

APPENDIX C: EQUALITY SCREENING FORM

Policy Scoping

Policy Title:  Managing Attendance 

Brief Description of Policy (please attach copy if available). Please state if it is a new, existing or amended policy.

This is an amended policy that outlines the process to manage absence in the organisation

Intended aims/outcomes. What is the policy trying to achieve?

1.1 Within the framework of this procedure the Council will:

- Require employees to comply with the procedures for notifying absence to their manager/supervisor, and for claiming Occupational Sick Pay/Statutory Sick Pay.
- Seek medical advice from the Council's Occupational Health provider and the employee's General Practitioner (GP) where appropriate.
- Ensure that line managers/supervisor make contact with an employee on their return to work following sickness absence. The manager/supervisor must arrange a suitable time at this stage to complete a return-to-work interview. This should be completed on the first day face to face but no more than 5 working days of a return to work.
- Treat fairly, sympathetically and confidentially, all cases of absence in consultation with the employee concerned, having regard to individual circumstances and in accordance with procedures.

Policy Framework

Has the policy been developed in response to statutory requirements, legal advice or on the basis of any other professional advice? Does this affect the discretion available to The Council to amend the policy?

The Council has the discretion to change this policy. The policy was developed on the basis of good practice.

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

No

Who initiated or wrote the policy (if The Council decision, please state). Who is responsible for implementing the policy?

Who initiated or wrote the policy?	Niamh Shannon, Head of HR and OD
Who is responsible for implementation?	The Council

Are there any factors which might contribute to or detract from the implementation of the policy (e.g. financial, legislative, other)?

None

Main stakeholders in relation to the policy

Please list main stakeholders affected by the policy (e.g. staff, customers, other statutory bodies, community or voluntary sector, private sector)

Staff and customers

Are there any other policies with a bearing on this policy? If so, please identify them and how they impact on this policy.

Capability Procedure

Available Evidence

The Council should ensure that its screening decisions are informed by relevant data. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories. For up to date [S75 Borough Statistics](#)

Section 75 category	Evidence
Religious belief	As at 1 Jan 23 the religious breakdown of the workforce was as follows, 651 Protestant, 626 Roman Catholic and 83 non-determined totalling 1360 staff.
Political opinion	
Racial group	
Age	Evidence available on request
Marital status	
Sexual orientation	
Men and women generally	As at 1 Jan 23 there were 821 Males in Council and 539 Females
Disability	
Dependants	

Needs, experiences and priorities

Taking into account the information gathered above, what are the different needs, experiences and priorities of each of the following categories in relation to this particular policy/decision?

Section 75 category	Needs, experiences and priorities
Religious belief	N/A
Political opinion	N/A
Racial group	N/A
Age	N/A
Marital status	N/A
Sexual orientation	N/A
Men and women generally	N/A
Disability	Managers will ensure that reasonable adjustments have been put in place.
Dependants	N/A

Screening Questions

1. What is the likely impact on equality of opportunity for those affected by this policy for each of the Section 75 categories?

Category	Policy Impact	Level of impact (Major/minor/none)
Religious belief	Positive	None
Political opinion	Positive	None
Racial group	Positive	None
Age	Positive	None
Marital status	Positive	None
Sexual orientation	Positive	None
Men and women generally	Positive	None
Disability	Positive	None
Dependants	Positive	None

2. Are there opportunities to better promote equality of opportunity for people within the Section 75 categories?

Category	If yes, provide details	If no, provide reasons
Religious belief		This policy will be applied fairly and consistently to all staff.
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?

Category	Details of Policy Impact	Level of impact (major/minor/none)
Religious belief	Application of this policy will be applied fairly and consistently to all staff to promote good relations for all.	None
Political opinion	As Above	None
Racial group	As Above	None

4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Category	If yes, provide details	If no, provide reasons
Religious belief		No, application of this policy will be applied fairly and consistently to all staff to promote good relations for all.
Political opinion		As Above
Racial group		As Above

Multiple Identity

Generally speaking, people fall into more than one Section 75 category (for example: disabled minority ethnic people; disabled women; young Protestant men; young lesbian, gay and bisexual people). Provide details of data on the impact of the policy on people with multiple identities. Specify relevant s75 categories concerned.

This policy will be applied fairly and consistently to all staff.

Disability Discrimination (NI) Order 2006

Is there an opportunity for the policy to promote positive attitudes towards disabled people?

In the training that will arise out of this policy and procedure, there will be an opportunity for staff to take the needs of disabled people onto consideration in how they implement this policy. Health and Wellbeing conversations will take place with the aim of supporting and retaining disabled staff who may/may not have a declared a disability. For staff who have caring responsibilities and staff who are disabled, the Council seeks through this policy to support these people to stay in the workplace.

