



**Initial Screening Tool**

Title of policy/service/function/procedure/ programme/ or strategy being assessed: **HR022 Managing Attendance Policy**

Is it new  or revised

**(If revised, please attach a copy of the original Equality Impact Assessment.)**

Senior Manager Responsible \_\_\_\_\_ HR Manager (Policy & Projects) \_\_\_\_\_

Department \_\_\_\_\_ HR&OD \_\_\_\_\_

Section \_\_\_\_\_

**Equality Impact Assessment Screening Team**

Name	Department	Role
Greg Masters	HR&OD	Senior Human Resources Manager
Samantha Jones	HR&OD	Human Resources Assistant
Dawn Mountier	Patient Experiences (Unison Rep - CF)	Patient Experiences Officer

Date of screening \_\_\_\_\_ 24 June 2010 \_\_\_\_\_

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Please summaries below the aims and objectives of this policy/service/function etc. including any intended outcomes.

The aim of the policy is to:

- Set out the responsibilities of managers and staff in relation to sickness absence.
- Provide a fair and consistent method of dealing with attendance issues due either to intermittent absence, or ongoing long-term absence.
- Give employees the opportunity to improve their attendance and provide guidance and assistance in accessing appropriate support.
- Provide a means by which employees may be formally advised of the effects of their attendance levels, and the potential consequences for their employment, should their pattern or level of absence not improve significantly.
- Ensure that every attempt is made to investigate employees' ability to perform adequately in their post, taking into account the advice of Occupational Health Department (OHD) and other relevant specialists.
- To help improve employee attendance and therefore the service provided to patients.

Please state below who is intended to benefit from this policy/service/function etc. and in what way.

Employees & Patients. It is recognised that employees may be unable to attend work from time to time because of illness, it is also in the interests of both staff and patients that sickness absence is managed and minimised. Excessive absence affects the Trust's ability to provide an effective service and also places additional pressures on individuals and teams who continue to provide a service in the absence of colleagues.

Please state in the table below whether the policy/service/function etc. could have any potential impact on any of the equality strand groups, whether service users, staff or other stakeholders

Equality Strand Group	Is there likely to be a positive or neutral impact in regard to:	If the impact is adverse, can this be justified on the grounds of promoting equality of opportunity for an equality strand group or for another reason?
Age	No impact	
Disability	No impact – DDA adjustments are taken into	

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	consideration.	
Gender	No impact	
Race	No impact	
Religion or Belief	No impact	
Sexual Orientation	No impact	

Please provide and summarise below any relevant evidence for your declaration above – this could include for example the results of specific consultations, complaints or compliments, customer satisfaction or other surveys, service monitoring and take-up, comments from stakeholders and demographic data.

No evidence to suggest that attendance rates vary across Equality Strand Groups. Managing Attendance Policy is applied equally to all staff. Therefore no positive or negative impact for any Group. Will be reviewed in light of any Employment Legislation changes. Periodic review overdue.

Are there any gaps in the evidence you have which make it difficult for you to determine whether there would be an adverse impact?

**No**       **Yes**

If yes, please state below how you intend to acquire this evidence and your timescales for doing so.

If you have identified a positive or negative potential impact for any equality strand group, which is not legal or justifiable, then you must complete a full Equality Impact Assessment. Please insert below any issues you have identified/recommendations for the full Equality Impact Assessment.

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If you have only identified a neutral or positive impact on any equality strand group then no further action is required, other than having your Director sign off this form, a copy stored on the shared drive and sent to Communications for publication on the Trust's website.

Name of Director: Caron Hitchen

Signature: 

Date: 23 Sept 2010

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