



## Equality Impact Assessment - Template

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<b>Job title</b>	Equalities and Engagement Adviser
<b>Responsibility for this document</b>	Executive Director of Strategy and Improvement
<b>Review date</b>	28 February 2019
Key changes made since last version of document	
This is the first version of this document.	

## Equality Impact Assessment – Template

Please refer to the Equality Impact Assessment Guidance for details on how to complete this template.

### Section 1: Details of the Policy/Practice

<b>Department/Team responsible for the policy:</b>	Organisational and Workforce Development		
<b>Name of Policy or Practice being assessed:</b>	Maximising Attendance Policy		
<b>Purpose and anticipated outcomes of the policy:</b>	<p>The anticipated outcomes of the policy are to:</p> <ul style="list-style-type: none"> <li>• promote health and well-being to prevent illnesses arising in the first place</li> <li>• encourage early intervention for employees who develop a health condition through early access to professional support</li> <li>• have early, regular and sensitive contact with employees during sickness absence</li> <li>• help employees with health conditions to stay at work (where appropriate)</li> <li>• help employees who have been absent for a long time return to work</li> <li>• employees to leave the organisation in a dignified and planned way when all other supports have been exhausted</li> </ul>		
<b>Is this a new or existing policy?</b>	<b>New</b>		<b>Existing</b> X
<b>How does this policy link to corporate values?</b>	<p>The policy links to our corporate values by:</p> <p>Fairness: we will follow a fair process in our application of the maximising attendance policy.</p> <p>Respect: we will be respectful in all what we do when applying this policy.</p> <p>Person-centred: we will consider the needs of all our staff and provide support to enable them to participate in the process.</p> <p>Integrity: we will be impartial and act to improve care for the people of Scotland by supporting our workforce with</p>		

	<p>their health and wellbeing.</p> <p>Efficiency: we have a robust approach to managing employee absence/attendance</p> <p>When applying our maximising attendance policy we expect our employees and our managers to act in accordance with our organisational values.</p>		
<b>List of participants in Equality Impact Assessment Process:</b>	<p>Jacqui Duncan – Acting Senior OD Advisor</p> <p>Kirstine Rankin- OWD Manager</p>		
<b>Date assessment started:</b>	20/06/19	<b>Completion Date:</b>	7/5/20

<p><b>Please indicate who is likely to be affected by the policy:</b></p> <p>For example: Employees, Care service providers/users, men, women, young people, children for whom there are corporate parenting responsibilities, people with disabilities</p>	<p>Care Inspectorate employees from and across all the protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion/belief, sex and sexual orientation).</p>
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## Section 2: Collecting Information

What evidence is available about the needs of relevant groups? Please consider Demographic data, including Census information, Research, Consultation and survey reports, Service user feedback and complaints, Case law, Officer/adviser knowledge & experience. Please refer to the list of evidence on the EIA page of the intranet.

Details	Source of Evidence
<p>Recent employee equality monitoring reports indicate the following:</p> <ul style="list-style-type: none"> <li>• 608 employees</li> <li>• 79.6% are female</li> <li>• 75.5% are aged between 45-64 years</li> <li>• 2.8% have a disability</li> <li>• 38.3% are married or in a civil partnership</li> <li>• 23% say they have no religion/belief</li> </ul>	<p>Employee Information - Equality Outcomes and Monitoring Report, Care Inspectorate, April 2019</p>
<p>The percentage of employees in a union is 38.6%. 36.2% (Unison), 2.2% (GMB) and 0.2% (Unite). We don't know how many employees are in RCN as we don't deduct contributions through payroll. However, it would be fair to say that at least half of our workforce is not in a union.</p>	<p>Employee information</p>

A range of information was examined including the Scottish Government Equality Evidence Finder	<a href="http://www.gov.scot/Topics/People/Equality/Equalities/DataGrid">http://www.gov.scot/Topics/People/Equality/Equalities/DataGrid</a>

From your research above have you identified any gaps in evidence? If so what are the gaps?

N/A

As appropriate please describe the consultation/engagement undertaken including details of the groups involved and the methods used.

We have developed the Maximising Attendance Policy in consultation with the Policy Review Group and Human Resources, the Executive Group and Partnership Forum.

Are there any other groups to be consulted?

No.

### Section 3: Impacts

Has the research and consultation identified any potential for impacts on the following groups:

Protected Characteristic	Yes	No	Please explain
<b>Age</b> (Older people, children and young people)		x	It is not considered that the policy will have potential for impact on this protected group(s).
<b>Disability</b>	x		Sickness absence may be related to a disability. As an employer we have a duty under the Equality Act to make reasonable adjustments.
<b>Gender Reassignment</b> (Where a person is living as the opposite gender to their birth)		x	It is not considered that the policy will have potential for impact on this protected group(s).
<b>Pregnancy and Maternity</b>	x		Sickness absence may be related to pregnancy.
<b>Race, ethnicity, colour, nationality or national origins</b> (including		x	It is not considered that the policy will have potential for impact on this protected group(s).

