



# Staffordshire Police Equality Impact Assessment



The purpose of this EIA is to ensure you consider any equality issues as part of your decision making when developing / reviewing your policy / procedure.

Please complete the sections below and send to the Equality and Diversity unit to be quality assured. New / revised policies cannot be published on the policy database until the EIA has passed the quality assurance process.

<b>Title of policy/procedure:</b>	<b>Sickness Absence Procedure and Guidance</b>
<b>Department:</b>	<b>Human Resource Development</b>
<b>Date:</b>	<b>September 2012</b>

## **1. Identify the aims and purpose of the policy**

The aim of this procedure is to promote the effective management of attendance at work, supporting early intervention and a positive, fair and consistent approach to the management of sickness absence. Each case should be dealt with effectively having regard to all the relevant circumstances, and on an individual basis.

The purpose of the procedure is to address the high sickness levels experienced in the Force by adopting early management intervention in the form of a supportive and proactive response to sickness absence.

## **2. Identify the individuals and organisations who are likely to have an interest in, or be affected by the policy.**

The procedure and guidance apply to both Police Officers and Police staff as far as their differing conditions of service allow. It will be of interest to the staff and support associations and the trade union:

Superintendents Association

Police Federation

UNISON

Staffordshire Association for Women in Policing

Staffordshire Police Disability Support Group

Staffordshire Police LGBT Association

Staffordshire Police Multicultural Association

## **3. Data**

**Summarise the findings of any monitoring data / information which you have**

<p><b>considered regarding the impact of this policy on people from all or any of the protected groups. This could include national or local data.</b></p>
<p><b>3.1 Age</b> No data was considered.</p>
<p><b>3.2 Disability</b> No data was considered.</p>
<p><b>3.3 Race</b> No data was considered.</p>
<p><b>3.4 Religion or Belief</b> No data was considered.</p>
<p><b>3.5 Sex</b> No data was considered.</p>
<p><b>3.6 Sexual Orientation</b> No data was considered.</p>
<p><b>3.7 Transgender</b> No data was considered.</p>
<p><b>4. Research</b></p> <p><b>Summarise the findings of any research you have considered regarding this policy for all or any of the protected groups. This could include information you have obtained from other sources eg. ACPO, Home Office.</b></p> <ul style="list-style-type: none"> <li>• Initial brainstorming workshop with stakeholders.</li> <li>• Research with other forces with regards to how sickness absence is managed/ compliance with the Equality Act 2010.</li> <li>• Police Performance and Conduct Regulations 2008 and the Home Office Guidance on Attendance Management and Performance Regulations.</li> </ul>
<p><b>4.1 Age</b> See Above.</p>
<p><b>4.2 Disability</b> See Above.</p>
<p><b>4.3 Race</b> See Above.</p>
<p><b>4.4 Religion or Belief</b> See Above.</p>

**4.5 Sex**

See Above.

**4.6 Sexual Orientation**

See Above.

**4.7 Transgender**

See Above.

**5. Consultation**

**Summarise the opinions of any consultation for all or any of the protected groups. Who was consulted and how e.g. survey, discussion, forum.**

**If there was no consultation please justify why.**

Internal consultation has been undertaken in respect of the 7 criteria below with the following parties; Deputy Chief Constable, HR Development Group, Chief Officers Management Meeting, and Corporate and Local Policing Teams Trade Union and Staff Association Meetings, Staffordshire Police Disability Support Group and Staffordshire Police Association of Women in Policing.

**5.1 Age**

There was no specific consultation in relation to age.

**5.2 Disability**

The Staffordshire Police Disability Support Group were consulted and concerns were raised for staff who incur sickness as a result of a disability. The concerns were in respect of the impact of the attendance support meeting and the stronger links to the Unsatisfactory Performance /Attendance and Capability procedure.

Individuals will attend an attendance support meeting if they incur a set number of periods of sick absence or a set number of sick absence days in a 12 month rolling period. The attendance support meeting is an opportunity to discuss and agree an individual support plan to try and improve the individual's attendance.

The procedure however does allow for line managers to use discretion in respect of managing cases on an individual basis. Line managers will be able to approach the individual support plan content differently for a person with a disability which is impacting on their attendance.

**5.3 Race**

There was no specific consultation in relation to race.

**5.4 Religion or Belief**

There was no specific consultation in relation to religion or belief.

**5.5 Sex**

There was consultation with the Staffordshire Association for Women in Policing and no issues were raised.

## **5.6 Sexual Orientation**

There was no specific consultation in relation to sexual orientation.

