

## PBNI Equality Impact Screening

### Part 1 Policy Scoping

#### Information about the policy

This form should be read in conjunction with the Equality Commission's revised Section 75, "A Guide for Public Authorities" April 2010 and available via the following link [S75 Guide for Public Authorities April 2010](#). Staff should complete a form for each new or revised policy for which they are responsible (see page 6 for a definition of policy in respect of section 75).

The purpose of screening is to identify those policies that are likely to have an impact on equality of opportunity and/or good relations and so determine whether an Equality Impact Assessment (EQIA) is necessary. Screening should be introduced at an early stage when developing or reviewing a policy.

#### 1.1 Name of the policy

Managing Attendance Policy and Procedure

#### 1.2 Is this an existing, revised or a new policy?

Revised

#### 1.3 What is it trying to achieve? (Intended aims/outcomes)

The aim of the Managing Attendance Policy and Procedure is to assist managers and employees to address sick absence levels, to support managers in managing attendance effectively and to encourage employees to work with their manager to achieve and/or maintain a satisfactory level of attendance. The policy and procedure will be utilized in a consistent, fair and supportive manner for all employees of PBNI.

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

No

#### 1.5 Who initiated or wrote the policy?

Staff Officer Human Resources Department

**1.6 Which Dept. owns and who implements the policy?**

Human Resources Department

**Implementation factors**

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

No

If yes, are they

financial

legislative

other, please specify

**Main stakeholders affected**

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

staff

service users

other public sector organisations

voluntary/community/trade unions

other, please specify

**1.9** Other policies with a bearing on this policy

- what are they?

Disciplinary Policy  
Performance Capability Policy  
Substance Abuse Policy  
The Equal Opportunities Policy  
Disability Discrimination Act (DDA)

- who owns them?

Human Resources Department

## Available evidence

- 1.10** 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
<b>Religious belief</b>	<p>Details of the latest Section 75 report indicate that PBNI workforce is as follows:</p> <p>Non-determined 7% Protestant 45% Catholic 47% Blank 1%</p> <p>The operation of this policy has no impact on religious belief.</p>
<b>Political opinion</b>	<p>The operation of this policy has no impact on political opinion</p>
<b>Racial group</b>	<p>Details of the latest Section 75 report indicate that PBNI workforce is as follows:</p> <p>White 97.42% Mixed 0.7% Other 0.235 Not disclosed 0.7%</p> <p>The operation of this policy has no impact on Racial Group</p>
<b>Age</b>	<p>Details of the latest Section 75 report indicate that PBNI workforce is as follows:</p> <p>18-25 = 2% 26-35 =21% 36-45 = 30% 46-55 = 30% 56+ = 16%</p> <p>Blank = 1%</p> <p>The most recent NISRA report on PBNI sick absence for the 2014/2015 and 2015/2016 years indicate that staff in 55+ age group had the highest level of sick absence while staff in the 16-34 age group had the lowest. The report advises however that care should be taken when interpreting this analysis due the small number of staff in these age groups. The Managing Attendance Policy and Procedure will be applied consistently across all age groups taking account of occupational health advice and DDA considerations as appropriate.</p>
<b>Marital status</b>	<p>Details of the latest Section 75 report indicate that PBNI workforce is as follows:</p> <p>Single = 24% Married – 60% Widowed = 1% Separated = 3% Divorced = 3% Civil Partnership 0% Cohabit 6% Not disclosed 2% Blank 1%</p> <p>The operation of this policy has no impact on marital status</p>

<p><b>Sexual orientation</b></p>	<p>Details of the latest Section 75 report indicate that PBNI workforce is as follows:</p> <p>Heterosexual = 82% Bisexual = 1% Gay/Lesbian = 1% Not disclosed = 2% Blank 14%</p> <p>The operation of this policy has no impact on sexual orientation</p>
<p><b>Men and women generally</b></p>	<p>Details of the latest Section 75 report indicate that PBNI workforce is as follows:</p> <p>Male = 30% Female = 70%</p> <p>Whilst PBNI has a higher percentage of women in the workforce than males the latest NISRA report on sick absence for 2014/2015 and 2015/2016 indicates that males had a higher level of absence than females in PBNI. However due to there being more females, days lost by females contributed more to PBNI's overall working days lost.</p> <p>Pregnancy related absences will be discounted under the procedure for the purposes of any formal action as obviously this is only applicable to women.</p> <p>With regard to gender specific illnesses there will be other female related conditions however there are also medical conditions that can be specific to males. All absences will be treated consistently and fairly in line with the policy and procedure and if appropriate line manager discretion can be applied in regards to formal action.</p>
<p><b>Disability</b></p>	<p>Details of the latest Section 75 report indicate that PBNI workforce is as follows:</p> <p>Disabled = 4% Not disabled = 96%</p> <p>The policy and procedure takes account of any disability related conditions providing reasonable adjustments if applicable on a case by case basis. The procedure also allows for an increase in review points as a reasonable adjustment.</p>
<p><b>Dependants</b></p>	<p>Details of the latest Section 75 report indicate that PBNI workforce is as follows:</p> <p>Staff with children = 38% Person with disability = 2% Elderly person = 3% No dependents = 56% Not disclosed = 1%</p> <p>The operation of this policy has no impact on those with dependents</p>

