

## WORCESTERSHIRE COUNTY COUNCIL EQUALITY IMPACT ASSESSMENT DESKTOP SCREENING

**This exercise is not an Equality Impact Assessment (EIA). It is a desktop screening exercise designed to establish if you need to carry out an EIA. When completing the screening please use plain English avoiding the use of acronyms or jargon. Any documents referred to should be attached to this screening form.**

Remember, throughout this exercise the term 'policy' (or 'policies') is used as shorthand for 'policies, practices, activities, strategies, plans, projects, procedures, functions and protocols'. It therefore needs to be interpreted broadly to embrace the full range of functions, activities, plans and decisions for which the County Council is responsible.

For help completing this desktop screening, please refer to the County Council's [EIA Guidance document](#) available on SID.

**Part One:** basic information needed to identify the policy and prepare for screening

1.1	Directorate and Section/Unit:	HR Policy and Employee Relations
1.2	Title or brief description of the policy being screened:	Managing Sickness Absence (SEVEN)
1.3	Screening by:	Rob Morris (HR Policy Officer)
1.4	Date of screening:	17 December 2010
1.5	Related policies/functions:	N/A
1.6	To which section of the Directorate or Corporate "business/service plan" does this relate?	All directorates (not including school employed staff)
1.7	Is this a new or existing policy?	Existing policy
1.8	Does the policy affect service users, employees, the wider community, or a combination of these?	Employees

1.9	What is the policy seeking to achieve?	<ul style="list-style-type: none"> <li>❖ Replace references to the Occupational Health Physician with Occupational Health</li> <li>❖ Amend terminology that implies that managers should automatically refer an employee to occupational health</li> <li>❖ Provide additional information on management of stress (including the use of individual stress risk assessments)</li> <li>❖ Encourage more widespread use of Wellbeing Recovery Action Plans (WRAPs)</li> <li>❖ In relation to medical appointments, the policy has been amended to make it clear that where an employee is unable to make-up such time for disability reasons, they will be granted such leave with pay.</li> </ul>
1.10	What are the planned outcomes for this policy?	Help achieve high attendance through the effective management of sickness absence by encouraging a firm, fair, consistent and supportive management style.
1.11	Who is formally responsible for the <b>delivery</b> of this policy? If different, who is responsible for <b>leading</b> on the delivery?	All employees with line management responsibility.
1.12	What (if any) previous consultation has been carried out for this policy? Who was consulted and when?	Consultation with HR Senior Management Team, HR Policy Group, Unison and the GMB was undertaken in November 2010.
1.13	Is equality monitoring in place for this policy?	A thorough review of the policy is scheduled to take place by December 2011.

**Part Two:** The purpose of the following exercise is to assess the potential relevance of the policy in the lives of staff and/or residents who are of differing age, gender (including gender reassignment), race/ethnicity, religion or belief, sexual orientation and/or who have a disability.

The questions in this section ask you to consider factors you will need to take into account in making your decision. The answers you provide will help you determine whether you will need to carry out an Equality Impact Assessment.

		Yes	No	Details and comments
2.1	Could this policy have a significant impact on service delivery or other aspects of daily life for people who belong to the groups listed above?	X		Policy outlines the approach to managing sickness absence amongst employees.
2.2	Does the policy involve a significant commitment, or reduction, of resources?	X		Managers, HR and occupational health allocate considerable time to managing sickness absence amongst employees.
2.3	Does the policy relate to an area where inequalities are known to exist?		X	

2.4 Is there any evidence of potential or actual unplanned variations in the participation levels or use of the policy between different groups?

Characteristic	Yes	No	Details, including what information you have based your answer on
Age		X	
Disability		X	
Gender (including gender reassignment)		X	
Race		X	
Religion or belief		X	

Sexual orientation		X	

If the answer to question 2.3 is "yes" or "could be yes" then you **must complete an EIA**.

For existing policies, if the answer to question 2.4 is "yes" or "could be yes" then you **must complete an EIA**.

If the answer to questions 2.1 or 2.2 is "yes" or "could be yes" then you may need to complete an EIA. Please refer to Section 3 of the [EIA Guidance](#) for further clarification on when an EIA should be completed.

2.5 Based on the factors above, is an Equality Impact Assessment required for this policy?

<b>Yes</b>	
<b>No</b>	X

An EIA is not always needed. Where you have decided that an assessment is not required please clearly summarise the reasons for your decision, including any factors you have taken into account, in the box below. Please then ensure this screening form is signed-off by your line manager and sent to the Corporate Equality and Diversity Team for publication.

<b>EIA not required: reasons and additional comments</b>
<p>The policy is well established – the changes are procedural in nature and are predominantly an attempt to clarify existing points of the policy that have been misinterpreted over time (eg. there are instances where a manager must automatically refer an employee occupational health).</p>

Signed (completing Officer/Manager): R P Morris

Date: 17/12/10

Signed (Line Manager): ...**John B**.....

Date: ...20 Dec 2010.....