

## Extension to Sick Pay Procedure - Equality Impact Assessment

<b>Title of work:</b> NHS Extension to Sick Pay Procedure	<b>Date of completion:</b> 4 April 25	<b>Completed by:</b> Brigitte Johnstone
<b>Description of work:</b>  The procedure is to implement the terms and conditions for staff on Agenda for Change and Medical and Dental terms and conditions, specifically in relation to occupational sick pay and the ability for NHS Scotland employers to extend sick pay periods subject to certain criteria being met as set out by the terms and conditions of employment.		
<b>Outcome of work:</b>  The procedure provides for a panel to consider all applications from across the organisation with the aim to achieve a level of consistency regardless of protected (or non-protected) characteristics. The panel is made up of representatives from management, finance and the people function, and is a subgroup of the Terms and Conditions Subgroup, which is a Subgroup of the Area Partnership Forum. The procedure offers an appeal process which applicants can follow if they are dissatisfied with the panel's decision.		
<b>Who:</b>  All staff on Agenda for Change and Medical and Dental terms and conditions of employment are eligible to apply under this procedure.		
<b>How do you know:</b>  The procedure was developed and reviewed in partnership with input from unions and professional organisations. It continues to be subject to regular review taking into consideration feedback from the panel members as well as members of the wider Terms and Conditions Subgroup. Feedback from applicants and their managers is also part of the considerations, as well as learning from appeal processes.		

**What will the impact of this work be?**

Eligibility to apply is determined by NHS Scotland terms and conditions of employment. Where an employee is unable to complete the application form themselves alternatives are offered and accepted, e.g. somebody else can complete and submit the application on their behalf.

Decisions by the panel do consider the factual information presented by the applicant.

Awareness of the procedure is raised through internal communication and through senior leadership teams. Enquiries through the People Services mailbox signpost to the procedure and general policy awareness training incorporates information about the procedure.

The procedure and application form are available on the intranet, via managers or the People Services team.

**Given all of the above what actions, if any, do you plan to take?**

Continued monitoring of applications and outcomes as well as feedback received. Regular review at short intervals.

**Approved by:**

Area Partnership Forum