

## Equality Impact Assessment (EIA)

<b>Policy/activity or service area to be assessed:</b>	Modified Duties	<b>Person completing assessment:</b>	Sue Wilkinson
<b>Reason for this assessment:</b> (new policy / review etc)	New policy	<b>Date of assessment:</b>	9.4.15

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.**

1. Briefly describe the purpose, aims and objectives of the policy/activity: <sup>1</sup>	To provide a framework for the management of modified duties
2. Who is the policy/activity aimed at: (communities, staff, partners etc)	All staff of SFRS who are unable to undertake their full duties for a temporary period whilst recovering from sickness or injury
3. Who is responsible for the policy/activity: (Directorate/Department/individual)	Human Resources / Line management

1. For ‘policy’: any new and existing policy, strategy, services, functions, work programme, project, practice and activity. This includes decisions about budgets, procurement, commissioning or de-commissioning services, service design and implementation.
2. Socio economic is not a Protected Characteristic under the Equality Act 2010. We will however demonstrate due regard to it because as a risk factor poverty has a significant contributor to inequality indicators. Also when present alongside a PCs or multiple PCs the risk increases exponentially

## 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 back into the workplace and make appropriate adjustments to facilitate their return where their condition places restriction on their ability to undertake the full range of their duties. It outlines the duties and process to be followed to support a return to work and aims to ensure that the support is appropriate as advised by the medical opinion. The existence of the framework and standardisation of information flow between the Service and Occupational Health will ensure a more consistent approach is adopted.

The policy will aim to eliminate unlawful discrimination in the management of individuals by ensuring that each case is managed in accordance with the medical opinion and modifications to the role are made in line with the capability of the staff member. 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.

An early return to work enables staff to resume the engagement with their colleagues at the earliest opportunity and reduces the feelings of isolation due to being away from the workplace. Equality of opportunity is supported as colleagues at work have increased awareness of available opportunities and are not precluded from exploring these. Modifications may also include working in a different area or department and acquiring new skills which may increase opportunities for staff who may not otherwise have had this experience. This could also expose the staff member to an area they were previously unaware of and open up a positive career plan and therefore improve their mental wellbeing.

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 \*

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<b>Age</b>	
<b>Disability</b>	Staff moved away from their normal workplace for a prolonged period of time may feel uncomfortable and suffer some detriment to their mental ill health as a result.
<b>Gender reassignment</b>	
<b>Marriage or civil partnership</b>	
<b>Pregnancy or maternity</b>	
<b>Religion or belief</b>	
<b>Race</b>	
<b>Sex</b>	
<b>Sexual orientation</b>	
<b>Socio-economic disadvantage 2</b>	

\* **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

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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	

**All Completed EIA's should be submitted to E&D team for approval.**

**Signed:** \_\_\_\_\_ **(E&D)**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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