

Equality Impact Assessment : Screening Pro Forma

Section	Human Resources	Officer responsible for the screening/scoping	Francesca Smith, HR Partner		
Name of Policy to be assessed	Unauthorised Absence (UA) Procedure	Date of Assessment	17.9.10	Is this a proposed new or existing policy/procedure/practice?	Existing
1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?	To provide a framework for line managers to manage occasions of employee unauthorised absence consistently and effectively.				
2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.	<ul style="list-style-type: none"> • Reducing occasions of unauthorised absence. • Removing employees from the workforce if they persistently fail to attend for work. • Reducing operational problems caused by staff shortages arising from unplanned absence. 				
3. Who is intended to benefit from this policy and in what way?	<ul style="list-style-type: none"> • The employee in getting a better understanding/clarity of what is expected of them. • The line manager in understanding how to manage cases of UA. • The Council in achieving effective and productive services. • The community that the Council serves in providing well managed services. 				
4. What outcomes are wanted from this policy/procedures/practice?	<ul style="list-style-type: none"> • That all periods of UA are managed through the procedure. • That employees who take periods of UA are treated consistently. • That the line manager ensures that the required documentation is completed and actioned. • That cases of UA are reduced resulting in improved service provision in front line services. 				

5. What factors/forces could contribute/detract from the outcomes?	<ul style="list-style-type: none"> • Managers not following the procedure. • Employees not being aware of the procedure. • Inadequate or inconsistent absence reporting. • Cases of UA do not reduce and disciplinary cases relating to this conduct increase. 		
6. Who are the main stakeholders in relation to the policy?	Employees Line managers Management team The Council	7. Who implements the policy, and who is responsible for the policy?	Line management HR on behalf of the Management Team
8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?	N	The UA process applies to all staff and assumes that absence reasons are correctly recorded by the line manager. There could be communication issues if the employee does not have English as their first language. The workforce with the highest incidence of UA also includes a high proportion of people from a minority ethnic group and a verbal translation of the procedure into their native language will be provided to reduce the possibility of miscommunication.	
What existing evidence (either presumed or otherwise) do you have for this?	Equalities monitoring records, UA records.		
9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?	N	The UA process applies to all staff. The possibility of a differential exists where the line manager applies the policy differently to different genders however if the case progresses to disciplinary proceedings it will be reviewed by the line manager's manager, providing a quality check.	
What existing evidence (either presumed or otherwise) do you have for this?	The concerns identified are hypothetical and there is no evidence that such concerns are real.		
10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?	Y	N	The UA process applies to all staff. The possibility of a differential exists where the line manager applies the procedure without exploring fully the reasons for the absence, therefore missing the opportunity to review the level of support or adjustment being provided. However if the case progresses to disciplinary proceedings it will be reviewed by the line manager's manager, providing a quality check.
What existing evidence (either presumed or otherwise) do you have for this?	The concerns identified are hypothetical and there is no evidence that such concerns are real.		

otherwise) do you have for this?	are real.	
11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?	N	The UA process applies to all staff and it is unlikely that either party will know of the other's sexuality.
What existing evidence (either presumed or otherwise) do you have for this?	The Council monitoring of sexual orientation is confidential.	
12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?	N	The UA process applies to all staff. The possibility of a differential exists where the line manager brings their age perceptions into a discussion following a period of UA however if the case progresses to disciplinary proceedings it will be reviewed by the line manager's manager, providing a quality check.
What existing evidence (either presumed or otherwise) do you have for this?	The concerns identified are hypothetical and there is no evidence that such concerns are real.	
13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?	N	The UA process applies to all staff. The possibility of a differential exists where the line manager applies the procedure without exploring fully the reasons for the absence which may be related to taking time off work for religious observance reasons. If this were the case steps could be taken to accommodate future time off requirements through normal leave requests.
What existing evidence (either presumed or otherwise) do you have for this?	The concerns identified are hypothetical and there is no evidence that such concerns are real.	
14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?	N	The UA procedure applies to all staff. The possibility of a differential exists where the line manager applies the policy without exploring fully the reasons for the absence which may be related to taking time off work for caring responsibilities. If this were the case the line manager could review the working hours and flexibility requirements of the employee.
What existing evidence (either presumed or otherwise) do you have for this?	The concerns identified are hypothetical and there is no evidence that such concerns are real.	