Is there an opportunity for the policy to encourage participation by disabled people in public life?

No

Screening Decision

A: NO IMPACT IDENTIFIED ON ANY CATEGORY – EQIA UNNECESSARY

Please identify reasons for this below

The Council expects the regular and punctual attendance of all employees at work. The Council recognises that staff occasionally will be absent from work due to sickness absence.

As an employer the Council has a duty of care of all its employees and commits itself to promoting good employee health throughout the organisation.

The Council understands that employees are increasingly balancing a range of activities, interests and relationships outside work whilst striving to meet the increasing demands of the workplace. The Council will try where reasonably practicable to accommodate an employee's requests to achieve a good work-life balance.

The Council's Executive Management Team and Committee will be provided with sickness absence levels on a quarterly basis and develop initiatives to reduce sickness absence in accordance with the Chief Local Government Auditor's Annual Letter to Council.

Council do not foresee a negative impact on the implementation of this policy for any member of Section 75 groups. This policy will be applied fairly and consistently to all staff. Reasonable adjustments and cross referring to other policies will be considered throughout.

B: MINOR IMPACT IDENTIFIED – EQIA NOT CONSIDERED NECESSARY AS IMPACT CAN BE ELIMINATED OR MITIGATED

Where the impact is likely to be minor, you should consider if the policy can be mitigated, or an alternative policy introduced. If so, an EQIA may not be considered necessary. You must indicate the reasons for this decision below, together with details of measures to mitigate the adverse impact or the alternative policy proposed.

C: MAJOR IMPACT IDENTIFIED – EQIA REQUIRED

If the decision is to conduct an equality impact assessment, please provide details of the reasons.

Timetabling and Prioritising

If the policy has been screened in for equality impact assessment, please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3 with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Policy Criterion

Rating (1-3)

Effect on equality of opportunity and good relations
Social need
Effect on people's daily lives

Choose an item.
Choose an item.
Choose an item.

The total rating score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the Council in timetabling its EQIAs.

Is the policy affected by timetables established by other relevant public authorities? If yes, please give details.

Monitoring

Effective monitoring will help the authority identify any future adverse impact arising from the policy. It is recommended that where a policy has been amended or an alternative policy introduced to mitigate adverse impact, monitoring be undertaken on a broader basis to identify any impact (positive or adverse).

Further information on monitoring is available in the Equality Commission's guidance on monitoring (www.equalityni.org).

Identify how the impact of the policy is to be monitored

This policy will be reviewed in three years' time

Approval and Authorisation

A copy of the screening form for each policy screened should be signed off by the senior manager responsible for that policy. The screening recommendation should be reported to the relevant Committee/The Council when the policy is submitted for approval.

Screened by	Position/Job title	Date
Gillian Robinson	HR Advisor	11/06/2024
Approved by	Position/Job Title	Date
Niamh Shannon	Head of HR and OD	11/06/2024

Please forward a copy of the completed policy and form to:

Equality@armaghbanbridgecraigavon.gov.uk

who will ensure these are made available on the Council's website.

The above officer is also responsible for issuing reports on a quarterly basis on those policies "screened out for EQIA". This allows stakeholders who disagree with this recommendation to submit their views. In the event of any stakeholder disagreeing with the decision to screen out any policy, the screening exercise will be reviewed.

APPENDIX D: RURAL NEEDS IMPACT ASSESSMENT (RNIA)

SECTION 1

Defining the activity subject to Section 1(1) of the Rural Needs Act (NI) 2016

1A. Name of Public Authority: Armagh City, Banbridge & Craigavon Borough The Council

1B. Please provide a short title which describes the activity being undertaken by the Public Authority that is subject to Section 1(1) of the Rural Needs Act (NI) 2016.

Managing Attendance Policy

1C Please indicate which category the activity specified in Section 1B above relates to:

Developing a

Adopting a

Implementing a

Revising a

Policy

Designing a Public Service

☐

Delivering a Public Service

☐

1D. Please provide the official title (if any) of the Policy, Strategy, Plan or Public Service document or initiative relating to the category indicated in Section 1C above

Managing Attendance policy

1E. Please provide details of the aims and/or objectives of the Policy, Strategy, Plan or Public Service

The Council will:

- Require employees to comply with the procedures for notifying absence to their manager/supervisor, and for claiming Occupational Sick Pay/Statutory Sick Pay.
- Seek medical advice from the Council's Occupational Health provider and the employee's General Practitioner (GP) where appropriate.
- Ensure that line managers/supervisor make contact with an employee on their return to work following sickness absence. The manager/supervisor must arrange a suitable time at this stage to complete a return-to-work interview. This should be completed on the first day face to face but no more than 5 working days of a return to work.
- Treat fairly, sympathetically and confidentially, all cases of absence in consultation with the employee concerned, having regard to individual circumstances and in accordance with procedures.

