Equality Impact Assessment

Title of the policy/report /strategy/service	Attendance Management Policy & Procedure
Date	8th April 2016
Lead Officer	Elaine Griffin – HR Business Partner
Who else is involved in undertaking this assessment?	Claire Perry – HR Business Partner

Step 1 – Overview of policy/function being assessed

A. Outline: What is the purpose of this policy? (specify aims and objectives)
The purpose of the Attendance Management Policy is to provide a fair and consistent framework for managing attendance, recognising that the success of the Council is dependent upon employees maintaining the required standards of attendance. It provides guidance regarding the handling of short term, intermittent and long term absence, support for employees, maternity and disability related absence and reasonable adjustments. It sets out processes where employees' attendance consistently falls below the expected standards including circumstances when it is necessary to consider dismissal on the grounds of poor attendance.
B. What specific groups are the policy designed to affect/impact?
The policy is relevant to all employees of the Council, particularly those who are unable to fulfil the duties and responsibilities of their post to a satisfactory level due to sickness absence and / or are unable to fulfil their contractual working hours due to an underlying medical condition unsustainable long term absence or unacceptable levels or patterns of short term absence.
C. Which groups have been consulted as part of the creation or review of the policy?
Unison, Human Resources, Service Managers

Step 2 – What we already know and where there are gaps

A. List any existing information/data you have/monitor about different diverse groups in relation to this policy? Such as in relation to ethnicity, religion, sexual orientation, disability, age, gender, transgender etc. **Data/information such as:** ▪ **Consultation** ▪ **Previous Equality Impact Assessments** ▪ **Demographic information** ▪ **Anecdotal and other evidence**
Information is available regarding employees' characteristics and pay from the annual anonymous, voluntary data capture exercise carried out as at 31st March 2015. No equality information is currently collated in respect of those subject to attendance management procedures.
B. What does this information / data tell you about diverse group? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (please list)

No data is available specifically relating to the characteristics of those staff who are subject to the formal stages of the policy.

Due to the relationship between disability and attendance statistics relating to all staff may be relevant. Over 70% of staff responded to the March 2015 staff survey. In response to the question "Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?" 16.03% of employees who responded either "Yes – Limited a little" or "Yes – Limited a lot".

Step 3 – Do we need to seek the views of others? If so, who?

A. In light of the answers you have given in step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why.
HR will continue to liaise with the Equality and Diversity Officer to identify any issues and work to resolve any underlying causes.

Step 4 – Assessing the impacts

	In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative impact on the groups specified and provide an explanation for your decision. (please refer to the general duties on the front page)
A. Age	According to ONS research (Sickness absence in the labour market: February 2014) as people get older they are more likely to develop health problems and sickness absence rates tend to increase with age. However, rates of sickness are lower for those who continue to work after they are eligible for their state pension as those with health problems are more likely to have left the labour market. The Attendance Management Policy is neutral in respect of age and employees are subject to the same triggers regardless of age. It is, however, recognised that, due to the correlation between age and attendance, older workers are more likely to be subject to formal attendance management procedures but this is not as a consequence of the policy.
B. Disability (physical, visual, hearing, learning disabilities, mental health)	According to "Sickness absence from work in the UK" by ELMR in 2008 disabled employees are more likely to be absent from work due to sickness absence than non disabled employees. However, there are surveys which found the opposite to be the case. The policy recognises the need to make reasonable adjustments for disabled employees, in terms of amended duties, phased returns, disability leave allowance and trigger adjustments, other support and adjustments to the policy itself, where appropriate. Occupational Health and HR advice is taken, where appropriate, to ensure that the organisation fulfils its duties in respect of disabled employees.
C. Gender / Sex	According to ONS research men have lower sickness absence rates than women. Whilst the policy is neutral it is recognised that this may result in more women being subject to the formal stages of the procedure than men.
D. Religious Belief	The policy is neutral. Religion or belief does not impact on the use of, or outcome of, the formal stages of the attendance management procedure.
E. Racial Group	The policy is neutral. Ethnicity does not impact on the use of, or outcome of, the formal stages of the attendance management procedure.
F. Sexual Orientation	The policy is neutral. Sexual orientation does not impact on the use of, or outcome of, the formal stages of the attendance management procedure.
G. Transgender	The policy is neutral. Transgender status does not impact on the use of, or outcome of, the formal stages of the attendance management procedure.
H. Other protected	The policy is neutral in respect of protected characteristics and they do not

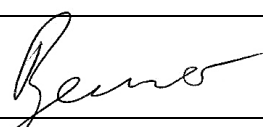| groups (pregnancy & maternity, marriage & civil partnership)	impact on the likelihood of the formal stages being invoked nor the outcome of the procedure. However, the policy does ensure that pregnancy and maternity related absence is not counted towards absence triggers.
I. Other socially excluded groups (low literacy, priority neighbourhoods, socio-economic, etc)	No employee data is kept regarding socio-economic status of employees but, as HDC's commitment to equality is observed throughout the Attendance Management Procedure, staff are treated fairly and consistently.
J. All	The HR department consider that the policy is easy to follow, fair and consistent. Followed correctly, the policy and procedure should not treat any employee more or less favourably than another unless there is justification for doing so.

Step 5 – Action Plan

Please include any identified concerns/actions/issues in this action plan:
The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan

Question Number (Ref)	Action	Responsible Officer	Target Date
2	A trial will commence to determine the effectiveness of monitoring equality data regarding the use of policies and outcomes.	Elaine Griffin	31st March 2017
3b	To liaise with the E&D Officer in order to identify a way in which to analyse the impact of disability on attendance levels.	Elaine Griffin	31st March 2017

Step 6 – Who needs to know the outcomes of this assessment and how will they be informed

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Employees	✓	The EIA and the policy will be published on the intranet.
Service users	✓	The EIA will be published on the internet.
Partners and stakeholders	✓	The EIA will be published on the internet.
Others	✓	The EIA will be published on the internet.
To ensure ease of access, what other communication needs/concerns are there?	✓	Hard copies of the EIA and policy will be available from the Human Resources Department.

Step 7 – Conclusion (to be completed and signed by the Service Manager)

Please delete as appropriate
I agree with this assessment / action plan
~~If *disagree*, state action/s required, reasons and details of who is to carry them out with timescales:~~
Signed (Service Manager):
Date: 5th May 2016

Please send completed & signed assessment to the Equality and Diversity Officer.