## Needs, experiences and priorities

**1.11** 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
<b>Religious belief</b>	None in relation to this policy
<b>Political opinion</b>	None in relation to this policy
<b>Racial group</b>	None in relation to this policy
<b>Age</b>	None in relation to this policy
<b>Marital status</b>	None in relation to this policy
<b>Sexual orientation</b>	None in relation to this policy
<b>Men and women generally</b>	A higher proportion of women may be impacted with this policy given the breakdown of 30% male and 70% female PBNI workforce. However the highest level of sick absence in 2014/2015 and 2015/2016 was taken by males. As indicated above all staff will be treated in a consistent and fair manner
<b>Disability</b>	Employees with a disability will have different needs to other staff who have been absent due to one-off absences or conditions from which a full recovery is made. The policy and procedure takes account of those different needs in terms of providing reasonable adjustments when appropriate.
<b>Dependants</b>	None in relation to this policy

## Part 2 Equality Screening Questions

### SCREENING QUESTIONS

- 2.1** In making a decision as to whether or not there is a need to carry out an equality impact assessment, consider questions 2.5 -2.8 listed below.
- 2.2** If the conclusion is **none** in respect of all of the Section 75 equality of opportunity and/or good relations categories, then the decision may to screen the policy out. If a policy is 'screened out' as having no relevance to equality of opportunity or good relations, give details of the reasons for the decision taken.
- 2.3** If the conclusion is **minor** in respect of one or more of the Section 75 equality categories and/or good relations categories, then consideration should still be given to proceeding with an equality impact assessment, or to:
- i.measures to mitigate the adverse impact; or
  - ii.the introduction of an alternative policy to better promote equality of opportunity and/or good relations.
- 2.4** If the conclusion is **major** in respect of one or more of the Section 75 equality of opportunity and/or good relations categories, then consideration should be given to subjecting the policy to the equality impact assessment procedure.

## 2.5 Equality Impact

What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? <b>Minor   Major   None</b>		
Section 75 category	Details of policy impact	Level of impact? <b>Minor   Major   None</b>
Religious belief	None	
Political opinion	None	
Racial group	None	
Age	None	
Marital status	None	
Sexual orientation	None	
Men and women generally	None	
Disability	None	
Dependants	None	

## 2.6 Promotion of Equality

Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?		
Section 75 category	If <b>Yes</b> , provide details	If <b>No</b> , provide reasons
Religious belief		No, the policy applies to all employees of PBNI.
Political opinion		No as above
Racial group		No as above
Age		No as above
Marital status		No as above
Sexual orientation		No as above
Men and women generally		No as above
Disability		No as above
Dependants		No as above

## 2.7 Good Relation Impact

To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group? <b>Minor   Major   None</b>		
Good relations category	Details of policy impact	Level of impact <b>Minor   Major   None</b>
Religious belief	None	
Political opinion	None	
Racial group	None	

## 2.8 Promotion of Good Relations

4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?		
Good relations category	If <b>Yes</b> , provide details	If <b>No</b> , provide reasons
Religious belief		None given nature of policy
Political opinion		None given nature of policy
Racial group		None given nature of policy

**Additional considerations**

**Multiple identities**

**2.9** 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 women; young Protestant men; and young lesbians, gay and bisexual people).*

None
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**2.10** Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

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**2.11** Is there an opportunity through this policy for PBNI to promote positive attitudes towards disabled people or encourage the participation of disabled people in public life?

Yes

No

If answered yes detail how this will be achieved: -
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### Part 3 Screening decision

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

No equality issues have been identified that warrant a further inspection of equality issues in relation to this policy.

**3.2** If the decision is not to conduct an equality impact assessment consider if the policy should be mitigated or an alternative policy be introduced.

Not applicable

**3.3** If the decision is to subject the policy to an equality impact assessment, please provide details of the reasons.

No applicable

### Mitigation

**3.4** When the likely impact is 'minor' an equality impact assessment is not to be conducted, mitigation may lessen the severity of any equality impact, or the introduction of an alternative policy to better promote equality of opportunity or good relations. Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity and/or good relations and if so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative policy.

Not applicable

**Date Screening Completed: 16 March 2017**

**Department Completing this Screening: Human Resources Department**