

Equality Impact Assessment Template

The purpose of an Equality Impact Assessment (EqIA) is to improve the work of Orkney Islands Council by making sure it promotes equality and does not discriminate. This assessment records the likely impact of any changes to a function, policy or plan by anticipating the consequences, and making sure that any negative impacts are eliminated or minimised and positive impacts are maximised.

1. IDENTIFICATION OF FUNCTION, POLICY OR PLAN	
Name of function/policy/plan to be assessed	Managing Sickness Absence Policy and Procedure
Service/service area responsible	HR and Performance
Name of person carrying out the assessment and contact details	Mike Lucas, Personnel Officer Ext 2252 mike.lucas@orkney.gov.uk
Date of assessment	16.01.12
Is the function/policy/plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly)	Revision of existing

2. INITIAL SCREENING	
What are the intended outcomes of the function/policy/plan?	To control and manage absence levels.
State who is, or may be affected by this function/policy/plan, and how	All employees The policy will provide advice and guidance on how to manage sickness absence in a fair, consistent and supportive manner
How have stakeholders been involved in the development of this function/policy/plan?	The draft policy has been considered by Corporate Management Team and the Trade Unions have been consulted. Their comments have been taken on board during preparation of the final document.
Is there any existing data and/or research relating to equalities issues in this policy area? Please summarise. e.g. consultations, national	The policy has been informed by research into: <ul style="list-style-type: none"> procedures in other local authorities HR best practice from the Chartered Institute of Personnel and Professional Development

surveys, performance data, complaints, service user feedback, academic/consultants' reports, benchmarking (see equalities resources on OIC information portal)	and is legislatively compliant.
Could the function/policy have a differential impact on any of the following equality strands?	(Please provide any evidence – positive impacts/benefits, negative impacts and reasons)
1. Race: this includes ethnic or national groups, colour and nationality	No
2. Sex: a man or a woman	No
3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes	No
4. Gender Reassignment: the process of transitioning from one gender to another	Yes – positive impact as provision is made to exclude absence due to gender reassignment process being treated as a conduct issue
5. Pregnancy and maternity	Yes – positive impact as provision is made to exclude pregnancy related absence being treated as a conduct issue
6. Age: people of different ages	No
7. Religion or beliefs or none (atheists)	No
8. Caring responsibilities	No
9. Marriage and Civil Partnership	No
10. Disability: people with disabilities (whether registered or not)	Yes – positive impact as the requirement to make reasonable adjustments is clearly covered in the policy.

3. IMPACT ASSESSMENT	
Does the analysis above identify any differential impacts which need to be addressed?	No
How could you minimise or remove any potential negative impacts?	N/A
Do you have enough information to make a judgement? If no, what information do you require?	Yes

4. CONCLUSIONS AND PLANNED ACTION	
Is further work required?	No
What action is to be taken?	N/A
Who will undertake it?	N/A
When will it be done?	N/A
How will it be monitored? (e.g. through service plans)	All HR policies and procedures are monitored on an ongoing basis by HR and Performance

Signature

Date 16.01.12

Name MIKE LUCAS
(BLOCK CAPITALS)

Please sign and date this form, keep one copy and send a copy to Corporate and Community Strategy. It should also be emailed to Corporate and Community Strategy.