

# Policy Screening Form

## Policy Scoping

**Policy Title:** Managing Attendance Policy

**Brief Description of Policy (please attach copy if available). Please state if it is a new, existing or amended policy.**

The Council expects the regular and punctual attendance of all employees at work. It recognises that staff occasionally will be absent from work due to sickness absence. As an employer the Council has a duty of care of all its employees and commits itself to promoting good employee health throughout the organisation.  
This is a new policy.

**Intended aims/outcomes. What is the policy trying to achieve?**

The objective of this policy is to adopt a balanced approach towards protecting the interests and well-being of all the Council's employees as well as those of all other Council stakeholders.

## Policy Framework

Has the policy been developed in response to statutory requirements, legal advice or on the basis of any other professional advice? Does this affect the discretion available to Council to amend the policy?

Procedure devised in conjunction with Local Government Reform Joint Forum (LGRJF) and Local Government Staff Commission (LGSC).

**Are any Section 75 categories which might be expected to benefit from the policy? If so, please outline.**

Disability related absences will be recorded on an individual's absence record. This will ensure that the Council complies with the duty to make reasonable adjustments as required under the Disability Discrimination Act 1995.

**Who initiated or wrote the policy (if Council decision, please state). Who is responsible for implementing the policy?**

**Who initiated or wrote policy?**

HR working group

**Who is responsible for implementation?**

The Council will implement the procedure

**Are there any factors which might contribute to or detract from the implementation of the policy (e.g. financial, legislative, other)?**

N/A

## Main stakeholders in relation to the policy

Please list main stakeholders affected by the policy (e.g. staff, service users, other statutory bodies, community or voluntary sector, private sector)

The procedure is applicable to all Council Staff regardless of role and position.

**Are there any other policies with a bearing on this policy? If so, please identify them and how they impact on this policy.**

## Available Evidence

Council should ensure that its screening decisions are informed by relevant data. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

Section 75 category	Evidence
Religious belief	N/A
Political opinion	N/A
Racial group	N/A
Age	N/A
Marital status	N/A
Sexual orientation	N/A
Men and women generally	N/A
Disability	All absences are recorded to ensure an accurate record of an individual's absence record. Where confirmed as such, as disabled the related absences will be identified on the individuals absence record. This will permit the Council to fulfil its role under the DDA (1995).
Dependants	N/A

## Needs, experiences and priorities

Taking into account the information gathered above, what are the different needs, experiences and priorities of each of the following categories in relation to this particular policy/decision?

Section 75 category	Needs, experiences and priorities
Religious belief	N/A
Political opinion	N/A
Racial group	N/A
Age	N/A
Marital status	N/A
Sexual orientation	N/A
Men and women generally	N/A
Disability	All absences are recorded to ensure an accurate record of an individual's absence record. Where confirmed as such, as disabled the related absences will be identified on the individuals absence record. This will permit the Council to fulfil its role under the DDA (1995).
Dependants	N/A

<b>Screening Questions</b>
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**1. What is the likely impact on equality of opportunity for those affected by this policy for each of the Section 75 categories?**

Category	Policy Impact	Level of impact (Major/minor/none)
Religious belief	There are no specific impacts on these equality categories	None
Political opinion		
Racial group		
Age		
Marital status		
Sexual orientation		
Men and women generally		
Disability	Minor	Minor
Dependents	None	None

**2. Are there opportunities to better promote equality of opportunity for people within the Section 75 categories?**

Category	If yes, provide details	If no, provide reasons
Religious belief	No	No
Political opinion		
Racial group		
Age		
Marital status		
Sexual orientation		
Men and women generally		
Disability		
Dependents		

**3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion, or racial group?**

Category	Details of Policy Impact	Level of impact (major/minor/none)
Religious belief		None
Political opinion		
Racial group		

**4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?**

Category	If yes, provide details	If no, provide reasons
Religious belief		No
Political opinion		
Racial group		

**Multiple Identity**

Generally speaking, people fall into more than one Section 75 category (for example: disabled minority ethnic people; disabled women; young Protestant men; young lesbian, gay and bisexual people). Provide details of data on the impact of the policy on people with multiple identities. Specify relevant s75 categories concerned.

No specific impacts have been identified for people with multiple identities.

**Disability Discrimination (NI) Order 2006**

Is there an opportunity for the policy to promote positive attitudes towards disabled people?

All employees will be treated fairly and consistently within this policy. Disability will be taken into account in relation to this policy.

Is there an opportunity for the policy to encourage participation by disabled people in public life?

N/A

**Screening Decision**

**A: NO IMPACT IDENTIFIED ON ANY CATEGORY – EQIA UNNECESSARY**

Please identify reasons for this below

N/A

**B: MINOR IMPACT IDENTIFIED – EQIA NOT CONSIDERED NECESSARY AS IMPACT CAN BE ELIMINATED OR MITIGATED**

Where the impact is likely to be minor, you should consider if the policy can be mitigated or an alternative policy introduced. If so, EQIA may not be considered necessary. You must indicate the reasons for this decision below, together with details of measures to mitigate the adverse impact or the alternative policy proposed.

The Council expects the regular and punctual attendance of all employees at work. It recognises that staff occasionally will be absent from work due to sickness absence. As an employer the Council has a duty of care of all its employees and commits itself to promoting good employee health throughout the organisation.

Each employee will be treated fairly, sympathetically and confidentially, all cases of absence in consultation with the employee concerned, having regard to individual circumstances and in accordance with procedures.

All absences are recorded to ensure an accurate record of an individual's absence record. Where confirmed as such, as disabled the related absences will be identified on the individual's absence record. This will permit the Council to fulfil its role under the DDA (1995).

In light of this information mitigating measures are not recommended.

**C: MAJOR IMPACT IDENTIFIED – EQIA REQUIRED**

If the decision is to conduct an equality impact assessment, please provide details of the reasons.

## **Timetabling and Prioritising**

**If the policy has been screened in for equality impact assessment**, please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3 with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

<b>Priority criterion</b>	<b>Rating (1-3)</b>
Effect on equality of opportunity and good relations	
Social need	
Effect on people's daily lives	

The total rating score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the council in timetabling its EQIAs.

Is the policy affected by timetables established by other relevant public authorities? If yes, please give details.

No

### **Monitoring**

Effective monitoring will help the authority identify any future adverse impact arising from the policy. It is recommended that where a policy has been amended or an alternative policy introduced to mitigate adverse impact, monitoring be undertaken on a broader basis to identify any impact (positive or adverse).

Further information on monitoring is available in the Equality Commission's guidance on monitoring

Identify how the impact of the policy is to be monitored

The policy will be reviewed annually or in line with changes to legislation.

### **Approval and Authorisation**

A copy of the screening form for each policy screened should be signed off by the senior manager responsible for that policy. The screening recommendation should be reported to the relevant Committee/Council when the policy is submitted for approval.

<b>Screened by</b>	Position/Job title	Date
Aisling Knipe	Head of HR	26.02.15
<b>Approved by</b>	Position/Job Title	Date

**Please forward a copy of the completed policy and form to**

**[mary.hanna@armaghbanbridgecraigavon.gov.uk](mailto:mary.hanna@armaghbanbridgecraigavon.gov.uk)**

**who will ensure these are made available on the Council's website.**

**This officer is also responsible for issuing reports on a quarterly basis on those policies “screened out for EQIA”. This allows stakeholders who disagree with this recommendation to submit their views. In the event of any stakeholder disagreeing with the decision to screen out any policy, the screening exercise will be reviewed.**