

Contract to Award Occupational Health Services

Service Area - Resources

Staff Impact Assessment

Staff member completing this form:

Signed: ___Linda Nicholas_____

Date: ___29/09/2020_____

1. The policy, procedure, function, service activity or financial decision

Workforce Profile – total: 4639 (as at August 2020)		
Protected Characteristics		
Gender	Female	53%
	Male	47%
Age	16 - 24	3%
	25 - 39	27%
	40 - 49	25%
	50-64	41%
	65+	4%
Disability	Disabled	9%
	Non-disabled	42%
	Not Stated	49%
Sexual Orientation	LGBT	4%
	Heterosexual/ Straight	58%
	Not Stated	38%
Race	BAME	34%
	White	51%
	Mixed	5%
	Other	2%

	Not stated	9%
Religion or Belief	Christian	32%
	Muslim	6%
	Other	10%
	No Religion	11%
	Not Stated	41%

2. Equality impacts

With reference to the guidance, please describe what are the equality impacts for staff and what are the opportunities to challenge prejudice or promote understanding?

This RIA supports a contract for the provision of occupational health services to support the council's Well Run Council key performance indicators. The contract will ensure that the council fulfils its legal requirements under health and safety legislation and manages employee wellbeing efficiently and effectively. Where staff need to be exited from the council's employment due to long term or unsatisfactory sickness levels management decisions will be supported by robust and timely medical information and HR advice. There is potential that staff are treated differently whilst undergoing pre-employment, assessments, medical referrals or ill health retirement processes. The service current provider, Medigold Health LTD, was procured through the YPO framework, with all service quality standards met. There is an Occupational Health Service page on izzi, which provides staff and managers with guidance, health factsheets and tools to navigate the processes. These are refreshed regularly.

3. Safeguarding and Human Rights impacts

Mental health is one of the top two reasons (with musceloskeletal issues) for sickness absence within the council. There is a potential risk that vulnerable staff are unable to fully comply with processes when using the service. To mitigate this all employees are required to complete a consent form as well as hold a conversation with their manager to understand the reason for a medical referral. For new employees, HR Recruitment will explain the reasons for a pre-employment assessment. Staff are also advised to seek support from the council's EAP provider and can access support or guidance through other routes such as Mental Health Ambassadors, Mental Health First Aiders and the HR Disability Champions.

If potential safeguarding and human rights risks are identified then please contact equalities@islington.gov.uk to discuss further.

4. Action

The council has operated a contract to provide OH services with Medigold Health LTD since 1 April 2018 through the YPO framework which incorporates the key requirements of a core OH service which is based on good practice and meets the council's requirements. HR has also considered further developments the council requires as part of the new contract including service developments to improve customer interface and COVID pandemic support. The council has bought into from September 2020 an online return to work questionnaire to support the individual risk assessment process for staff returning to work. This supports consideration and mitigation of potential or actual risks for BAME staff or those with underlying medical conditions. Regular discussions take place with Corporate Health & Safety, Resources Management Team, our recognised trade unions and HR Business Partners who manage the interface between the contract and service users (Directorates) to ensure that the service remains fit for purpose.

HR holds quarterly meetings with the Medigold Account Manager to review management information reports including performance against KPIs, issues and risks. Monthly reports on usage by Directorate/Service by gender and ethnicity are reviewed to identify any issues and risks. HR Business Partners and managers are able to challenge reports and seek clarification on recommendations. HR monitors performance against KPIs and complaints closely. These meetings also provide an opportunity to share information on council initiatives and related policies, which affect the service and staff.

HR Business Partners also issue monthly sickness absence reports (8+ days and 20+ days) absence to Heads of Service for review and action in accordance with the council's Sickness Absence Procedure. HRBPs monitor all cases at the formal stages of the procedure through a case management database, which records the gender, ethnicity, age, length of service, and declared disability of the employee. This report is analysed each quarter to identify issues and trends by service/directorate/stage of the procedure/protected characteristics. Any issues, risks or learning is discussed with DMTs as part of the quarterly HR Dashboard presentation and fed into the continuous review of associated HR policies and processes.

An annual report on service usage, benchmarked against comparable local authorities, reasons for referrals, etc, is shared with Directorate Management Teams, trade union joint secretaries and Corporate H&S Committee. These reports are also presented to the Staff forums, in particular the Disability Staff Forum. Direct or indirect impacts on staff falling under the protected characteristics are

Action	Responsible person or team	Deadline
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considered and acted upon.

PPS Committee considers staff sickness absence at least once a year. This report includes data on long and short-term absences, by reason, by directorate and service with a detailed narrative on the issues and actions for each Directorate. Managers are held to account for managing sickness absences and staff wellbeing supported by a raft of HR policies, guidance and tools (e.g Sickness Absence Procedure, Reasonable Adjustments Guidance, Remote

Working, Covid Individual Online Assessment Questionnaire, Return to Work form) all of which have been consulted on.

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For more information on identifying actions that will limit the negative impact of the policy for protected groups see the [guidance](#).