Equality Impact Assessment Template – Policy, function or strategy

This document should be completed when a new policy, function or strategy is introduced or when a substantive change to an existing policy, function or strategy is recommended.

1.	Policy, function or strategy					
a.	Name/description of the policy, function or strategy ¹		porting Employee Attendance Policy and Procedures			
b.	Responsible organisation(s)/Lead Service	Orga Serv	anisational Development, Policy and Communications vice			
C.	Lead Officer		garet Watson, Human Resources (HR) Advisor (Health and being); Steven Spencer, HR Advisor (HR Operations)			
d.	Date of Impact Assessment	08/0	8/2024			
e.	Partners/other Services involved in the development of the policy, function or strategy		Trade Unions, Managers, HR			
f.	Is the policy, function or strategy?		New			
		\boxtimes	Reviewed/Revised			
g.	What is the purpose of the policy, function or strategy (include details of any new legislation which prompted the introduction of the policy, function or strategy or the substantive change to the policy, function or strategy)?		Council believes that employees are its most valuable burce and recognises the important contribution made by ilar attendance at work in maintaining high levels of service very. Supporting Employee Attendance is important to ure that all absences from work are appropriately managed those who are absent are supported accordingly. The ncil's Supporting Employee Attendance Procedures (Part 2) also promote and encourage employee wellbeing at work. rclyde strives to be one of the best Councils in Scotland and cannot be achieved if there is a high level of unmanaged ence from work. Application of this Policy and associated			

¹ Please attach details of the policy, function or strategy to this Template

		Procedures ensures a fair, consistent and compassionate approach to supporting employee attendance, whilst ensuring compliance with all associated legislation.
		 To ensure that all services are delivered efficiently and effectively. As an employer, Inverclyde Council has a duty to respond to actual and potential problems arising from absence levels particularly in relation to service delivery and staff wellbeing
		• To ensure that Inverclyde Council recognises its responsibility for the health, safety and wellbeing of its employees and, in conjunction with other policies of the Council, aims to place emphasis on the comprehensive range of services and agencies established to provide assistance to employees
h.	What are the intended outcomes of the policy, function or strategy?	• To ensure that all employees are treated fairly and consistently, and are encouraged to seek help with any problems they might have which are resulting in non attendance at work
		To ensure that Managers are aware of their responsibilities under the Policy and associated Procedures
		 To ensure that employees are aware of the terms of the Policy and associated Procedures and of their responsibilities to comply with them.
i.	Geographical area (Inverclyde-wide or a specific location)	Inverclyde-wide
j.	Which parts of the Equality Duty will the policy, function or strategy impact on?	Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010

				Advance equality of opportunity between people of different groups
				Foster good relations between people from different groups
k	κ.	Will those who may be directly or indirectly affected by the policy, function or strategy be involved in its development?		, stakeholders including HR professionals, management and de Union representatives have been consulted during the elopment of the Policy.

	Yes	No
a. Protected Characteristics under The Equality Act 2010:		
Age; Care experienced; Disability; Gender Reassignment; Marriage and Civil Partnership; Pregnancy and Maternity; Race; Religion and Belief; Sex; Sexual Orientation (see Section 3)	Х	
 Reducing inequalities of outcome caused by socio-economic disadvantage – Fairer Scotland Duty² (see Section 6) 		х
c. Inverclyde Alliance Partnership Plan 2023/33 ³ (see Section 7)	Х	
d. Council Plan 2023/28 ⁴ (see Section 8)	Х	
3. If 'Yes' is selected for any part of Section 2, please populate the other relevant	t Sections of this Templa	ite.

 ² Fairer Scotland Duty: guidance for public bodies
 ³ Inverclyde Alliance Partnership Plan 2023/33
 ⁴ Council Plan 2023/28

Please sign below and email a copy of this Template to Karen Barclay, Corporate Policy and Performance Officer:			
karen.barclay@inverclyde.gov.uk.			
Signature:	Date:		

3. Impact – Protected Characteristics

Which of the Protected Characteristics will the policy, function or strategy have an impact upon?