<p>15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?</p>		N	<p>The UA process applies to all staff and it is unlikely that either party will know of the other's past in relation to offending. Where it is known, it is unlikely that it will have an impact</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>			<p>The Council monitoring of ex-offenders is confidential.</p>
<p>16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?</p>		N	<p>The UA process applies to all staff and it is unlikely that either party will know of the other's transsexuality.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>			<p>The Council monitoring of transsexuality is confidential.</p>
<p>17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?</p>		N	<p>The comments made highlight hypothetical situations that could arise and on those occasions there could be an adverse impact in the application of the procedure, however the involvement of the line manager's manager in the escalation of the procedure to a disciplinary level will result in a review of each case, providing a quality check.</p>
<p>18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?</p>		N	<p>The procedure should not result in an adverse impact on any of the six equality strand groups however monitoring of the application of the procedure will identify any adverse impact.</p>
<p>Business improvement 19. Is there any concern that there are unmet needs in relation to any of the above groups?</p>	Y		<p>There is a possibility that the situations (hypothetical or real) highlighted in questions 1-16 could arise however monitoring of the application of the procedure will highlight any unmet needs and measures then put in place to address these. HR will be aware of cases of UA and will be advising managers where there may be a need for greater support to be provided to an individual.</p>

<p>20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?</p>		<p>N</p>	<p>The likelihood of differential impact is low for the reasons given and therefore it would be difficult to conclude that they are cross-cutting.</p>																																																								
<p>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</p>																																																											
<p>22. Is there a missed opportunity to improve your business in relation to any of the policies, procedures or practices to promote racial, gender, disability, age, sexual orientation, religion or belief equality?</p>		<p>N</p>	<p>The UA procedure will be applied to all staff and careful monitoring of its application and review of cases reaching disciplinary action stages will identify where line managers have not applied the procedure fairly and consistently or have not properly investigated the reasons for the absence. Where this is the case, further guidance and coaching will be given to line managers and measures put in place to improve communication with employees.</p>																																																								
<p>23. Should the policy proceed to a full equality impact assessment?</p>		<p>No but full consultation with the equality groups will follow.</p>	<table border="1"> <tr> <td colspan="8">0 – no possible relevance or adverse impact</td> </tr> <tr> <td colspan="4">1 – extremely low relevance and adverse impact</td> <td>0-8 points</td> <td colspan="3">low adverse impact, no need for full EIA</td> </tr> <tr> <td colspan="4">2 – relatively low relevance and adverse impact required</td> <td>9-17 points</td> <td colspan="3">medium adverse impact, full EIA required</td> </tr> <tr> <td colspan="4">3 – medium relevance and adverse impact required</td> <td>18-24 points</td> <td colspan="3">high adverse impact, full EIA required</td> </tr> <tr> <td colspan="8">4 - relatively high relevance and adverse impact</td> </tr> <tr> <th>Age</th> <th>Disability</th> <th>Gender</th> <th>Race</th> <th>Sexuality</th> <th>Religion</th> <th>Total</th> <th>Impact</th> </tr> <tr> <td>1</td> <td>1</td> <td>1</td> <td>2</td> <td>1</td> <td>1</td> <td>7</td> <td>low</td> </tr> </table>	0 – no possible relevance or adverse impact								1 – extremely low relevance and adverse impact				0-8 points	low adverse impact, no need for full EIA			2 – relatively low relevance and adverse impact required				9-17 points	medium adverse impact, full EIA required			3 – medium relevance and adverse impact required				18-24 points	high adverse impact, full EIA required			4 - relatively high relevance and adverse impact								Age	Disability	Gender	Race	Sexuality	Religion	Total	Impact	1	1	1	2	1	1	7	low
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<p>24. If No, are there any changes required to the policy to improve it around the equality agenda?</p>			<p>As identified in 22 above.</p>																																																								

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Signed
(completing officer)

Date September 2010

Signed
(Head of Section)

Date October 2010

Countersigned
(member of Equality Action Group)

Date September 2010