1F. What definition of 'rural' is the Public Authority using in respect of the Policy, Strategy, Plan or Public Service?

- Population Settlements of less than 5,000 (Default definition) ☒
- Other Definition (Provide details and the rationale below) ☐
- A definition of 'rural' is not applicable ☐

Details of alternative definition of 'rural' used

Rationale for using alternative definition of 'rural'.

Reasons why a definition of 'rural' is not applicable.

SECTION 2

Understanding the impact of the Policy, Strategy, Plan or Public Service

2A. Is the Policy, Strategy, Plan or Public Service likely to impact on people in rural areas?

Yes ☐ No ☒ If response is No go to 2E

2B. Please explain how the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas.

2C. If the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas *differently* from people in urban areas, please explain how it is likely to impact on people in rural areas differently.

2D. Please indicate which of the following rural policy areas the Policy, Strategy, Plan or Public Service is likely to primarily impact on.

- Rural Businesses ☐
- Rural Tourism ☐
- Rural Housing ☐
- Jobs or Employment in Rural Areas ☐
- Education or Training in Rural Areas ☐
- Broadband or Mobile Communications in Rural Areas ☐
- Transport Services or Infrastructure in Rural Areas ☐
- Health or Social Care Services in Rural Areas ☐
- Poverty in Rural Areas ☐

Deprivation in Rural Areas	<input type="checkbox"/>
Rural Crime or Community Safety	<input type="checkbox"/>
Rural Development	<input type="checkbox"/>
Agri-Environment	<input type="checkbox"/>
Other (Please state)	

If the response to Section 2A was YES GO TO Section 3A.

2E. Please explain why the Policy, Strategy, Plan or Public Service is NOT likely to impact on people in rural areas.

This is an internal staff policy which is not likely to impact on people in rural areas. The policy will be applied equitably and consistently to all regardless of where they live or work.

SECTION 3

Identifying the Social and Economic Needs of Persons in Rural Areas

3A. Has the Public Authority taken steps to identify the social and economic needs of people in rural areas that are relevant to the Policy, Strategy, Plan or Public Service?

Yes ☐ No ☒ If response is No go to 3E

3B. Please indicate which of the following methods or information sources were used by the Public Authority to identify the social and economic needs of people in rural areas.

Consultation with Rural Stakeholders	<input type="checkbox"/>
Consultation with Other organisations	<input type="checkbox"/>
Published Statistics	<input type="checkbox"/>
Research Papers	<input type="checkbox"/>
Surveys or Questionnaires	<input type="checkbox"/>
Other Publications	<input type="checkbox"/>
Other Methods or Information Sources (include details in Question 3C below)	<input type="checkbox"/>

3C. Please provide details of the methods and information sources used to identify the social and economic needs of people in rural areas including relevant dates, names of organisations, titles of publications, website references, details of surveys or consultations undertaken etc.

3D. Please provide details of the social and economic needs of people in rural areas which have been identified by the Public Authority?

If the response to Section 3A was YES GO TO Section 4A.

3E. Please explain why no steps were taken by the Public Authority to identify the social and economic needs of people in rural areas?

This is an internal staff policy which is not likely to impact on people in rural areas. The policy will be applied equitably and consistently to all regardless of where they live or work.

SECTION 4

Considering the Social and Economic Needs of Persons in Rural Areas

4A. Please provide details of the issues considered in relation to the social and economic needs of people in rural areas.

N/A

SECTION 5

Influencing the Policy, Strategy, Plan or Public Service

5A. Has the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, been influenced by the rural needs identified?

Yes ☐ No ☒ If response is No go to 5C

5B. Please explain how the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, has been influenced by the rural needs identified.

If the response to Section 5A was YES go to 6A.

5C. Please explain why the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or the delivery of the Public Service, has NOT been influenced by the rural needs identified.


This is an internal staff policy which is not likely to impact on people in rural areas. The policy will be applied equitably and consistently to all regardless of where they live or work.

SECTION 6
Documenting and Recording

6A. Please tick below to confirm that the RNIA Template will be retained by the Public Authority and relevant information on the Section 1 activity compiled in accordance with paragraph 6.7 of the guidance.

I confirm that the RNIA Template will be retained, and relevant information compiled. ☒

Rural Needs Impact Assessment undertaken by:
Position:
Department / Directorate:
Signature: Gillian Robinson
Date: 11/06/2024

Rural Needs Impact Assessment approved by:
Position:
Department / Directorate:
Signature: 
Date: 11/06/2024