



Oadby & Wigston
BOROUGH COUNCIL

EQUALITY ASSESSMENT

PART 1 - INITIAL SCREENING

Name of Policy/Function:		This is new
Sickness Absence Policy and Procedure	Y	This is a change to an existing policy
		This is an existing policy, Function, not previously assessed
		This is an existing policy/function for review

Date of screening	21 June 2017
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1. Briefly describe its aims & objectives

This policy sets out the procedures for reporting, recording and managing both short and long-term sickness absence in a fair and consistent manner. It sets out the roles and responsibilities of those Officers who play a part in ensuring its effective delivery; the employee, Human Resources team, and line manager.

Its overall aim is to reduce and manage sickness absence in a fair and consistent manner.

2. Are there external considerations?

e.g. Legislation/government directive etc

Equality Act 2010 – Disability discrimination

3. Who are the stakeholders and what are their interests?

All Council employees – management of their absence

4. What outcomes do we want to achieve and for whom?

To reduce the overall level of sickness absence across the Council.

To ensure that managers apply the policy and manage absence in a manner that is fair and consistent to all employees.

5. Has any consultation/research been carried out?

Benchmarking was carried out to assess the Councils rate of absence against the national average and locally against other Councils.

Research of other Council's policies and their application of such policies.

Legal advice was sought from the Council's legal team, particularly in respect of the wording around disability.

Staff were consulted with on the policy with a very small number making comments, including some union. Where practicable, these comments were incorporated into the policy.

A prediction exercise was carried out to assess how staff are likely to be affected by the changes in the new policy.

6. Are there any concerns at this stage which indicate the possibility of Inequalities/negative impacts?

Consider and identify any evidence you have -equality data relating to usage and satisfaction levels, complaints, comments, research, outcomes of review, issues raised at previous consultations, known inequalities) If so please provide details.

Concerns were raised over the sickness triggers, however these are needed in order to be able to appropriately manage short-term sporadic absence and the predication exercise proved that this would not pose a negative impact overall.

7. Could a particular group be affected differently in either a negative or positive way?

Positive – *It could benefit*

Negative – *It could disadvantage*

Neutral – *Neither positive nor negative impact or not sure.*

	Type of impact, reason & any evidence
Disability	Positive – additional triggers are in place for those employees with a known disability
Race (including Gypsy & Traveller)	Neutral
Age	Positive applies to all employees regardless of age and

	provides a provision to opt-out of the policy for long-term absences such as bereavement, personal tragedy.
Gender Reassignment	Neutral
Sex	Neutral
Sexual Orientation	Neutral
Religion/Belief	Neutral
Marriage and Civil Partnership	Neutral
Pregnancy and Maternity	Positive – pregnancy related absences do not count towards a sickness trigger.

8. Could other socio-economic groups be affected?

e.g. carers, ex-offenders, low incomes, homeless?

Whilst in some circumstances this may increase absence (e.g. homelessness), the Council offers external support through its Employee Assistance Programme in these cases.

9. Are there any human rights implications?

Yes, the Council has a duty of care to ensure equality and dignity at work.

10. Is there an opportunity to promote equality and/or good community relations?

Yes – new sickness triggers have been introduced for disabled employees that were never in place previously.

11. If you have indicated a negative impact for any group is that impact legal?

i.e. not discriminatory under anti-discrimination legislation

No

12. Is any part of this policy/service to be carried out wholly or partly by contractors?

No – unless the Contractor is a line manager, in which case they will be responsible for the management of sickness absence within their team. Training will be given.

13. Is a Part 2 full Equality Assessment required?

No

14. Date by which a Part 2 full Equality Assessment is to be completed with actions.

N/A

Please note that you should proceed to a Part 2, the full Equality Impact Assessment if you have identified actual, or the potential to cause, adverse impact or discrimination against different groups in the community.

We are satisfied that an initial screening has been carried out and a full equality assessment **is not required*** (please delete as appropriate).

Completed by Sarah Jones Date 21/06/2017
(Policy/Function/Report written)

Countersigned by Karen Pollard Date 22/06/2017
(*Head of Service*)

Screened by: Veronika Quintyne Date: 21/07/2017

Please forward an electronic copy to: veronika.quintyne@oadby-wigston.gov.uk
(*Community Engagement Officer*)

Equality Assessments shall be published on the Council website with the relevant and appropriate document upon which the equality assessment has been undertaken.