

Impact Assessment of: Managing Attendance Policy and procedure

Service/ Directorate: One HR

Date Completed: 28th November 2006

Lead Officer: Chris Ingham

Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service
Chris Ingham	One HR LCC	Lead Officer
Nicola Saunders	One HR LCC	Team Member
Clint Clarke	One HR LCC	Facilitator

Brief description of policy/ service:

Review of the existing Sickness Absence and Policy and Ill Health Procedure to reflect the Council direction in terms of wellbeing and attendance, i.e, Happy, Healthy and Here

The aim of the Managing Attendance Policy is to describe the approach that will be taken in circumstances where, for reasons related to their ill-health, individuals are unable to maintain an acceptable level of attendance. Although the procedure applies to all employees some elements of the approach will be influenced by the circumstances of each individual case.

Brief account of how the impact assessment was carried out:

An assessment team was put together and facilitated by the HR service equality and diversity lead officer. A number of documents were considered in the fact finding stage including:

- IDeA review of LCC approach to managing attendance including:
 - Current practice across LCC; and
 - Other organisations best practice
- Occupational Health Needs Analysis (Leeds Metropolitan University research) and also:

- European perspective;
- National perspective;
- Regional perspective; and
- Individual health needs across the strands
- Overview and Scrutiny Review of Managing Attendance involving a variety of witness including;
 - National Britannia;
 - Care First;
 - Health and Safety Executive;
 - Leeds Teaching Hospital Trust;
 - Trade Union representatives nominated by the Joint Trade Union Committee;
 - HR Practitioner Group;
 - Safety, Well-being and Attendance Management Team;
 - Health Behaviours Study undertaken by Leeds University;
 - Chief Support Services Officer;
 - Departmental Management Team;
 - Equalities Unit;
 - Organisational Health Indicators; and
 - Legal and Democratic Service

Brief description of any adverse affects found:

The impact assessment team identified accessibility as a potentially adverse effect on particular groups and will be addressed through the roll out of the communications strategy

Summary of Actions arising from Assessment

Actions	Responsibility	Timescale
Action the Communications strategy to ensure the policy is accessible to all staff.	HR Community and Trade Unions	Q1/2 2007
Identify learning needs of staff for the rollout	Lorna Thompson and Departmental HR	Q1/2 2007
Develop a range of learning interventions for	Lorna	Q1/2 2007

Supervisors and Managers.	Thompson and Departmental HR	
Training courses will be used to challenge Stereotypes and assumptions	Departmental HR and Trade Unions.	Q1/2 2007

Contacts for further information:

Chris Ingham – One HR Service

Date published on Council Website:

4 November 2008