ULSTER SUPPORTED EMPLOYMENT LIMITED

SECTION 75 EQUALITY OF OPPORTUNITY SCREENING

Policy Title (in full)	Sickness and absence
Policy Aim	To provide ensure staff absence levels are monitored and where appropriate the levels of support needed to allow staff with health conditions to have any reasonable adjustments made. It provides staff with details of SSP and company sick pay and what actions need to be taken when unable to attend work as well as actions when they return to work.
Decision (delete as appropriate)	Policy screened out **without** mitigation or an alternative policy adopted
Business Area	**Corporate Services**
Contact	**Sarah-Jane Mowbray**
Date of form completion	**21/08/17**

For HR Department completion:

Date received	**24/08/17**
Amendments requested?	No
Date returned to Business Area	**24/08/17**
Date final version received	**24/08/17**
Date place on S75 Screening webpage	**01/09/17**

Policy scoping

Information about the policy

Name of the policy
Sickness and absence

_____

Is this an existing, revised or a new policy?
Existing

_____
What is it trying to achieve? (intended aims/outcomes)
To provide ensure staff absence levels are monitored and where appropriate the
levels of support needed to allow staff with health conditions to have any reasonable
adjustments made. It provides staff with details of SSP and company sick pay and
what actions need to be taken when unable to attend work as well as actions when
they return to
work._____

Are there any Section 75 categories which might be expected to benefit
from the intended policy?
If so, explain how.

__No_____

Who initiated or wrote the policy?
Business Improvement Officer
Who owns and who implements the
policy?_____
Head of Corporate Services

Implementation factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?

If yes, are they

| Y | financial |

| Y | legislative |

| | other, please specify _____

Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

| Y | staff |

service users

| | other public sector organisations |

| | voluntary/community/trade unions |

| | other, please specify _____

Other policies with a bearing on this policy

- what are they?

Stress at Work, Disciplinary

- who owns them?

Head of Corporate Services

Available evidence

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

Section 75 category	Details of evidence/information
Religious belief	The policy has been reviewed and updated with the support of a HR Consultancy firm to ensure we are fair and compliant with all staff when looking and sick leave and pay
Political opinion	**As above**
Racial group	**As above**
Age	**As above**
Marital status	**As above**
Sexual orientation	**As above**
Men and women generally	**As above**
Disability	**As above**
Dependants	**As above**

Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify details for each of the Section 75 categories

Section 75 category	Details of needs/experiences/priorities
Religious belief	The policy will not adversely affect any of the groups covered by S75
Political opinion	As above
Racial group	As above
Age	As above
Marital status	As above
Sexual orientation	As above
Men and women generally	As above
Disability	As one of the largest employers of people with disabilities and health conditions, our sickness policy ensures we are making reasonable adjustments to support workers with disabilities
Dependants	As above

Screening questions

1 What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? minor/major/none		
Section 75 category	Details of policy impact	Level of impact? minor/major/none
Religious belief	The policy has no impact of religious belief	None
Political opinion	The policy has no impact on political opinion	None
Racial group	The policy has no impact on racial group	None
Age	The policy has no impact on age	None
Marital status	The policy has no impact on marital status	None
Sexual orientation	The policy has no impact on sexual orientation	None
Men and women generally	The policy has no impact on men and women generally	None
Disability	As one of the largest employers of people with disabilities and health conditions, our sickness policy ensures we are making reasonable	None

	adjustments to support workers with disabilities	
Dependants	The policy has no impact on those with dependants	None

2	Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?	
Section 75 category	If **Yes**, provide details	If **No**, provide reasons
Religious belief		The policy is designed to monitor sickness levels and ensure fair payment of company sick pay for all staff, regardless of their Section 75 Categories
Political opinion		As above
Racial group		As above
Age		As above
Marital status		As above
Sexual orientation		As above
Men and women generally		As above

Disability		As above
Dependants		As above

3 To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group? minor/major/none		
Good relations category	Details of policy impact	Level of impact minor/major/none
Religious belief	No impact on religious belief	None
Political opinion	No impact on political opinion	None
Racial group	No impact on racial group	None

4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?		
Good relations category	If **Yes**, provide details	If **No**, provide reasons
Religious belief		The policy is designed to protect all staff, volunteers and service users, regardless of their Section 75 Categories

Political opinion		As above
Racial group		As above

Additional considerations

Multiple identity

Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, are there any potential impacts of the policy/decision on people with multiple identities?
(*For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people*).

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

Not affected by multiple identity-processes will be applied to all groups

Part 3. Screening decision

If the decision is not to conduct an equality impact assessment, please provide details of the reasons.

Based on the answers above we recommend the policy is screened out. The policy supports, rather than adversely impacts upon any of the groups covered by S75

Part 5 - Approval and authorisation

Screened by:	Position/Job Title	Date
Patrice Devine	Business Improvement Officer	24/08/17
Approved by:		
Sarah-Jane Mowbray	Head of Corporate Services	24/08/17