



Derby City Council

Equality impact assessment form

Directorate Organisation and Governance

Service area Strategic HR

**Name of policy, strategy, review or function
being assessed**

Attendance Management

Date of assessment August 2016

Signed off by

**Cabinet, Personnel Committee or Chief Officer
Group's decision**

What's the name of the policy you are assessing?

Managing Attendance

The assessment team

Team leader's name and job title – Tina Holmes, Strategic HR Advisor

Other team members

Name	Job title	Organisation	Area of expertise
Ann Webster	Lead on Equality and Diversity	Derby City Council	Equality
Fay Simpkins	Senior OH Nurse	DCC	Occupational Health
Richard Mullings	Senior Public Health Manager	DCC	Public Health
Martin Boyer	GMB	DCC	Union/Employee Relations
Nicole Berrisford	Unison	DCC	Union/Employee Relations
Julie Warner	Unison	DCC	Union/Employee Relations
Denise Tinley	GMB	DCC	Union/Employee Relations
Nathan Rennocks	Unite	DCC	Union/Employee Relations

Step 1 – setting the scene

- 1 What are the main aims, objectives and purpose of the policy? How does it fit in with the wider aims of the Council and wider Derby Plan? Include here any links to the Council Plan, Derby Plan or your Directorate Service Plan.**

To improve attendance fairly, taking into account the Equality Act, in particular issues around disability and transgender and gender reassignment and to contribute to a productive and healthy workplace and the Councils approved Employee Health and Wellbeing Strategy.

The previous policy was not fair to some people and caused a great amount of anxiety to employees already not well and worrying about their health as well as getting a sanction through no fault of their own.

2 Who delivers/will deliver the policy, including any consultation on it and any outside organisations who deliver under procurement arrangements?

Internally all managers supported by HR, OH, H&S and the Lead on Equality and Diversity where applicable. External medical professionals will only be involved where employees are referred by OH.

3 Who are the main customers, users, partners, employees or groups affected by this proposal?

All employees, managers, Occupational Health, medical practitioners

Step 2 – collecting information and assessing impact

4 Who have you consulted and engaged with so far about this policy, and what did they tell you? Who else do you plan to consult with? – tell us here how you did this consultation and how you made it accessible for the equality groups, such as accessible locations, interpreters and translations, accessible documents.

We have consulted and engaged with the Health and Wellbeing group, the trade unions, a selection of managers, legal team and HR professionals. The removal of sanctions from the policy was felt to be a positive move. Attendance is not a disciplinary issue unless the policy is being abused.

5 Using the skills and knowledge in your assessment team, and from any consultation you have done, what do you already know about the equality impact of the policy on particular groups? Also, use any other information you know about such as any customer feedback, surveys, national research or data. Indicate by a tick for each equality group whether this is a negative impact, a positive one or if you are not sure

Equality groups	What do you already know?	No impact	Positive impact	Negative impact	Not sure
Age	Age is not necessarily an indicator of increased absence. However, people who are experiencing conditions that could be related to stages in life will be supported to achieve acceptable levels of attendance. If those conditions result in them becoming a disabled person then reasonable adjustments will be made. The removal of sanctions should make the process less distressing and focus attention on providing solutions.		x		
Disability	Reasonable adjustments will be made. The removal of sanctions should make the process less distressing and focus attention on providing solutions.		x		
Gender reassignment - trans	When people go through gender reassignment there is a need to have several periods of absence and this new policy will help with this process with less stress than our previous policy		x		
Marriage and civil		x			

Equality groups	What do you already know?	No impact	Positive impact	Negative impact	Not sure
partnership					
Pregnancy and maternity	In some instances pregnancy can result in illness. The removal of sanctions should make the process less distressing and focus attention on providing solutions.		x		
Race		x			
Religion or belief or none		x			
Sex		x			
Sexual Orientation		x			
Families and people on low income	Statistical data shows that people on low incomes can be more prone to disease or illness due to their circumstances. The removal of sanctions should make the process less distressing and focus attention on providing solutions.		x		

6 From the information you have collected, how are you going to lessen any negative impact on any of the equality groups? How are you going to fill any gaps in information you have discovered?

There are no negative impacts.

Step 3 – deciding on the outcome

7 What outcome does this assessment suggest you take? – You might find more than one applies. Please also tell us why you have come to this decision?

Outcome 1	No major change needed – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken
Outcome 2	Adjust the policy to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
Outcome 3	Continue the policy despite potential for negative impact or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are: <ul style="list-style-type: none"> • sufficient plans to stop or minimise the negative impact • mitigating actions for any remaining negative impacts • plans to monitor the actual impact.
Outcome 4	Stop and rethink the policy when the EIA shows actual or potential unlawful discrimination

Our Assessment team has agreed Outcome number(s) 1

Option 1

Why did you come to this decision?

There are no negative impacts. The removal of sanctions should ensure employees are focussed on solutions rather than worrying about whether a sanction is likely to occur.

Step 4 – equality action plan – setting targets and monitoring

8 Fill in the table (on the next page) with the equality actions you have come up with during the assessment. Indicate how you plan to monitor the equality impact of the proposals, once they have been implemented.

Equality action plan – setting targets and monitoring

What are we going to do to advance equality?	How are we going to do it?	When will we do it?	What difference will this make?	Lead officer	Monitoring arrangements
Monitor attendance by equality data where available	Mipeople	On-going	We should be able to track the data to see if any characteristic seems to be adversely affected.		

Make sure you include these actions in your Directorate service business plans.