

**Phased Return to Work Procedure**  
**16<sup>th</sup> June 2016**

**Equality Impact Assessment**

# Phased Return to Work Procedure

**Contact:** Alana Nicandros, Occupational Health

**Updated:** 16.06.2016

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

A new procedure

## 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?

Denbighshire County Council is committed to providing a safe and healthy working environment for its staff. It recognises that staff who have experienced a prolonged period of absence from work due to illness or injury may require particular support in returning to their normal hours and duties of work. It aims to assist staff in such circumstances to return to work in an effective and productive way which does not compromise their recovery or long-term health by facilitating appropriate measures to support rehabilitation. This may involve a phased return to work programme. Denbighshire County Council recognises that the circumstances of each case of long-term absence will differ and will deal with rehabilitation arrangements in a sensitive and flexible manner. This procedure sets out the broad parameters in which a phased return to work programme will be supported and managed.

## 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

## 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)*

An assessment of protected characteristics and the effects of this policy on those protected characteristics has been undertaken.

Consultation has taken place with the usual CJM and recognised trade unions.

**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)*

This policy has a neutral effect on all of the protected characteristics and a positive effect on the disabled employees.

Part of the process would be looking at individual needs and assessing them at the time.

In accordance with the Equality Framework, Denbighshire County Council will not discriminate in the application of these procedures in respect of age, disability, gender, race, nationality, ethnic or national origin, religion or belief, sexual orientation, trade union membership or lack thereof. Reasonable adjustments will be put in place, as appropriate, to support disabled employees.

**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)?**

This policy has a neutral effect on all of the protected characteristics.

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

No	
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**8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?**

No	
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Action(s)	Owner	By when?

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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:	16.06.2017
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Name of Lead Officer for Equality Impact Assessment	Date
Alana Nicandros	16.06.2016