

Item 43 Appendix 2

Equalities Impact Assessment Publication Template

Name of review:	Sick Absence Management Procedure
Period of review:	December 2008 – December 2009
Date review signed off by DMT:	Signed off by Strategy & Governance DMT February 2010
Scope of the review:	To ensure good standards of practice in sick absence management and to bring about consistency in sick absence management across the council, including appropriate support for members of equality strands.
Review team:	Jane Tovell, Liz Boswell, (Policy and Projects team) Preeti Mehta (HR Systems and Information) Ken Simpson, People Centre Manager
Relevant data and research:	Staff Survey HR Workforce Data, both overall Council equality profile and recorded management activity on the sick absence management procedure Employment Tribunal cases HR Coaching and Advice casework log ACAS Code Employment and Equalities Legislation
Consultation: indicate who was consulted and how they were consulted	Diane Coe, Equalities and Inclusion Team HR Equalities Group Staff Forums Lynne Henshaw for GMB Sue Beatty for UNISON Individual members of Staff Forums responding to consultative questionnaire. Consultation was via invitations to comment from Staff Forum members and Unions, and discussion at HR Equalities Group
Assessment of impact	See below for impact assessment
Key follow-up actions:	See below for action plan

Item 43 Appendix 2

Name and contact details of lead officer responsible for follow-up action:	Liz Boswell, Policy and Projects Manager liz.boswell@brighton-hove.gov.uk Tel 01273 291307
For further information on the assessment contact:	Jane Tovell, Policy and Projects Adviser jane.tovell@brighton-hove.gov.uk Tel 01273 291580

Impact Assessment – Summary

Key findings are summarised below

1. There was incomplete data collection on the equalities fields of Team Spirit, the HR information system, which impacted on accurate analysis.
2. A higher proportion of BME employees and disabled employees were involved in attendance management activity compared with their level of representation within the workforce.
3. The data for absence management of women and older employees was also statistically higher than their representation.
4. Absence management activity for employees belonging to the LGBT group and employees of non-Christian faiths was slightly lower than their representation in the workforce.
5. Disabled employees raised concerns about recognition of hidden disability, the inappropriate nature of some trigger meetings, inconsistency in approach to supporting disabled workers, and the implementation of reasonable adjustments.
6. Input from the unions recommended better training, guidance and signposting for HR and line managers.
7. A more proactive approach to reasonable adjustments was needed.

Action Plan

Action	Time-scale	Lead officer	Review
1. Improve HR computer systems and manual processes to improve the quality of workforce data captured so as to enable the effective equalities monitoring of sickness absence cases	April 2010	Head of People Centre & Policy & Projects Manager	May 2012
2. Carry out a review of the impact of the Sickness Absence Procedure, guidance notes etc. in the light of the findings from this impact assessment, emphasising the need for consistent application.	Extensively redrafted October 2009	Policy & Projects Manager	May 2012
3. Review and implement a learning and	From	Head of Learning	As defined

Item 43 Appendix 2

Action	Time-scale	Lead officer	Review
development package designed to improve the knowledge, skills and confidence of managers in dealing with diversity issues.	November 2009 – for June 2010	and Development	
4. Improve provision and management of reasonable adjustments to assist people at work via a working group led by Ali McManamon with membership of Disabled Workers Forum and unions.	Started July 2009 and ongoing	Head of Coaching & Advice	April 2010
5. Develop guidance on Reasonable Adjustments and review process	December 2010	Policy & Projects Adviser	Dec 2013
6. Encourage and monitor the uptake of line manager induction training	November 2009 and ongoing	HR Business Partners, Head of Learning & Development	April 2010
7. Explore the feasibility of introducing an e-learning package on HR policies and procedures	March 2010	Policy & Projects Manager	April 2011
8. Strengthen the effectiveness of implementing reasonable adjustments including corporate budget and centralised equipment loans	July 2009	Head of Coaching and Advice	April 2011
9. Train HR practitioners to improve knowledge of DDA and support and advice on disability	March 2010	Policy & Projects Manager	March 2011
10. HR Business Partners to raise any equalities issues with DMTs promptly, based on review of monitoring data	Quarterly	Sue Moorman	March 2011

