

## Initial Equalities Screening Record Form

<b>Date of Screening: August 2013</b>	<b>Directorate: Corporate Services</b>	<b>Section: HR</b>	
<b>1. Activity to be assessed</b>	Guidance to Managers: Managing Sickness Absence		
<b>2. What is the activity?</b>	<input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change		
<b>3. Is it a new or existing activity?</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
<b>4. Officer responsible for the screening</b>	Pat Butler		
<b>5. Who are the members of the screening team?</b>	Pat Butler, Anna Whitworth		
<b>6. What is the purpose of the activity?</b>	<b>Provide guidance for managers on how to deal with short term and long term sickness absence problems. Specific reference is made to issues of disability and the importance of considering reasonable adaptations</b>		
<b>7. Who is the activity designed to benefit/target?</b>	Managers and employees		
<b>Protected Characteristics</b>	<b>Please tick yes or no</b>	<b>Is there an impact?</b> What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	<b>What evidence do you have to support this?</b> E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
<b>8. Disability Equality</b>	Y ✓	N	When managing sickness absence there may be an impact on those with a disability, if the disability is one which leads to increased sickness absence. The procedure advises managers on their responsibilities, and urges them to get advice from HR and Occupational Health; adaptations/adjustments may be necessary or there may be a need to consider redeployment.
<b>9. Racial equality</b>	Y	N ✓	

<b>10. Gender equality</b>	Y	N ✓		
<b>11. Sexual orientation equality</b>	Y	N ✓		
<b>12. Gender re-assignment</b>	Y	N ✓		
<b>13. Age equality</b>	Y	N ✓	There is a popular perception that younger people take more odd days off, but that older people have more serious longstanding health conditions. Like many popular perceptions this is a great oversimplification. Age should have no bearing on the application of this policy.	
<b>14. Religion and belief equality</b>	Y	N ✓		
<b>15. Pregnancy and maternity equality</b>	Y	N ✓		
<b>16. Marriage and civil partnership equality</b>	Y	N ✓		
<b>17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.</b>				
<b>18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?</b>	The impact on disabled staff should not be negative if the procedure is followed and professional advice is taken, nevertheless because there is the possibility of negative impact, the procedure emphasises the need to consider disability issues when managing sickness absence.			
<b>19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?</b>				
<b>20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?</b>	Y✓	N	There is the potential for a disabled employee to be disadvantaged by a failure to consider the disability in applying the procedure – but the procedure does specifically highlight the need for the manager to consider disability and take advice.	

21. What further information or data is required to better understand the impact? Where and how can that information be obtained?			
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N✓	
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
<b>Action</b>	<b>Timescale</b>	<b>Person Responsible</b>	<b>Milestone/Success Criteria</b>
24. Which service, business or work plan will these actions be included in?			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	As the procedure highlights, professional advice on the sickness absences, on disability, and on necessary adaptations and adjustments should be taken from Occupational Health. HR also have sources of advice and assistance in relation to adaptations.		
26. Chief Officers signature.	T Madden		