			Impact]	
Protected Characteristic	Positive High Low		Neutral	Negative High Low		Reasons/Comments	
Age		X				Potential impact depending on how sickness absence related to age is managed.	
Care experienced		Х	Х				
Disability		х				Potential impact depending on how sickness absence related to disabilities is managed.	
Gender Reassignment		Х				Potential impact depending on how sickness absence related to gender reassignment is managed.	
Marriage and Civil Partnership		x	x			Potential impact depending on how sickness absence related to marriage and civil partnership is managed.	
Pregnancy and Maternity		Х				Potential impact depending on how sickness absence related to pregnancy is managed.	
Race		Х	Х			Potential impact depending on how sickness absence related to race is managed.	
Religion and Belief		Х				Potential impact depending on how sickness absence related to Religion and Belief is managed.	
Sex		Х				Potential impact depending on how sickness absence related to sex is managed.	
Sexual Orientation		Х	X			Potential impact depending on how sickness absence related to sexual orientation is managed.	
Other groups to consider Carers The Armed Forces Covenant Duty 		х	x x			Potential impact depending on how sickness absence related to carers is managed. Potential impact depending on how sickness absence related to armed forces is managed.	

4.	Which parts of the Equality Duty will the policy, function or strategy have an impact upon?
\boxtimes	Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010

Advance equality of opportunity between people from different groups
Foster good relations between people from different groups

5. Impact – Groups			
From the information you have highlighted above, describe the positive and negative impacts and the groups affected under The Equality Act 2010.			
Positive impact	Negative impact		
+ (Describe groups affected.)	- (Describe groups affected.)		
<u>Disability</u> : Employees with disabilities may benefit from the Policy's emphasis on reasonable adjustments, which could lead to better support and reduced barriers to regular attendance.			

6. Impact – Fairer Scotland Duty

What impact will the policy, function or strategy have on reducing inequalities of outcome caused by socio-economic disadvantage?

Positive impact	Neutral impact	Negative impact			
+	=	-			
	=				
Briefly describe how the policy, function or strategy will impact on reducing inequalities of outcome.					

7. Impact – Inverclyde Alliance Partnership Plan 2023/33 Which Themes from the Inverclyde Alliance Partnership Plan 2023/33 will the policy, function or strategy impact on?

	Theme 1: Empowered people
	 Communities can have their voices heard, and influence the places and services that affect them
	Gaps in outcomes linked to poverty are reduced
	Theme 2: Working people
	 More people will be in sustained employment, with fair pay and conditions
	 Poverty related gaps are addressed, so young people can have the skills for learning, life and work
	 Businesses are supported and encouraged to reduce their carbon footprint and develop green jobs
\boxtimes	Theme 3: Healthy people and places
	People live longer and healthier lives
	 Supportive systems are in place to prevent alcohol and drug misuse
	 Our natural capital is looked after, and we are effectively adapting and mitigating the effects of climate change
	Theme 4: A supportive place
	 Vulnerable adults and children are protected and supported, ensuring they can live safely and independently
	• We recognise where people are affected by trauma, and respond in ways that prevent further harm and support recovery
	Public protection and community safety are improved through targeting our resources to reduce the risk of offending and harm
	Theme 5: A thriving place
	 Growth in our working age population by encouraging people to stay here, and attracting new people to settle here
	 Development of strong community-based services that respond to local need
	 Homes are energy efficient and fuel poverty is reduced
	 Increased use of active travel and sustainable transport options
	 Easy access to attractive and safe public spaces, and high-quality arts and cultural opportunities
Brief	ly describe how the policy, function or strategy will impact on the Inverclyde Alliance Partnership Plan 2023/22 Themes.

Classification: Official

<u>Theme 3</u>: The Supporting Employee Attendance at Work Policy positively impacts this Theme by providing reasonable adjustments and supporting employees with the delivery of the *Access to Work* initiative, and offering support services, physiotherapy and counselling services, which help employees maintain their health or reduce their sickness absence. This contributes to longer, healthier lives for employees and aligns with the supportive systems in place to promote health and wellbeing.

8. Impact – Council Plan 2023/28

Which Themes from the Council Plan 2023/28 will the policy, function or strategy impact on?

