

HUMAN RESOURCES

EQUALITY IMPACT ASSESSMENT AND ANALYSIS (EqIAA)

INTRODUCTORY INFORMATION

Name of Function under consideration:	Managing Absence Due to Ill Health Policy, Procedure and Guidance
Date(s) of completing the EqIAA:	15/03/12
Name and job title(s) of person(s) completing the EqIAA:	Emma Ford, HR Advisor – Engagement & Equalities

SECTION 1 – IMPACT AND ANALYSIS

1. Considering all aspects of this Function, state what issues have an impact on equalities and why.

Maintaining high levels of attendance is a key element of ensuring that the Council delivers high quality services. South Gloucestershire Council is committed to the health safety and wellbeing of its employees, and creating a working environment that encourages attendance, and deals with absence promptly, effectively and sympathetically to ensure positive results.

The managing absence due to ill health policy, procedure(s) and guide provide a framework and sets standards to ensure that employees are treated fairly and consistently whilst enabling organisational improvement.

The procedure should be applied when an employee experiences any period of ill health. It also covers those employees who have an established underlying medical condition, or disability that does not result in long term or continuous absence from work.

The guide supports the Council's formal Managing Ill Health and Managing Employee Performance procedures. The content will provide information, guidance, advice and confirmation of actions that should be undertaken; in order to ensure effective management of employee absence due to ill health. The guidance is based on advice and good practice provided from the Chartered Institute of Personnel & Development (CIPD) and the Health & Safety Executive (HSE).

Considering all aspects of this Function, the accessibility of the document is critical to ensuring that there is no equalities impact. The principles of the RNIB's Clear Print guidelines will be adopted to produce the policy, procedure and guide in an accessible format, i.e. font type and size, contrasting colours, a clear layout, numbered sections. The document is available on the MyHR intranet site and a printable version is also available.

The policy is available in different formats by contacting the HR Employee Relations Team.

There is a positive impact on disabled people. The Function explains the support available from the Disability Confident team to employees who have had a period of disability-related absence.

There are no other issues that impact on equalities.

2. What data does the council have internally that links to this Function and what does it tell us about equalities impact?

Monthly, quarterly and annual HR Management Information reports are produced which include figures on the number of days and episodes of sickness (including long term sickness) and the causes of sickness. These reports are provided for HR Business Partners to share with relevant departmental/divisional managers.

This data would show us if there are any prevalent causes of sickness absence e.g. stress/anxiety/depression. It also enables us to identify if any particular group is disadvantaged by the Managing Absence Due to Ill Health policy. We will be able to combine analysis from the HR Management Information reports with data from the annual Equalities in Employment Report to identify any protected group is disadvantaged. If an inequality was identified, a review of the policy would be completed and improvements made.

3. Where appropriate, what consultation has been conducted in relation to this Function and what evidence has this provided about equalities impact?

Consultation has been conducted with:

- Line manager focus group – the line managers were from across the Council and work at different levels. Notes are available.
- The Health & Safety Manager has been consulted with specific regards to Health & Safety and Occupational Health. Notes are available.
- HR Professionals from the Council's HR Casework & Change Team. Notes are available.
- Trade Unions will be consulted with on 21st March 2012. Minutes will be recorded.
- The HR Strategy Group. Minutes are available.

The consultation did not identify any adverse impact in respect of equalities.

4. What relevant external research (data, reports, expert opinion, legislation etc.) has been considered and what evidence has this provided about equalities impact?

A range of legislation has been considered in the production of this policy to ensure the Council is meeting its legal requirements and associated best practice. The legislation considered is:

- Medical confidentiality law
- Equality Act 2010
- Health & Safety at Work Act 1974
- Data Protection Act 1998
- ACAS Code of Practice: Disciplinary and Grievance Procedures

This research demonstrates that the Council is meeting its legal requirements and follows best practice. It evidences that there is a positive impact for disabled people but that no other protected group is impacted either negatively or positively by this Function.

5. Any other relevant notes?

None.

SECTION 2 – OUTCOMES

6. The evidence that has been collected under Section 1 of this form will need to feed into the decision making process regarding any changes to be implemented before any final decisions are taken. There are four possible outcomes of this EqlAA – indicate which outcome below with the reasons and justification for this.

Outcome	Response	Reason(s) and Justification
Outcome 1: No major change required.	<input checked="" type="checkbox"/>	This Function applies to all employees who have any absence related to ill health. It does not adversely impact on any particular protected characteristic group. It positively impacts on disabled people through the support available from the Disability Confident team – although this support is in place to ensure equality of opportunity. The Function will be reviewed annually and changes will be made should an equalities impact be identified.
Outcome 2: Adjustments to remove barriers or to better promote equality have been identified.	<input type="checkbox"/>	
Outcome 3: Continue despite having identified potential for adverse impact or missed opportunities to promote equality.	<input type="checkbox"/>	
Outcome 4: Stop and rethink.	<input type="checkbox"/>	

7. List the actions you will take as a result of this EqlAA.

The Function will be updated to refer to the Single Equality Plan rather than the Disability Equality Scheme and the Equality Act 2010 rather than the Disability Discrimination Act 1995.

The document will be checked for accessibility using the RNIB's clear print guidelines. This will be completed by 16th March 2012.

Consultation with Trade Unions on 21st March 2012.

The EqlAA will be updated to reflect the completion of these actions and any subsequent changes to the Function.

SECTION 3 – EqIAA EVIDENCE

8. List and attach the evidence you have which shows how you have systematically considered equality impact.

Ill Health EIA review February 2011

HR Management Information reports

The Equality Act 2010

South Gloucestershire Council Single Equality Plan 2012 – 2015

Notes and feedback sheets from consultation with line manager focus groups, HR professionals and Health & Safety specialist.

Minutes from HR Strategy Group meeting.

