

Attendance at Work Procedure  
17<sup>th</sup> March 2014

Equality Impact Assessment

# Attendance at Work Procedure

Contact: Julie Worrall, HR

Updated: 17 March 2014

## 1. What type of proposal / decision is being assessed?

A new or revised policy

## 2. What is the purpose of this proposal / decision, and what change (to staff or the community) will occur as a result of its implementation?

The revision of the Attendance at Work procedure. This is to ensure there is a clear process of managing absence from work. There is a removal of some aspects of the current procedure and the introduction of trigger levels, with 3 clear stages for managing absence capability. Services maintain the autonomy for decision making with escalation points to ensure any decisions are audited for appropriateness and consistency across the wider organisation.

## 3. Does this proposal / decision require an equality impact assessment? If no, please explain why.

*Please note: if the proposal will have an impact on people (staff or the community) then an equality impact assessment **must** be undertaken*

Yes	<If no, briefly summarise the reasons for this decision here, and skip ahead to the declaration at the end>
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## 4. Please provide a summary of the steps taken, and the information used, to carry out this assessment, including any engagement undertaken

*(Please refer to section 1 in the toolkit for guidance)*

There has been a project underway for 12 months, reviewing the current absence process, good practice from other organisations and internal consultation with managers and SLT. Consideration has been made to the appropriate legislation such as the Equality Act 2010 in determining the new procedure and recommendations.

## 5. Will this proposal / decision have a positive impact on any of the protected characteristics (age; disability; gender-

**reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?**  
*(Please refer to section 1 in the toolkit for a description of the protected characteristics)*

Full consideration under the requirements of the Equality Act 2010 have been made and there is reference to this Act within the procedure.

**6. Will this proposal / decision have a disproportionate negative impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?**

No due to the fact that reasonable adjustments as per the requirements of the Equality Act 2010 will be required in line with the procedures guidance.

**7. Has the proposal / decision been amended to eliminate or reduce any potential disproportionate negative impact? If no, please explain why.**

Yes	The procedure is in line with the requirements of the Equality Act 2010.
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**8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?**

Yes	Monitoring of Procedure Implementation and use
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Action(s)	Owner	By when?
Montior the use and decision making processes within the Procedure	HR	March 2015
<Please describe>	<Enter Name>	<DD.MM.YY>
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**9. Declaration**

Every reasonable effort has been made to eliminate or reduce any potential disproportionate impact on people sharing protected characteristics. The actual impact of the proposal / decision will be reviewed at the appropriate stage.

Review Date:	31.03.2015
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Name of Lead Officer for Equality Impact Assessment	Date
Julie Worrall, HR Business Partner	17.03.2014

**Please note you will be required to publish the outcome of the equality impact assessment if you identify a substantial likely impact.**

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