□ Theme 1: People

- Our young people have the best start in life through high quality support and education
- Gaps in outcomes linked to poverty are reduced
- People are supported to improve their health and wellbeing
- More people will be in employment, with fair pay and conditions
- Our most vulnerable families and residents are safeguarded and supported

□ Theme 2: Place

- Communities are thriving, growing and sustainable
- Our strategic housing function is robust
- Our economy and skills base are developed
- We have a sufficient supply of business premises
- Our natural environment is protected

☐ Theme 3: Performance

- High quality and innovative services are provided, giving value for money
- Our employees are supported and developed

Briefly describe how the policy, function or strategy will impact on the Council Plan 2023/28 Themes.

<u>Theme 3</u>: The Policy aligns with this Theme by ensuring that all services are delivered efficiently and effectively. As an employer, Inverclyde Council has a duty to respond to actual and potential problems arising from absence levels particularly in relation to service delivery and staff wellbeing.

9. Evidence

What evidence do you have to help identify any potential impacts of the policy, function or strategy?

Note: Evidence could include information from consultations, surveys, the Citizens' Panel, focus groups, interviews, projects, user feedback, complaints, Officers' knowledge and experience, equalities monitoring data, publications, research, reports, and local and national groups.

Evidence	Details
Consultation/engagement (including any carried out while developing the policy, function or strategy)	Feedback from managers, Trade Unions and HR professionals during the Policy review process.
Research	Comparative analysis was carried out with policies from other Councils, guidelines from the Advisory, Conciliation and Arbitration Service, and research from the Chartered Institute of Personnel and Development. This analysis highlighted that we are in line with best practice.
Officers' knowledge and experience (including feedback from frontline staff)	The Supporting Employee Attendance Policy has been reviewed/revised by HR Advisors who have the relevant expertise and knowledge.
Equalities monitoring data	The Council monitors the breakdown of staff by Protected Characteristics via its Equality Mainstreaming Reports.
User feedback (including complaints)	
Stakeholders	
Other	

Are there information gaps and, if so, what are these?	

10. Consequences of Analysis

What steps will you take in response to the findings of your analysis? Please select at least one of the following and provide a brief explanation.

a.	Continue development with no changes	\boxtimes	Based on the findings of the Equality Impact Assessment process, the Policy will continue development with no changes. The analysis indicates that the Policy supports equality and inclusivity, aligns with legislative requirements, and promotes fair treatment across all Protected Characteristics. The existing measures are sufficient to mitigate any potential negative impacts, ensuring that the Policy effectively reduces inequalities of outcome.	
b.	Continue development with minor alterations			
C.	Continue development with major changes			
d.	Discontinue development and consider alternatives (where relevant)			
How will the effect of the policy, function or strategy be monitored following implementation?				
The Policy will be monitored through regular reviews of absence statistics, audit of absence procedures and feedback from Managers and stakeholders. Issues arising from employee relations are regularly discussed by the Trade Union Liaison Group and monitored through the Workforce Information and Absence Reports.				

Classification: Official

When is the policy, function or strategy due to be implemented?

As soon as it is approved by the Policy and Resources Committee at its meeting on 17 September 2024.

When will the policy, function or strategy be reviewed?

Three years after approval i.e. 2027 unless legislative requirements bring this forward

What resources are available for the implementation of the policy, function or strategy? Have these resources changed?

Resources include HR personnel, and training programmes. These resources have been allocated and remain consistent.

11. Please use the space below to detail any other matters arising from the Equality Impact Assessment process, including what action could be taken to mitigate the impact of the policy, function or strategy.

Where appropriate, the Policy should be read in conjunction with other relevant documentation such as:

- 1. Conditions of Service
- 2. Stress Mental Health and Wellbeing Policy
- 3. Family Friendly Policy
- 4. Flexible Working Policy
- 5. Redeployment Policy and Guidelines
- 6. Disciplinary Policy and Procedures

Classification: Official

- 7. Pension and Retirement Policy
- 8. Violence and Lone Working Policy
- 9. Menopause Policy.

Details of the Person(s) who completed the Assessment:				
Name:	Margaret Watson; Steven Spencer			
Position:	HR Advisor (Health and Wellbeing); HR Advisor (HR Operations)			
Date:	09/08/2024			
Authorised k	by:			
Name:	Ruth Binks			
Position:	Corporate Director (Education, Communities and Organisational Development)			
Date:	08/04/2025			

Please send a copy of the completed Template to Karen Barclay, Corporate Policy and Performance Officer at <u>karen.barclay@inverclyde.gov.uk.</u>