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Employment Equality Impact Assessment Screening Form

PLEASE READ EMPLOYMENT EQUALITY IMPACT ASSESMENTS GUIDANCE FOR SERVICE HR TEAMS WHEN COMPLETING THIS FORM

1. Summary Information

Date screening completed	14 th May 2020
Name of policy / project/ service reform?	Application of Maximising Attendance and Sick Pay Principles During Covid19.
Project duration	.Unknown – will be regularly reviewed
What is the aim or purpose of the policy, strategy or service reform?	<p>The duration of the Covid-19 situation is unknown, however, during the current period, existing maximising attendance arrangements and sick pay arrangements remain in place. The council has introduced are additional Covid-19 specific arrangements. These are:</p> <p>Employees who have contracted Covid-19 – they will continue to receive full contractual pay and this absence won't count as part of absence management procedures or towards full or half pay entitlement.</p> <p>Employees who are following government stay at home or shielding guidance – they will continue to receive full contractual pay and this absence won't count as part of absence management procedures or towards full or half pay entitlement.</p> <p>Those employees who are self isolating and are due to return to work should advise their manager that they are fit to return. If employee is an essential worker they will usually return to their normal work location. If employee is non essential worker they will discuss and agree their working arrangements with their line manager.</p> <p>For any absence non Covid-19 related the usual maximising attendance and sick leave provisions apply for both new non Covid19 absence and any absences that commenced prior to Covid-19.</p>
Which employees may be affected?	All employees
Who is responsible developing this policy, strategy or service reform?	Head of HR

2. Does this proposed change have a potential impact on employees?

	No	Yes	If yes provide summary explanation
a) Introduce a new policy or amends an existing policy affecting employees?		X	Introduces temporary measures to manage COVID-19 absence cases to ensure no detriment to employees.
b) Involve a change of departmental or service structure?	X		

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c) Involve a reduction or increase in workforce?	X		
d) Change employees' terms and conditions	X		
e) Change employees' working hours?	X		
f) Change employees' work location?	X		
g) Change aspect of employees' physical work environment?	x		
h) Introduces new or amends existing working practices for employees?		x	Additional measures in place for recording those employees who have Covid-19 symptoms or are following government guidance and self isolating or shielding at home.

3. Equality Act 2010 Screening Questions				
Question	Protected Characteristic	Potential Impact		
		Positive	Negative	Neutral/Unknown
a) Will this policy, strategy or service reform impact on any employee groups shown opposite in different or particular ways? Please provide summary explanation(s) in the appropriate column(s).	Employees of different ages			Neutral – additional measures apply to all employees regardless of age.
	Employees with a disability	Any employee who is shielding as they have an underlying health condition will continue to receive their full contractual pay. This absence won't count as part of absence management procedures or towards full or half pay entitlement or if a decision requires to be made regarding their capability		
	Employees who intend, plan to undergo are under going or have undergone gender reassignment			Neutral - additional measures apply to all employees regardless of employees who intends, plans to undergo, is

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				undergoing or has undergone gender reassignments.
	Employees who are pregnant or subject to maternity arrangements			Neutral – additional measures apply to all employees regardless of whether they are pregnant or subject to maternity arrangements
	Employees belonging to race, cultural and ethnic groups			Neutral - additional measures apply to all employees regardless cultural and ethnic groups.
	Employees who have a religion or belief, or who do not			Neutral- additional measures apply to all employees regardless they have a religion or belief or not.
	Female and Male employees			Neutral – additional measures apply to all employees regardless of gender
	Employees who are gay, lesbian, bisexual, heterosexual			Neutral – additional measures apply regardless of



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				employee's sexual orientation.
	Employees with caring responsibilities			Neutral – additional measures apply to all employees regardless of whether they are a full time employees
	Full Time Employees			Neutral – additional measures apply to all employees regardless of whether they are a full time employees.
	Part Time Employees			Neutral – additional measures apply to all employees regardless of whether they are a part time employees
Question	Protected Characteristic	Potential Impact	Activity to stop or minimise impact	
b) Is there a risk that any part of this policy, strategy or service reform could cause discrimination (either directly or indirectly), harassment or victimisation to any of the groups opposite? If so please provide a summary	Employees of different ages	None		
	Employees with a disability	None		
	Employees who intend, plan to undergo are under going or have undergone gender reassignment	None		
	Employees who are pregnant or subject to maternity arrangements	None		
	Employees belonging to race,	None		



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<p>explanation of the impact along with any activity you will take to stop or minimise impact.</p>	cultural and ethnic groups		
	Employees who have a religion or belief, or who do not	None	
	Female and Male employees	None	
	Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership	None	
	Employees with caring responsibilities	None	
	Full Time Employees	None	
	Part Time Employees	None	
Question	Three needs of Equality Act 2010	Summary explanation	
<p>c) Please review how this policy, strategy or service reform may help us to achieve the three needs of the Equality Act as shown opposite and provide a summary explanation in the end column.</p>	<p>Eliminate unlawful discrimination, harassment and victimisation.</p> <p>Advance equality of opportunity between people who share a relevant protected characteristic and those who don't</p> <p>Foster good relations between people who share a protected characteristic and those who don't.</p>	<p>Additional measures have been put in place to make sure that employees who have Covid-19 absences continue to receive their full contractual pay and that these absences are not included in their sick pay entitlement.</p>	

4. Conclusion			
	Yes	No	Explanation
<p>a) Should you proceed to a full EEqIA for this policy or decision?</p> <p>Please provide a brief statement explaining why you have made this decision.</p>		X	

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• If you are proceeding to a full EEqIA please refer to the template EEqIA.

• If you are not proceeding to a full EEqIA please answer the questions below:

b) Did you identify anything in parts 2 or 3 which you have incorporated into the policy development or policy, strategy or service reform implementation plan? If yes, please provide a brief statement about this opposite.	No
c) Have you identified anything which is likely to change during the implementation stages of the policy, strategy or service reform which would result in your reviewing this screening? If yes, please provide a brief statement opposite.	No
d) Have you added Equality into the implementation plan for this policy, strategy or service reform?	Any further updates to these principles will require an equality impact assessment.

5. Screening Sign off

I confirm I have reviewed the guidance and agree with the information detailed on this EEqIA screening document:

Signature of HR Manager: Lynn Norwood, Senior Strategic Human Resources Manager

WHEN COMPLETE PLEASE EMAIL A COPY OF THIS FORM TO [CORPORATE HR EQUALITY & DIVERSITY](#)

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