## **5.7 Transgender**

There was no specific consultation in relation to transgender.

## **6. Conclusions**

**Taking into account the results of the monitoring, research and consultation, set out how the policy impacts or could impact on people from the following protected groups? (Include positive and/or negative impacts).**

Some comments were raised by the Staffordshire Police Disability Support Group in respect of the requirement to make the guidance explicit around management discretion for implementing Individual Support Plans (please see below). Overall the feedback was positive in terms of the proactive, supportive approach to managing attendance at work (early intervention).

### **6.1 Age**

There is no perceived impact on age.

### **6.2 Disability**

There is potential for impact for staff with a disability who incur sickness as a result of their disability. This is in respect of the impact of the attendance support meeting and the stronger links to the Unsatisfactory Performance /Attendance and Capability procedure.

Individuals will attend an attendance support meeting if they incur a set number of periods of sick absence or a set number of sick absence days in a 12 month rolling period. The attendance support meeting is an opportunity to discuss and agree an individual support plan to try and improve the individual's attendance.

The procedure however does allow for line managers to use discretion in respect of managing cases on an individual basis. Line managers will be able to approach the individual support plan content differently for a person with a disability which is impacting on their attendance.

The guidance for managers is being developed with the Disability Support Group to take their concerns into account and ensure it includes wording/paragraphs which provide clarity regarding the discretion that may be applied when managing individuals with a disability. The guidance will ensure a transparent and non-discriminatory application of the procedure in order to minimise any potential impact and to ensure compliance with the Forces obligations under the Equality Act 2010.

The impact on people with disabilities will be monitored.

### **6.3 Race**

There is no perceived impact on race.

### **6.4 Religion or Belief**

There is no perceived impact on religion or belief.

### **6.5 Sex**

There is potential for impact for female staff who are pregnant and incur sickness as a result of their pregnancy. This is in respect of the impact of the attendance support meeting and the stronger links to the Unsatisfactory Performance /Attendance and Capability procedure.

Individuals will attend an attendance support meeting if they incur a set number of periods of sick absence or a set number of sick absence days in a 12 month rolling period. The attendance support meeting is an opportunity to discuss and agree an individual support plan to try and improve the individual's attendance.

The procedure however does allow for line managers to use discretion in respect of managing cases on an individual basis. Line managers will be able to approach the individual support plan content differently for a person whose sickness was due to their pregnancy.

The impact on males and females will be monitored.

### **6.6 Sexual Orientation**

There is no perceived impact on sexual orientation.

### **6.7 Transgender**

There is potential for impact for transgender staff who incur sickness as a result of going through the process to reassign their sex away from their birth sex to their preferred gender. This is in respect of the impact of the attendance support meeting and the stronger links to the Unsatisfactory Performance /Attendance and Capability procedure.

Individuals will attend an attendance support meeting if they incur a set number of periods of sick absence or a set number of sick absence days in a 12 month rolling period. The attendance support meeting is an opportunity to discuss and agree an individual support plan to try and improve the individual's attendance.

The procedure however does allow for line managers to use discretion in respect of managing cases on an individual basis. Line managers will be able to approach the individual support plan content differently for a person with who is going through the gender reassignment process which is impacting on their attendance.

The impact on gender reassignment will be monitored.

## **7. Decisions**

**If the policy will have a negative impact on members of one or more of the protected groups, explain how the policy will change or why it is to continue in the same way. If no changes are proposed, the policy needs to be objectively justified.**

The guidance allows for managers to use discretion and so there is no anticipated negative impact on any of the protected characteristics.

However, this procedure will be implemented with a set review date at 3 months to assess the working impact of the procedure and guidance content upon any of the protected characteristics. This impact will be assessed via data collection from HR Origin System and monitoring/feedback from the support and staff associations / UNISON.

## **8. Monitoring arrangements**

**If the policy is new what consideration has been given to piloting the policy?  
If monitoring is not already in place what arrangements have been made to monitor the effects of the policy on equality and diversity?**

See point 7 above.

In addition, the procedure will be subject to annual review by the Human Resource Development department on the anniversary of the publication date. Additional monitoring of the effects of the policy will be undertaken through Human Resource quality assurance of the application and non application of management interventions, the outcome of meetings and Individual Support Plans. The Human Resource Development case conference process will ensure fairness and consistency of management interventions for all individuals who have a attendance support meeting..

Any interventions applied or not applied inappropriately will be reviewed and if necessary, decisions will be overturned and additional advice and coaching support will be given to line managers.

**This equality impact assessment will be published on the force website.**

EIA Form Dated  
01/11/11