



Equality Impact and Needs Assessment Form 2010

PART 1 – Initial Assessment

Lead Officer: Bev Elder_____

Step 1 – Preparation

Directorate:

Chief Executives

Business Development

Tenancy Services

Finance & Resources

Members of EINA group:

①_Kim McMaster_____

②_Michael Morris_____

③_Deanna Van Der Velde (SIAG Rep) _____

④_Bev Elder_____

Service:

HR

Name of policy:

Managing Attendance at YHN

Dates of assessment:

Start: 17th February 2011_____

End: _____

New



Existing

Step 2 - Aims & purpose

<p>What is the main aim of the policy, procedure or function?</p>	<p>The purpose of this document is to help keep people at work and return from absence as soon as possible, and to maintain employee health and wellbeing and improve organizational effectiveness.</p>
<p>What are the outcomes and associated aims you are trying to achieve?</p>	<p>Reduced absence and promote health, wellbeing and attendance at work</p>
<p>Which individuals, organisations or stakeholders are likely to have an interest in or likely to be affected by the policy or function? Who has been consulted?</p>	<p>All employees of YHN and recognized unions are likely to have an interest.</p> <p>Consultation has been concluded with: AMB, MT, unions, HR team, Equality and Diversity Manager</p>
<p>Who has overall responsibility for this policy, strategy or service? And is there a shared responsibility? (e.g. another department, authority or organisation.)</p>	<p>Human Resources Manager</p>
<p>Does the development/review of the policy or function present us with an opportunity to promote equality of opportunity and good community relations?</p>	<p>This policy will promote fairness and consistency of application to all individuals regardless of any protected characteristics.</p>
<p>What are the main policies, legislation or other documentation that relates to this policy or function?</p>	<ul style="list-style-type: none"> • Equality Act 2010 (includes all previous equalities legislation) • Employment Rights Act 1996 as amended • Employment Rights Dispute Resolution Act 1998

	<ul style="list-style-type: none"> • Employment Act 2002 • The Employment Act 2002 (Dispute Resolution) Regulations 2004 • Employment Act 2008 • The Employment Tribunals (Constitution and Rules of Procedure) (Amendment) Regulations 2008 • The Social Security (Medical Evidence) and Statutory Sick Pay (Medical Evidence) (Amendment) Regulations 2010 (SI 2010/137). • Health and Wellbeing Policy • Dignity at Work Policy • YHN's Code of Conduct • Flexible Working Policy (including emergency leave and work life balance provisions)
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Step 3 – Information and data

What qualitative data has been considered in the development/review of the document/service?

The existing policy and supporting documents: Towards an Attendance Culture

What quantitative data has been considered in the development/review of the document/service?

Absence statistics up to the current time ie average absence per FTE per year

Are there any gaps in the data? What actions are required to address this?

Some absences related to maternity or disability are either excluded or monitored separately when calculating absence triggers.

These should not be considered to be gaps in the data, rather they require separate monitoring by reason of their protected characteristic. Guidance on these matters is included in the managers tool kit.

Step 4 – Assessing the impact

All Strands	Impact +/-	Details of impact identified	Evidence
Provides an alternative route for discussing personal health issues with someone other than the individuals direct manager	+		<ul style="list-style-type: none"> - DHS Contract - Section 4.4 of Policy offers the option for employees to speak to HR or a different Manager - Occupational Health Services (OHS) - Positive People Company (PPC)
The policy shows that YHN aim to support employees who are absent due to ill health,	+		<ul style="list-style-type: none"> - Section 5.1 of the policy states Informal action, will discuss any support that may be required

the objective being to put in place supportive measures which rehabilitate people back into the workplace.			<ul style="list-style-type: none"> - Return to work interview offered - OHS - PPC - HR support
Disability	Impact +/-	Details of impact identified	Evidence
Reasonable adjustments will be made in the administration of the policy e.g. venue and timing of meetings.	+		<ul style="list-style-type: none"> - Section 5.5 of the policy states Step 1 Formal action manager to ensure reasonable adjustments made - Managers responsibility
Any sickness absence relating to a disability will be treat differently and may not count towards triggers	+		<ul style="list-style-type: none"> - Managers responsibility
Other	Impact +/-	Details of impact identified	Evidence

If negative impacts have been identified, please go to Step 6. If no impacts have been identified, please go to Part 3.

PART 3 – Publishing

Name of policy, strategy or service:

Managing Attendance at YHN.

Director of Service agreed & signed:

Complete:

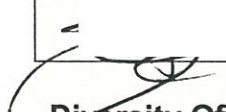
Initial Assessment

Full Assessment

Comments:

This can be used to make any comments that you think may be relevant. This includes justifying any positive or negative impacts where no actions have been taken or why an EINA has been signed off.

Lead Officers signature:



Diversity Officer agreed & signed:

This is a new policy which at the current time has not indicated any negative impacts.

We are conscious that through the passage of time, negative aspects may become evident, therefore the policy will be reviewed February 2012 by the HR Team.