

Full Equality Impact Assessment (EQIA) Proforma

Title of Policy, Procedure, or Relevant Practice:	SICKNESS ABSENCE PROCEDURE		
Lead Officer:	JUDY KEIR		
Type of Policy, Procedure, or Relevant Practice:	New: <input type="checkbox"/>	Existing/Reviewed: <input type="checkbox"/>	Revised/Updated: <input checked="" type="checkbox"/>
Date of Assessment:			

Step1: What are the aims of the policy, procedure or relevant practice?

To establish effective procedures for handling sickness absence

Step 2: What information do you plan to use as the basis of this EQIA?

An assessment of how staff with different protected characteristics might be affected

Step 3: Assess the potential impact on groups with protected characteristics; including staff, students, and service users
 What does the existing information indicate about **positive, neutral and negative impacts** on protected characteristics, i.e. are the needs of people with different characteristics all met by the policy, procedure, or relevant practice? Does the policy, procedure, or relevant practice affect some groups differently? This may be appropriate if it is a proportionate means of achieving a legitimate aim.

What does the existing information indicate about **potential positive, neutral and negative impacts** on protected characteristics?

Protected Characteristics	Detail the Potential Positive, Neutral and Negative Impacts
Age	We regard the impact as neutral although this needs to be explored further
Disability	The procedure has a potentially negative impact due to possible higher levels of sickness absence, dependent on the disability.
Gender reassignment and Transgender	Whilst sickness absence will be necessary during a period of gender reassignment and, therefore, the procedure has a potentially negative impact, the impact would otherwise be regarded as neutral
Marriage and civil partnership	We regard the impact as neutral
Pregnancy and maternity	As sickness as a consequence of pregnancy is "ring fenced", we regard the impact as neutral.
Race	We regard the impact as neutral
Religion or belief	We regard the impact as neutral
Sex	We regard the impact as neutral although certain types of sickness absence will be affected by the gender of the member of the staff. This needs to be explored further.

Sexual orientation	We regard the impact as neutral

Step 4: Consider alternatives and mitigation

A. What arrangements could be implemented to reduce any potential adverse or negative impacts identified above?

To address the potential impacts, the following arrangements will be implemented:

- (i) There are arrangements in the procedure to cover sickness absence as a consequence of a disability
- (ii) Sickness absence as a consequence of a member of staff going through gender re-assignment will be “ring fenced”
- (iii) Further analysis will take place during the first 12 months of operating the procedure on potential negative impacts as a consequence of sex and age.

B. It may be appropriate for the policy, procedure, or relevant practice to affect groups differently if this is a proportionate means of achieving a legitimate aim. If this is the case, please provide explanatory details justifying this decision. **Note: you may be required to obtain legal advice to verify your decision.**

The proposed different treatment for staff with a disability is based on advice issued by the Equalities and Human Rights Commission and the requirements of disability legislation.

Step 5: Does the policy or relevant practice advance equality of opportunity, or could the policy or relevant practice be amended to do so?

Advancement is more than simply preventing discrimination; it involves the creation of proactive measures which promote equality of opportunity across the different groups

Special arrangements for staff with disabilities (as defined in the relevant legislation) enhances the College's role as an Equal Opportunity employer.

What arrangements exist, or could be implemented to advance equality of opportunity?

Not applicable

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Step 6: Involvement of individuals, groups and organisations

A. Who has been involved in the undertaking of this assessment?

HR management staff taking into account views expressed by the trade unions

B. How successful has this been, and what changes can be made to improve this process in the future?
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C. If you have further involvement to carry out, please list who you are going to involve and how

Step 7: Making a decision and outcome

Are you now able to introduce the policy or changes to existing policy, or do you need to do amend your proposals? If you are in a position to change or introduce the policy, clearly explain upon which basis this decision was made.

A. Are you able to introduce the policy, procedure, or relevant practice without making any changes?

Yes:

No: If "No", go to Step 8

B. If "Yes", clearly explain upon which basis this decision was made

The procedure has been written with its potential impact on groups with protected characteristics in mind

C. If "No", what changes will you make?

Step 8: Taking action and monitoring (To be completed after involvement/consultation)
A. What action will we take? N/A
B. Who will take that action?
C. When will that action be completed?
D. Once implemented, how will the policy, procedure, or relevant practice be monitored? Step 4 identifies monitoring of the possible impact of the procedure on groups with protected characteristics. Levels of sickness absence are monitored generally as a KPI.

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