

Equality Impact Assessment Record

Date of EIA	December 2009
Directorate	CYPL - Performance and Resources
Part One - Initial Screening Record	
1. Activity to be assessed	Absence Management Policy and Procedure for school staff
2. What is the activity?	<input checked="" type="checkbox"/> Policy/strategy <input checked="" type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing
4. Who are the members of the EIA team?	Paul Young – Human Resources Tom Wheaton – NUT Andrea Griffiths – Headteacher
5. Initial screening assessment.	<p>1. Does the activity have the potential to cause adverse impact or discriminate against different groups in the Councils workforce or the community?</p> <p>The procedures are designed to provide a consistent mechanism to deal with absence management in schools. The procedures themselves do not have a potential to cause an adverse impact or discriminate against different groups in the schools workforce. However, as the procedures are operated by individual managers there is an opportunity for certain groups to be discriminated against.</p> <p>As a result, the department monitors the school HR procedures against gender, age, disability and ethnicity on an annual basis. Through this process of monitoring this does not identify any reason to suggest that any particular group is being discriminated against.</p> <p>The department are currently either collecting data or considering how to collect data on religion and belief and sexual orientation. This will allow further monitoring against these equality strands.</p> <p>2. Does the activity make a positive contribution to equalities?</p> <p>Yes as it provides a consistent approach for dealing with absences fairly irrespective of age, sex, race, disability etc. It also provides the mechanism for supporting staff with a disability in ensuring appropriate adjustments are made to work activities following advice through occupational health.</p>
6. Did Part 1: Initial Screening indicate that a full EIA was necessary?	<p>If the answer to question one above is 'yes' then it is necessary to go ahead with a full Equality Impact Assessment.</p> <input type="checkbox"/> Yes – full EIA completed and recorded below. <input checked="" type="checkbox"/> No
7. Chief Officers signature.	David Watkins
8. Which PMR will this EIA be reported in?	Q4 – 2009-10