(d) Does this policy have the potential to cause a positive or negative impact on different groups in the community, on the grounds of any of the protected characteristics (please tick all that apply):

Ethnicity

Age

Sex

Religion or Belief

Disability

Sexual Orientation

Gender Reassignment

Marriage & Civil Partnership

Pregnancy & Maternity

Please explain any impact identified: i.e. What do you already know about equality impact or need? Is there any evidence that there is a higher or lower take-up by particular groups? Have there been any demographic changes or trends locally? Are there any barriers to accessing the policy or service?

The Council is committed to ensuring that this policy and its application reflect the principles of the Council's Equality, Diversity and Inclusion Policy. This means treating people fairly and protecting them against discrimination.

The Council recognises its responsibility to meet all its legal obligations for managing staff with disabilities in line with the Equality Act (2010).

The Council recognises the need for reasonable adjustments, and as such the policy includes a Phased Return to Work Form, a Reasonable Adjustment Request Form and an Ill-Health Re-deployment Form. However, the application of this policy may have an impact where disability leads to continued sickness absence.

Employees undergoing Gender Reassignment treatment will be treated through normal sick pay arrangements.

The application of this policy could have a negative impact on women where absence is due to pregnancy related illness. Special consideration will be given to such circumstances when the formal stages of the policy apply.

(e) Does the policy affect service users or the wider community?	NO
(f) Does the policy have a significant effect on how services are delivered?	NO
(g) Will it have a significant effect on how other organisations operate?	NO
(h) Does it involve a significant commitment of resources?	NO
(i) Does it relate to an area where there are known inequalities, e.g. disabled people's access to public transport etc?	NO

If you have answered **YES** to any of the questions above, then it is necessary to proceed with a full equality impact assessment (EIA). If the answer is **NO**, then this judgement and your response to the above questions will need to be countersigned by your Service Lead Officer and then forwarded to the HR Manager.

Signatures:

Completing Officer: Nicole Pema Date: January 2021

Service Lead Officer: Nicole Pema Date: January 2021