

1. Equality Impact Analysis

Policy / Project / Function:	Sickness Absence Policy
Date of Analysis:	1/10/13
This Equality Impact Analysis was completed by: (Name and Department)	CSU Workforce Department
What are the aims and intended effects of this policy, project or function?	<ul style="list-style-type: none"> • The overall purpose of the policy is to set out CCG's approach to the management of absence and attendance within the workplace. The policy will also set out guidance to staff and managers about their responsibilities in relation to managing sickness absence • The CCG aims to secure the continued attendance and performance of employees at work, thus avoiding difficulties for service users, colleagues, and other employers/services affected by individual absenteeism and or poor performance.
Please list any other policies that are related to or referred to as part of this analysis?	<ul style="list-style-type: none"> • Retirement Policy • Substance Misuse Policy • Redeployment Policy • Disciplinary Procedure • Business Conduct • Managing Work Performance
Who does the policy, project or function affect? Please Tick ✓	<input checked="" type="checkbox"/> Employees Service Users <input type="checkbox"/> Members of the Public <input type="checkbox"/> Other (List Below) <input type="checkbox"/>

2. Equality Impact Analysis: Screening

	Could this policy have a positive impact on...		Could this policy have a negative impact on...		Is there any evidence which already exists from previous (e.g. from previous engagement) to evidence this impact
	Yes	No	Yes	No	
Race	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	
Age	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	
Sexual Orientation	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	
Disabled People	<input type="checkbox"/>	✓	✓		The policy is not clear how disability- related absence should be recorded, however, this can be mitigated with the close involvement of HR and Occupational Health professionals who can consider advice accompanying the Equality Act 2010.No employee in this CCG has currently declared a disability, but may do so in the future
Gender	<input type="checkbox"/>	✓	✓		Staff with Caring responsibilities (often women) may be recorded as sick and should be reminded that Special Leave Policies are available to deal with urgent domestic issues. Mitigated by internal communication
Transgender People	<input type="checkbox"/>	✓	✓		The policy does not specify arrangements for absence connected to medical processes related to trans issues and that any employee diagnosed with Gender Dysphoria or Gender Identity Disorder will be covered by the disability discrimination provisions of the Equality Act 2010.
Pregnancy and Maternity	<input type="checkbox"/>	✓	✓		Although pregnancy may cause episodes of absence these will be discounted for the purposes of monitoring
Marital Status	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	
Religion and Belief	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	

Reasoning

The policy does not specify how it will address the issues in the protected groups above, but in such cases Workforce should be involved in order to ensure the requirements of the Equality Act 2010 are met

If there is no positive or negative impact on any of the Nine Protected Characteristics go to Section 7

3. Equality Impact Analysis: Local Profile Data

Local Profile/Demography of the Groups affected (population figures)

General	Total number of employees in the North Lincs CCG 28
Age	No staff employed are under 30 14% of staff are over 55 86 % of staff are aged 30-55
Race	86% of staff employed in the CCG are White 7% of staff are Non-white 7% staff have not stated or defined their ethnicity
Sex	50% staff employed are female 50% staff employed are male
Gender reassignment	No information at this stage
Disability	7% of staff employed declared themselves as having no disability No staff declared a disability 93% did not declare /undefined
Sexual Orientation	All staff are recorded as did not wish to respond /undefined
Religion, faith and belief	All staff are recorded as did not wish to respond /undefined
Marriage and civil partnership	86% of employees are married. No employees are in a civil partnership
Pregnancy and maternity	No information yet as the CCG has not been established long enough to build meaningful data

4. Equality Impact Analysis: Equality Data Available

<p>Is any Equality Data available relating to the use or implementation of this policy, project or function?</p> <p>Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as ‘<i>Equality Groups</i>’.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> 1. Application success rates <i>Equality Groups</i> 2. Complaints by <i>Equality Groups</i> 3. Service usage and withdrawal of services by <i>Equality Groups</i> 4. Grievances or decisions upheld and dismissed by <i>Equality Groups</i> 5. <i>Previous EIAs</i> 	<p>✓ Yes employment data is available for the purposes of future monitoring</p> <p>No <input type="checkbox"/></p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document).</p>
<p>List any Consultation e.g. with employees, service users, Unions or members of the public that has taken place in the development or implementation of this policy, project or function</p>	<p>Joint Trade Union Partnership Forum</p>
<p>Promoting Inclusivity</p> <p>How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation</p>	<p>This Policy does not directly promote inclusivity, but provides a clear framework to manage sickness absence</p>

5. Equality Impact Analysis: Assessment Test

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by The Equality Act 2010 ?

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and if applicable, justification where a Genuine Determining Reason exists
Gender (Men and Women)			✓	Staff with Caring responsibilities (often women) may be recorded as sick and should be reminded that Special Leave Policies are available to deal with urgent domestic issues. Mitigated by internal communication
Race (All Racial Groups)	✓			
Disability (Mental and Physical)			✓	The policy is not clear how disability- related absence should be recorded, however, this can be mitigated with the close involvement of HR and Occupational Health professionals who can consider advice accompanying the Equality Act 2010. No employee has currently declared themselves disabled
Religion or Belief	✓			
Sexual Orientation (Heterosexual, Homosexual and Bisexual)	✓			
Pregnancy and Maternity			✓	Although pregnancy may cause episodes of absence these will be discounted for the purposes of monitoring
Transgender			✓	The policy does not specify arrangements for absence connected to medical processes related to trans issues and that any employee diagnosed with Gender Dysphoria or Gender Identity Disorder will be covered by the disability discrimination provisions of the Equality Act 2010. However HR and Occupational Health advice should be sought
Marital Status	✓			
Age	✓			

6. Action Planning

As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Identified Risk:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:
The policy is not clear how disability-related absence should be recorded.	Where necessary the involvement of Workforce and Occupational Health professionals who can consider advice accompanying the Equality Act 2010.	Workforce Manager	Ongoing	Ongoing
The policy does not specify arrangements for absence connected to medical processes related to trans issues and that any employee diagnosed with Gender Dysphoria or Gender Identity Disorder will be covered by the disability discrimination provisions of the Equality Act 2010	The Workforce function should be included in the management of all cases where disability related absence is an issue to ensure that decisions are made in accordance with the Equality Act provisions	Workforce Lead	Ongoing	One year from implementation of the policy
Monitoring this policy and particularly its effects on staff with disabilities is essential	Monitor on an ongoing and annual basis	Workforce Lead	Ongoing	One year from implementation of the policy
Staff with Caring responsibilities (often women) may be recorded as sick	Staff should be reminded that Special Leave Policies are available to deal with urgent domestic issues – in communication networks	Workforce Lead	Ongoing	One year from implementation of the policy
The policy is not clear how disability-related absence should be recorded.	No staff have currently declared themselves disabled, however should this change in the future, this can be mitigated with the close involvement of Workforce and Occupational Health professionals who can consider advice accompanying the Equality Act 2010.	Workforce Manager	Ongoing	Ongoing

7. Equality Impact Analysis Findings

Analysis Rating:	Red	Red/Amber	✓ Amber	Green
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