

# HPSS Agencies and Bodies

## SCREENING TEMPLATE

For further information on screening, please refer to the leaflet entitled 'What staff need to know about screening for equality' available from the Human Resources Department.

### (1) INFORMATION ABOUT THE POLICY

**Title of policy**

NIBTS Absence Management Policy and Procedure

**Description of policy (*what it covers/ who it applies to*)**

This policy and procedure sets out the key principles and guidelines for both Managers and staff for managing absenteeism within the organisation.

**Aims of policy (*what it is meant to do*)**

This policy and procedure will assist managers and staff achieve and maintain an optimum level of attendance at work, to ensure that attendance is managed effectively and that the sickness scheme is not abused.

### (2) SCREENING THE POLICY

**Is there any evidence that different groups have different needs, experiences, issues and priorities in relation to the policy (taking into consideration any evidence of higher or lower uptake by any of the 9 different groups)? [PLEASE COMPLETE THE TABLE BELOW]**

<b>Group</b>	<b>Yes/No</b>	<b><i>If Yes, please briefly give details</i></b>
Gender	N	
Age	N	
Religion	N	
Political Opinion	N	
Marital Status	N	
Dependent Status	N	
Disability	Y	There may a higher uptake of sickness absence from people who have a disability, however, the legislation is highlighted within the policy and provides protection for theses individuals.
Ethnicity	N	
Sexual Orientation	N	

**Is there an opportunity to better promote equality of opportunity or good relations by altering the policy or working with others in government or in the larger community? If so, what would you suggest?**

No.

**Please detail information and views (e.g. of colleagues or service users) that you used to make your screening judgement.**

Consultation took place with Senior Management Team, the Agencies Board and employee representatives.

**(3) SHOULD THE POLICY BE SUBJECT TO EQUALITY IMPACT ASSESSMENT?**

Equality impact assessment procedures are confined to those policies considered likely to have significant implications for equality of opportunity.

**If your screening has indicated that a policy is having an adverse differential impact, how would you categorise it? Please tick.**

Significant impact	<input type="checkbox"/>
Low impact	<input type="checkbox"/>

**Do you consider that this policy needs to be submitted to a full equality impact assessment?**

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

If **No** but the policy has significant impacts, please give reasons for your recommendation.

Not applicable.

Policy Screened by: Frances McGrath

Date: 2<sup>nd</sup> October 2007