Gypsy/Travellers, refugees, asylum seekers)			
<b>Religion or belief</b> (including non-belief)		x	It is not considered that the policy will have potential for impact on this protected group(s).
<b>Sex/Gender</b>		x	It is not considered that the policy will have potential for impact on this protected group(s).
<b>Sexual Orientation</b>		x	It is not considered that the policy will have potential for impact on this protected group(s).
<b>Children for whom there are corporate parenting responsibilities.</b>		x	It is not considered that the policy will have potential for impact on this protected group(s).

Is there any evidence that the policy may:

	Yes	No	No Evidence
<b>Result in less favourable treatment for particular groups?</b>			x
<b>Give rise to direct or indirect discrimination?</b>			x
<b>Give rise to unlawful harassment or victimisation?</b>			x

**If yes to any of the above, please give details:**

n/a

**How will the policy be modified to mitigate this?**

n/a. The policy conforms to legislative requirements. The policy clearly states “When dealing with absence we must remember our obligations under the Equality and Diversity policy. Pregnancy related illnesses should never be included in trigger levels. Request Human Resources support if an employee has a disability (or a long standing medical condition) that may account for the frequency of absence. For more information please also see Equality and Diversity: Managers Guidance, which provides more clarification on equality and diversity issues in relation to all our people management policies.”

**Section 4: Meeting our General Equality Duty**

The following sections must be completed:

**Which aspects of the policy seek to eliminate unlawful discrimination, harassment and victimisation?**

The policy covers all employees across the organisation and aims to treat everyone fairly regardless of protected characteristic. It seeks to ensure that there are no barriers to anyone accessing and making use of the agreement and related procedures. Support measures have been put in place throughout the agreement to ensure that no one receives unfair treatment due to their protected characteristic – this includes support from the OWD Team, Employee Assistance Programme, measures to take account of sick leave/maternity leave. Measures have also been built into the agreement to ensure that employees can raise concerns without fear of victimisation.

**Which aspects of the policy seek to advance equality of opportunity between people which share a relevant protected characteristic and those who do not?**

Actions have been included to advance equality of opportunity including equality monitoring. Support measures have been put in place throughout the agreement to assist in advancing equality including support from the OWD Team, Employee Assistance Programme, and measures to take account of sick leave/maternity leave.

If an issue relating to one or more protected characteristic is raised during the process then we will seek specialist input.

**Which aspects of the policy seek to foster good relations between people who share a protected characteristic and those who do not?**

The purpose and intended outcomes of the agreement are to seek to foster good relations between and across protected groups in our workforce. No one is excluded from having their views heard. We also have a range of other policies, projects and actions to help bring people together – e.g. Equality Training, Involvement Strategy, Equality Outcomes and Mainstreaming Report.

**Section 5: Outcome of Assessment**

Please detail the outcome of the assessment:

<b>No major change</b>	X
<b>Adjust the policy</b>	
<b>Continue the policy</b>	
<b>Stop and remove the policy</b>	

**Please detail recommendations, including any action required to address any negative impacts identified:**

N/A

**Section 6: Monitoring**

**Describe how you will monitor the impact of this policy e.g. performance indicators used, other monitoring arrangements, who will monitor progress, criteria used to measure achievement of outcomes:**

The OWD team will request information from Human Resources, monitor themes from capability cases and will also ask for feedback from the Policy Review Group.

**When and how is the policy or practice due to be reviewed?**

- The Maximising Attendance Policy will undergo a major review every three years- we will consult with the Policy Review Group (the group consists of colleagues from across the Care Inspectorate including employees, our equalities and engagement adviser, managers and trade union representatives) and consult with our Executive Team) and Partnership Forum.
- We have a policy monitoring programme that means we review all our policies every three years.
- The policy will be reviewed on an on-going basis e.g. if we receive intelligence from colleagues/particular case/ legislation/case law that would call for an earlier review of the policy.

**Section 7: Sign Off**

Please note that comments are only required from the Involvement and Equalities Team on the rare occasion that the team has not been involved earlier in the process.

<b>Date sent to Involvement and Equalities Team:</b>	21/6/19
<b>Comments from Involvement and Equalities Team</b>	Policies have continued to evolve through consultation since June 2019
<b>Date signed off by Involvement and Equalities Team</b>	7/5/20

Please insert name and title of the Senior Manager who has signed off this Equality Impact Assessment:

<b>Name</b>	Janice Gibson
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<b>Title</b>	Head of Organisational and Workforce Development
<b>Date approved</b>	25/5/20