

## Equality Impact Analysis

This equality impact analysis establishes the likely effects both positive and negative and potential unintended consequences that decisions, policies, projects and practices can have on people at risk of discrimination, harassment and victimisation. The analysis considers documentary evidence, data and information from stakeholder engagement/consultation to manage risk and to understand the actual or potential effect of activity, including both positive and adverse impacts, on those affected by the activity being considered.

To support completion of this analysis tool, please refer to the equality impact analysis guidance.

### Section 1 – Analysis Details (Page 5 of the guidance document)

<b>Name of Policy/Project/Decision</b>	Managing Absence Policy
<b>Lead Officer (SRO or Assistant Director/Director)</b>	Sam McVaigh
<b>Department/Team</b>	Corporate Core
<b>Proposed Implementation Date</b>	March 2024
<b>Author of the EqIA</b>	Nicole Howarth – HR & OD Business Partner
<b>Date of the EqIA</b>	30 <sup>th</sup> January 2024

#### 1.1 What is the main purpose of the proposed policy/project/decision and intended outcomes?

The Council understands that employees may need to be absent from work from time to time due to sickness. The policy supports employees and line managers in handling time off from work where the reason for absence is sickness. It also supports as many employees as possible to attend work at all times during their working week. Employees need to be aware of how the Council manages sickness absence and therefore what the expected levels of attendance are.

This policy also outlines the process to be taken when an employee is not able to undertake their job role due to a long-term illness, persistence absence or a disability.

It is a general update to reflect changes in best practice and legislation.

**Section 2 – Impact Assessment** (Pages 6 to 10 of the guidance document)

<p><b>2.1 Who could the proposed policy/project/decision likely have an impact on?</b></p>
<p>Employees: <b>Yes</b>          Community/Residents: <b>No</b>          Third parties such as suppliers, providers and voluntary organisations: <b>No</b>          If the answer to all three questions is ‘no’ there is no need to continue with this analysis.</p>
<p><b>2.2 Evidence to support the analysis. Include documentary evidence, data and stakeholder information/consultation</b></p>
<p><b>Documentary Evidence:</b></p> <p><a href="https://www.bury.gov.uk/asset-library/employment-equality-report-2023.pdf">https://www.bury.gov.uk/asset-library/employment-equality-report-2023.pdf</a></p>
<p><b>Data:</b></p> <p>See above link</p>
<p><b>Stakeholder information/consultation:</b></p> <p>Unison, Employment panel, Managers across a number of departments, the Councils Employment Lawyer and the Council’s Equality, Diversity and Inclusion Manager</p>
<p><b>2.3 Consider the following questions in terms of who the policy/project/decision could potentially have an impact on. Detail these in the impact assessment table (2.4) and the potential impact this could have.</b></p>
<ul style="list-style-type: none"> <li>• Could the proposal prevent the promotion of equality of opportunity or good relations between different equality groups?</li> <li>• Could the proposal create barriers to accessing a service or obtaining employment because of a protected characteristic?</li> <li>• Could the proposal affect the usage or experience of a service because of a protected characteristic?</li> <li>• Could a protected characteristic be disproportionately advantaged or disadvantaged by the proposal?</li> <li>• Could the proposal make it more or less likely that a protected characteristic will be at risk of harassment or victimisation?</li> <li>• Could the proposal affect public attitudes towards a protected characteristic (e.g. by increasing or reducing their presence in the community)?</li> <li>• Could the proposal prevent or limit a protected characteristic contributing to the democratic running of the council?</li> </ul>

2.4 Characteristic	Potential Impacts	Evidence (from 2.2) to demonstrate this impact	Mitigations to reduce negative impact	Impact level with mitigations Positive, Neutral, Negative
<b>Age</b>	As people get older more likely to take time off due to sickness		Manager discretion to take into account absence history when applying absence triggers	Neutral
<b>Disability</b>	More likely to take time off due to sickness from a disability. May not be able to access policy.		Manager discretion to take into account absence history absence triggers can be adjusted. Workplace adjustments. Staff who can't access the policy online can ask their manager for a copy	Neutral
<b>Gender Reassignment</b>	Might need to take periods of convalescence following treatment and surgery		Manager discretion to take into account absence history absence triggers can be adjusted. Workplace adjustment	Neutral
<b>Marriage and Civil Partnership</b>	No impact			Neutral
<b>Pregnancy and Maternity</b>	More likely to take time off due to sickness		Pregnancy related absences are not include in triggers	Neutral

