



**Metropolitan Police Authority**

## **Equality Impact Assessment Form – HR Policy Review**

### **Part 1 – Initial Screening**

**1. Officer(s) & Unit responsible for completing the assessment:**

Michael Shurety, HR Consultant and project leader.  
MPA HR Unit

**2. Name of the policy:**

**Sickness Absence Management Policy and Procedure**

**3. What is the main purpose or aims of the policy?**

The policy sets out the procedure for dealing with sickness absence and the way in which staff will be treated if they suffer sickness or injury and are absent from work. The specific issues covered include the support given to staff (provided by Occupational Health, Welfare and Counselling Services), the pay provisions, the roles and responsibilities of individuals, line managers and the HR Unit, substance misuse, stress related illness and how to consider pregnancy and disability related issues. The appendices include an aide memoire for managers and advice on managing long term sickness. Provision is made for extending pay in special circumstances.

The policy also points out that if attendance is unsatisfactory because of frequent or continuous sick absence action may be taken under the Discipline Policy and Procedure.

A review date of July 2010 is built into the policy.

**4. Who will be the beneficiaries of the policy?**

All MPA staff and managers will benefit directly by having a clearly defined, legally compliant and articulated policy.

MPA members, consultants and contractors will benefit indirectly from working in an environment where well defined HR policies exist. It will also assist them in managing sickness absence if they have line management responsibility for MPA staff.

A clear procedure is set out for secondees working away from the Authority with another organisation or an individual from another organisation working within the Authority.

**5. Has the policy been explained to those it might affect directly or indirectly?**

An HR policy launch and a number of introductory workshops have been planned.

Each member of staff will be issued with a personal A-Z guide which will include details of this policy. The A-Z guide will be issued to all new starters. Full details of the policy will be available on the MPA intranet. A workshop will be held for managers to explain this policy in detail. Other staff may attend if they so wish. Further details are contained in Section 12 of this assessment.

**6. Have you consulted on this policy?**

Drafts of the policy were discussed with the PCS at minuted meetings on 24 September, 8 October, 21 October and 27 November 2008 (following feedback from SMT). The policy was agreed by MPA SMT on 2 April 2009. A focus group representing a range of MPA staff considered the equality implications of this policy. A diversity breakdown of the membership of this focus group is attached at Appendix 1.

**7. Please complete the following table and give reasons/comments for where:**

- (a) The policy could have a positive impact on any of the equality target groups or contributes to promoting equality, equal opportunities and improving relations within equality target groups.
- (b) The policy could have a negative impact on any of the equality target groups, i.e. disadvantage them in any way. **If the impact is high, a full EIA should be completed.**

Equality Target Group	(a) Positive Impact		(b) Negative Impact		Reason/Comment
	High	Low	High	Low	
Men		X			<p>The policy takes account of the Access to Medical Reports Act 1988, Social Security Contributions and Benefits Act 1992, Disability Discrimination Act 1995, The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Employment Rights Act 1996, Human Rights Act 1998, Data Protection Act 1998, Employment Practices Data Protection Code, Working Time Regulations 1998, Employment Act 2002, and the Employment Act (Dispute Resolution) Regulations 2004.</p> <p>If, due to a long-term medical condition, a member of staff is unable to continue to undertake the full range of duties options are considered to keep the individual in employment. Reasonable adjustments to the working arrangements are considered or support in finding suitable alternative employment.</p> <p>Subject to advice from Occupational Health, some permanent staff may return to work on reduced hours or in a restricted capacity.</p> <p>The policy applies to all groups listed in Section 7.</p>

<b>Women</b>	<b>x</b>				<p>As above.</p> <p>A cross reference is made to the Maternity Policy and Procedure in the case of time off for antenatal appointments.</p> <p>The policy states that managers should seek advice from the HR Unit in cases of pregnancy related illness. It also emphasises the Health and Safety considerations relating to pregnancy and new mothers and states that a workplace assessment will be arranged.</p>
<b>Asian or Asian British people</b>					
<b>Black or Black British people</b>					
<b>White people (including Irish people)</b>					
<b>Chinese people</b>					
<b>Other racial/ethnic group (please specify)</b>					
<b>Mixed Race</b>					

<b>Disabled people</b>	<b>X</b>				<p>The policy takes account of the provisions of the Disability Discrimination Act 1995.</p> <p>The policy stresses that the treatment of absences for staff whose conditions fall within the provisions of the Disability Discrimination Act should be discussed with the HR Unit.</p> <p>In addition, if, due to a long-term medical condition, a member of staff is unable to continue to undertake the full range of duties options are considered to keep the individual in employment. Reasonable adjustments to the working arrangements are considered or support in finding suitable alternative employment.</p>
<b>Gay, Lesbian and Bisexual people</b>					
<b>Transgender people</b>					
<b>Older people (50+)</b>					
<b>Younger people (17-25) and children</b>					
<b>Faith groups (please specify)</b>					

**8. Please give a brief description of how this policy benefits the equality target groups identified in the above table, i.e. promotes equality?**

This policy follows HR best practice and is legislatively compliant. It can be applied to all groups, although special provisions have been incorporated to cover pregnancy related sickness and disability issues.

**9. If there is a negative impact on any equality target group, is the impact intended or legal?**

No negative impact identified.

