

Impact and Needs/Requirements Assessment (INRA)

Initial Screening

Initial screening needs to take place for all new/revised Council policies. 'Policy' needs to be understood broadly to include all Council policies, strategies, services, functions, activities and decisions. This stage must be completed at the earliest opportunity to determine whether it is necessary to undertake an INRA for this activity.

Name of Policy:	Occupational Health Programme
Lead Officer (responsible for assessment):	Christina Ward
Department:	HR & Facilities Management
Others Involved in the Assessment (i.e. peer review, external challenge):	Nicole Pema
Date Initial Screening Completed:	21.6.11

- (a) **What is the policy trying to achieve?** i.e. What is the aim/purpose of the policy? Is it affected by external drivers for change? What outcomes do we want to achieve from the policy? How will the policy be put into practice?

The Council has, for many years, operated an occupational health programme for it's employees. The programme includes the following elements which are delivered via a contract with Addenbrooke's Hospital:-

- pre-employment health assessments (via paper screening) for potential employees
- on-site mini-health checks;
- referrals to a suitably qualified Occupational Physician for employees who have been absent from work with long term sickness issues or an underlying health problem;
- advice and guidance for staff experiencing health problems which they feel may be connected to their workstation layout; and
- Counselling for staff who report they are experiencing work-related stress.

In addition to the above, the Council also offers staff ad-hoc health talks and videos; opportunities and time within their normal working hours to meet with an advisor from Camquit to help them quit smoking, reduced rates and free membership of the Paradise Sports Centre (for those staff who were employed before October 2003) and reduced entry fee for the Paradise Swimming Pool. Staff may also take advantage of reduced rates at the privately owned Atrium fitness centre in Ely and attend in-house 18 Form Chi Kung classes which are usually held around lunch time at no cost to staff and run by a suitably qualified member of staff.

The occupational health programme also entitles staff, who are eligible, i.e. a Visual Display Screen "user" (someone who works using display screen equipment for a greater part of their working day) to request a contribution towards the cost of VDU specific spectacles (up to a maximum of £50). If the occupational health advisor recommends a visit to an Optician, the Council will also reimburse the cost of the eye examination.

The Occupational Health programme has several aims:

It plays a significant role in the Council's Managing Attendance & Stress at Work Policy.

Professional advice obtained from Addenbrooke's is crucial in terms of medical assessments for new employees and management of long-term absence. The referral service included within the contract continues to prove invaluable and has enabled the Council to access valuable 'health evidence' for use when considering capability issues, requests for ill-health retirement or advice on phased return to work programmes for staff following long-term sickness absence.

The occupational health programme is also important in terms of ensuring the Council fulfils the legal obligations placed upon it as an employer under the Management and Safety at Work Regulations 1992, the Health and Safety at Work Act 1974 and Health & Safety (Display Screen Equipment) Regulations 1992.

Information on the programme is available to staff on the Intranet. Details are given to staff at one-to-one induction meetings held with the HR Support Officer and staff receive regular emails regarding forthcoming talks/health checks/smoking cessation classes etc. The HR Support Officer ensures that manual staff are aware of events via emails to line managers and through Team Meetings

(b) Who are its main beneficiaries? i.e. who will be affected by the policy?

The Council is a beneficiary of the programme as it can obtain advice and guidance from Addenbrooke's Hospital thus ensuring it is better informed on health-related matters affecting current or potential employees (through referrals to an OH Physician or through pre-employment health screening for example).

The authority will also benefit from the improved health of staff who are able obtain advice from the OH Advisor during a mini-medical, or through a workstation assessment. Such interventions may result in fewer cases of both short term and long term sickness absence. The Council will also, by ensuring that appropriate systems are in place to meet the requirements of relevant health & safety legislation, reduce the risk of possible litigation. In addition, the organisation will be seen by prospective employees, as one which cares for it's employees and encourages a healthy workforce.

Staff will benefit from free health checks, which are carried out in work time and the additional support afforded to them through the Addenbrooke's contract, i.e. for referrals and counselling. In addition, health benefits will be realised if staff take advantage of the opportunities offered under the programme for reduced entrance fees to sports facilities, health initiatives such as smoking cessation and health talks. Staff benefit financially from the contribution the Council makes towards eye care.

The wider community benefits from the Council having a healthy workforce with staff being available to deliver services.

(c) Is this assessment informed by any information or background data? i.e. consultations, complaints, applications received, allocations/take-up, satisfaction rates, performance indicators, access audits, census data, benchmarking, workforce profile etc.

- Quantitative data in relation to the number and ages of all employees who take time off work through illness (HR database).
- Exit interviews
- Equal opportunities monitoring data on HR systems in relation to the staff who have time off through illness (and types of illness, i.e. virus, muscular-skeletal).
- Reports submitted to Personnel & Corporate Services Sub-Committee.
- Quarterly reports to Management Team featuring staff sickness figures.
- Quarterly reports to Heads of Service showing details of sickness absences for their section.
- Performance Indicator for sickness absence within the organisation
- Single Equality Scheme 2010-12 (supporting staff with disabilities/underlying health problems).

(d) Does this policy have the potential to cause an impact (positive, negative or neutral) on different groups in the community, on the grounds of (please tick all that apply):

Ethnicity
Gender
Disability

X
X
X

Age
Religion and Belief
Sexual Orientation

X
X
X

Please explain any impact identified (positive, negative or neutral): i.e. What do you already know about equality impact or need? Is there any evidence that there is a higher or lower take-up by particular groups? Have there been any demographic changes or trends locally? Are there any barriers to accessing the policy or service?

Improved health is an area which benefits all groups within the community.

The programme has a positive impact on staff. It is available to all employees, apart from casual staff. The programme offered does not discriminate against any group.

The group membership of the Paradise Sports Centre is only available to those staff who were employed before October 2003. The Sports Centre is a charitable trust and the Council has tried to reinstate this benefit for all Council's employees, however, this has not been possible. Staff employed after October 2003 are therefore not entitled to this reduced membership, however reduced rates for all ECDC staff are offered by the Atrium fitness centre.

Casual or part time staff who cannot access the Council's Intranet may need their line manager to keep them informed about the programme, e.g. when the OH Advisor is next to attend The Grange for mini-medicals for instance, or when health talks are to be held for staff.

All full time/part time staff, who commence with the Council, meet with HR and information on the occupational health programme is given as part of the induction process.

Disabled or older members of staff, may require information on the programme in alternative formats, but these services and additional support and guidance can be provided by HR on request

(e) Does the policy affect service users or the wider community?	NO
(f) Does the policy have a significant effect on how services are delivered?	NO
(g) Will it have a significant effect on how other organisations operate?	NO
(h) Does it involve a significant commitment of resources?	NO
(i) Does it relate to an area where there are known inequalities, e.g. disabled people's access to public transport etc?	NO

If you have answered **YES** to any of the questions above, then it is necessary to proceed with a full equality impact assessment. If the answer is **NO**, then this judgement and your response to the above questions will need to be countersigned by your Head of Service and then referred to the Council's Equal Opportunities Working Group (EOWG) for scrutiny and verification. Please forward completed and signed forms to Nicole Pema, Principal HR Officer.

Signatures:

Completing Officer: Christina Ward Date: 21/06/11
 Head of Service: Nicole Pema Date: 21/06/11