

BTPA Initial Equality Impact Assessment – Sickness Absence Policy

Name of policy to be assessed	Sickness Absence Policy	Date of assessment	30 March 2011
Names of assessment team members	Lucy Barrick Sam Elvy	Is this a new or existing policy?	New
1. Briefly describe the aims, objectives and purpose of the policy	<p>The Sickness Absence Policy covers three main principles:</p> <ul style="list-style-type: none"> • The development of an integrated and positive approach, which actively seeks to promote the overall health and wellbeing of British Transport Police Authority employees. • A positive and proactive approach to sickness management that combines consistent, supportive and equitable procedures with clear expectations of good attendance. • Robust procedures for authorising and recording sickness absences, ensuring consistency, fairness and the early identification of welfare needs. <p>The purpose of the policy is to manage sickness proactively to try and keep lost days to minimum whilst supporting those who are unwell. The policy also ensures sickness is treated consistently across the organisation.</p>		
2. Are there any associated objectives of the policy? Please explain.	<ul style="list-style-type: none"> • Keep the number of days lost to sickness to a minimum • Allow flexible arrangements as required for those returning to work from illness to aid their return 		
3. Who is intended to benefit from this policy and in what way?	Both the organisation through a reduction in lost days and the staff by the supportive approach taken.		

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4. What outcomes are wanted from this policy?	<ul style="list-style-type: none"> • Sick days to be kept to a minimum • Staff to be supported through any illness • A consistent approach across the organisation 		
5. What factors/forces could contribute/detract from the outcomes?	<ul style="list-style-type: none"> • If line managers interpret the policy differently and use their discretion to create inconsistency • If staff do not follow the policy because they do not understand it or do not agree with it. 		
6. Who are the main stakeholders in relation to the policy	BTPA Executive Team	7. Who implements the policy and who is responsible for the policy?	Business Manager
8. Are there concerns that the policy <u>could</u> have differential impact on racial groups?	Y/N	Please explain	The policy is not currently available in alternative languages so may not be accessible to non-English readers.
What existing evidence (either presumed or otherwise) do you have for this?	No evidence gathered to date but presume it could be an issue.		
9. Are there concerns that the policy <u>could</u> have differential impact due to gender?	Y/N	Please explain	
What existing evidence (either	N/A		

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presumed or otherwise) do you have for this?			
10. Are there concerns that the policy <u>could</u> have differential impact due to disability?	Y/N	Please explain	The Policy is not currently available in other formats so may not be accessible to people with visual impairments/learning difficulties. The policy ensures that disability related sickness is not counted towards unsatisfactory attendance.
What existing evidence (either presumed or otherwise) do you have for this?	No evidence gathered to date but presume it could be an issue.		
11. Are there concerns that the policy <u>could</u> have differential impact due to sexual orientation?	Y/N	Please explain	
What existing evidence (either presumed or otherwise) do you have for this?	N/A		
12. Are there concerns that the policy <u>could</u> have differential impact due to age?	Y/N	Please explain	
What existing evidence (either	N/A		

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presumed or otherwise) do you have for this?			
13. Are there concerns that the policy <u>could</u> have differential impact due to religious belief?	Y/N	Please explain	
What existing evidence (either presumed or otherwise) do you have for this?			
14. Are there concerns that the policy <u>could</u> have differential impact due to people having dependents/caring responsibilities?	Y/N	Please explain	
What existing evidence (either presumed or otherwise) do you have for this?	N/A		
15. Are there concerns that the policy <u>could</u> have differential impact due to people having an offending past?	Y/N	Please explain	

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<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>N/A</p>		
<p>16. Are there concerns that the policy <u>could</u> have differential impact due to people being transgendered or transexual?</p>	<p>Y/N</p>	<p>Please explain</p>	
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>N/A</p>		
<p>17. Could the differential impact identified in 8-16 above amount to there being the potential for adverse impact for this policy?</p>	<p>Y/N</p>	<p>Please explain</p>	<p>Not offering the policy in alternative languages/formats could potentially exclude users who do not read in English or who have visual impairments/learning difficulties.</p>
<p>18. Can this adverse impact be justified on the grounds of equality of opportunity for one group? Or any other reason?</p>	<p>Y/N</p>	<p>Please explain for each equality heading separately Reasonable adjustments can be made to make the policy available in alternative languages /formats</p>	

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<p>19. Should the policy proceed to a full impact assessment</p>	<p>Y/N</p>	<p>20. If yes, is there enough evidence to proceed to a full EIA? Y/N</p>
		<p>21. If no, are there any changes required to the policy to improve it around the equality agenda?</p> <p>Add a note to the policy to say that it can be made available in alternative languages/formats on request</p>