

Equality Impact Assessment (EIA)

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| Policy/activity or service area to be assessed: | Attendance Management Policy | Person completing assessment: | Sue Wilkinson |
| Reason for this assessment: (new policy / review etc) | Policy review | Date of assessment: | 17.4.15 |

An EIA involves analysing the effect, or potential effect, of the way we do our business upon groups that share protected characteristics as defined in the Equality Act 2010. This requires us to look at the equality data which we capture or have access to and to consider the outcome of our community engagement. We need to assess whether our policies and practices show ‘due regard’ for the three aims (see below) of the Public Sector Equality Duty (PSED). The analysis should highlight effects that *increase* equality, *decrease* equality or have *no impact* upon equality across the protected characteristics. Its purpose is not just to paint a picture, but to *identify practical steps* to improve our performance by:

- (a) Eliminating any unlawful discrimination,**
- (b) Advancing equality of opportunity and**
- (c) Fostering good relations between different groups.**

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|---|---|
| 1. Briefly describe the purpose, aims and objectives of the policy/activity: ¹ | To provide a framework for the management of attendance |
| 2. Who is the policy/activity aimed at: (communities, staff, partners etc) | All staff of SFRS who are unable to attend work due to sickness or injury |
| 3. Who is responsible for the policy/activity: (Directorate/Department/individual) | Human Resources / Line management |

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Equality Statement

Clearly explain and provide supporting evidence to show how the policy/activity satisfies the three aims of the Public Sector Equality Duty (PSED) and **DOES NOT** cause or have the potential to cause a **NEGATIVE** (detrimental) effect:

The policy aims to provide a framework for managers to support staff whilst they are away from the workplace due to sickness or injury. It outlines the duties and processes the Service will put in place to support staff whilst they are away from work and to ensure that their return is managed appropriately. The policy also aims to help staff to understand their obligations when absent and the range of support that is available to them to facilitate their return to work. The existence of the framework and the clarity provided for the expectations of all parties will ensure a more consistent approach is adopted.

The policy will aim to eliminate unlawful discrimination in the management of individual cases by ensuring that by the full engagement of all parties, the appropriate medical information will be available and communication channels maintained to fully support staff whilst they are away from the workplace. Each case will be managed in line with the guidelines set out and the continued monitoring of the employee's wellbeing will enable the Service to consider reasonable adjustments where practicable to assist in an early return to work where this would be beneficial to the employee.

Each case is medically reviewed in a timely manner in line with medical advice and the management of the case is reviewed on a monthly basis by occupational health and HR for consistency and to highlight where progress is not being made as expected or there is a lack of engagement. This enables the case to be discussed and any interventions necessary identified and facilitated either from Occupational health from a medical perspective or HR from a management perspective.

The policy sets out the duty of the management to maintain contact with the absent employee to continue ensure that they remain engaged and aware of Service activities which will serve to provide equality of opportunity for staff who are absent. This continued contact and engagement from the Service whilst absent should also reduce the incidents of, or enable the manager to monitor, any mental health issues arising as a result of the estrangement from the workplace and their colleagues.

Early referral to Occupational Health, particularly in respect of the automatic referral for mental health or muscular skeletal issues, together with continued monitoring and management of cases of absence are all likely to facilitate an early return to work which may support both the absent employee in their physical and mental wellbeing and their colleagues who may otherwise face additional duties in their absence, which in turn

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could lead to increased likelihood of mental health issues.

Where the policy/activity **DOES** or has the **POTENTIAL TO** have a **NEGATIVE** (detrimental) effect indicate which of the Protected Characteristics **MUST** be considered:

| Describe the NEGATIVE (detrimental) effect and provide supporting evidence for your rationale * | |
|--|---|
| Age | |
| Disability | Staff away from their normal workplace for a prolonged period of time may suffer some detriment to their mental ill health as a result. |
| Gender reassignment | |
| Marriage or civil partnership | |
| Pregnancy or maternity | |
| Religion or belief | |
| Race | |
| Sex | |
| Sexual orientation | |
| Socio-economic disadvantage 2 | |

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* **NOTE:** Where any **NEGATIVE** (detrimental) effects are likely to occur:

- (a) For the policy/activity to continue corrective actions/amendments **MUST** be taken to prevent/minimise unlawful discrimination
- (b) An action plan **MUST** be completed (next section)
- (c) Where a negative (detrimental) effect can not be avoided, continuation of the policy/activity (with or without amendment) **MUST** be justified

Action plan

This action plan **MUST** accompany the policy/activity and be used continually to assess any negative (detrimental) effects resulting from the delivery of or amendments to the policy/activity based on customer feedback and evaluation.

| Negative/detrimental effect | Action needed to prevent/minimise it | By who | By when | Complete (tick) |
|---|--|--------------|--|-----------------|
| Mental ill health due to work location away from the norm | Contact monitoring by the line manager to keep them up to date with events and monitor the well being of the staff member. (see 3.5) | Line Manager | Reviewed monthly on a case by case basis | |
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All Completed EIA's should be submitted to E&D team for approval.

Signed: _____ (E&D)

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Name: _____

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