<b>Race</b>	Some ethnic groups may be more genetically prone to certain health conditions. May not be able to access policy due to limited understanding of English.		Such health conditions may be considered as a disability therefore workplace adjustments would apply in addition to manager discretion with triggers. Manager would work with staff member on the most appropriate form of communication.	Neutral
<b>Religion and Belief</b>	Cultural and religion instructions may sometime lead to period of sickness		Manager discretion to take into account absence history absence triggers can be adjusted	Neutral
<b>Sex</b>	Some women may have a period in their time when certain conditions may cause symptoms which lead to people being unwell to work		Manager discretion to take into account absence history absence triggers can be adjusted. Workplace adjustments would be discussed too	Neutral
<b>Sexual Orientation</b>	No impact			Neutral
<b>Carers</b>	Potential struggles to achieve work-life balance which may lead to being unable to attend work		Workplace adjustment and flexible working options would be considered. Training for managers is	Neutral

			available. Support for employees in successfully combining work and caring responsibilities is available including a Carers passport	
<b>Looked After Children and Care Leavers</b>	Maybe more prone to certain health conditions depending on personal circumstances		Manager discretion to take into account absence history absence triggers can be adjusted. Workplace adjustments would be discussed	Neutral
<b>Socio-economically vulnerable</b>	Maybe more prone to certain health conditions depending on personal circumstances		Manager discretion to take into account absence history absence triggers can be adjusted. Workplace adjustments would be discussed	Neutral
<b>Veterans</b>	Maybe more prone to certain health conditions due to active service		Manager discretion to take into account absence history absence triggers can be adjusted. Workplace adjustments would be discussed	Neutral

**Actions required to mitigate/reduce/eliminate negative impacts or to complete the analysis**

2.5 Characteristics	Action	Action Owner	Completion Date
Front line workers	Front line staff who do not regularly have access to laptops will have access to the policy via their manager or HR.	HRBP	July 2024
All	Development of the wellbeing offer and guidance documents for managers	HRBP	July 2024
All	Training for line managers and staff briefings	HRBP	July 2024

**Section 3 - Impact Risk**

Establish the level of risk to people and organisations arising from identified impacts, with additional actions completed to mitigate/reduce/eliminate negative impacts.

3.1 Identifying risk level (Pages 10 - 12 of the guidance document)

Impact x Likelihood = Score			Likelihood			
			1	2	3	4
			Unlikely	Possible	Likely	Very likely
Impact	4	Very High	4	8	12	16
	3	High	3	6	9	12
	2	Medium	2	4	6	8
	1	Low	1	2	3	4
	0	Positive / No impact	0	0	0	0

<b>Risk Level</b>	<b>No Risk = 0</b>	<b>Low Risk = 1 - 4</b>	<b>Medium Risk = 5 – 7</b>	<b>High Risk = 8 - 16</b>
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<b>3.2 Level of risk identified</b>	0
<b>3.3 Reasons for risk level calculation</b>	No impact

**Section 4 - Analysis Decision** (Page 11 of the guidance document)

<b>4.1 Analysis Decision</b>	<b>X</b>	<b>Reasons for This Decision</b>
There is no negative impact therefore the activity will proceed	x	The activity will proceed
There are low impacts or risks identified which can be mitigated or managed to reduce the risks and activity will proceed		
There are medium to high risks identified which cannot be mitigated following careful and thorough consideration. The activity will proceed with caution and this risk recorded on the risk register, ensuring continual review		

**Section 5 – Sign Off and Revisions** (Page 11 of the guidance document)

<b>5.1 Sign Off</b>	<b>Name</b>	<b>Date</b>	<b>Comments</b>
<b>Lead Officer/SRO/Project Manager</b>			
<b>Responsible Asst. Director/Director</b>	Sam McVaigh	3.9.24	
<b>EDI</b>			

**EqIA Revision Log**

5.2 Revision Date	Revision By	Revision Details