

WOVEN | GOVERNANCE & ASSURANCE
SECTION 75 EQUALITY SCREENING REPORT
Absence Management Policy

Field	Details
Organisation	Woven Housing Association Ltd
Policy / decision	Absence Management Policy
Status	Revised operational employment policy
Policy owner / responsible officer	Head of HR and Corporate Services
Screening date recorded on source document	28 August 2025
Provisional screening outcome	Screened out for full EQIA, with proportionate mitigation and monitoring
EQIA required?	No. A full Equality Impact Assessment is not required at this stage.

Part 1. Policy Scoping

ECNI scoping question	Completed assessment
Name of policy / decision	Absence Management Policy
Is it existing, revised or new?	Revised operational employment policy
What is it trying to achieve?	To support colleagues who are absent due to illness or incapacity and provide a fair, consistent framework for notification, monitoring, support and return to work.
Who owns and implements it?	Head of HR and Corporate Services leads implementation, supported by the teams and roles identified in the policy.
Main stakeholders affected	Employees; line managers; HR; Occupational Health and service users indirectly.

ECNI scoping question	Completed assessment
Implementation factors	Effective implementation depends on clear communication, staff awareness, consistent decision-making, adequate resources, accessible delivery and compliance with relevant legal, regulatory and organisational requirements.

Available evidence, needs, experiences and priorities

Section 75 category	Evidence available	Needs, experiences and priorities
Religious belief	Policy content and amendments reviewed. No disaggregated policy-specific outcome evidence supplied.	No policy-specific differential evidence was supplied. Apply the policy consistently and avoid assumptions linked to belief.
Political opinion	Policy content and amendments reviewed. No disaggregated policy-specific outcome evidence supplied.	No policy-specific differential evidence was supplied. Decisions and communications should remain objective and politically neutral.
Racial group	Policy content and amendments reviewed. No disaggregated policy-specific outcome evidence supplied.	Plain English and alternative formats or translation may be relevant where information is communicated to staff, tenants or the public.
Age	Policy content and amendments reviewed. No disaggregated policy-specific outcome evidence supplied.	Digital familiarity, experience, health or communication needs may vary by age; avoid age-based assumptions and offer appropriate support.
Marital status	Policy content and amendments reviewed. No disaggregated policy-specific outcome evidence supplied.	No specific differential impact identified. Apply criteria consistently.

Section 75 category	Evidence available	Needs, experiences and priorities
Sexual orientation	Policy content and amendments reviewed. No disaggregated policy-specific outcome evidence supplied.	No specific differential impact identified. Maintain respectful, inclusive language and confidentiality.
Men and women generally	Policy content and amendments reviewed. No disaggregated policy-specific outcome evidence supplied.	No direct adverse impact identified. Monitor implementation where working patterns, safety, caring roles or participation may differ.
Disability	Policy content and amendments reviewed. No disaggregated policy-specific outcome evidence supplied.	Accessible information, reasonable adjustments and individual consideration may be required. Do not treat absence, access or communication needs as non-compliance without enquiry.
Persons with dependants	Policy content and amendments reviewed. No disaggregated policy-specific outcome evidence supplied.	Notice, flexibility and accessible participation may assist people with caring responsibilities.

Part 2. Screening Questions

Question 1: Likely impact on equality of opportunity

Category	Assessment	Level	Adverse impact?
Religious belief	No policy-specific differential evidence was supplied. Apply the policy consistently and avoid assumptions linked to belief.	None	No adverse impact identified
Political opinion	No policy-specific differential evidence was supplied. Decisions and communications should remain objective and politically neutral.	None	No adverse impact identified

Category	Assessment	Level	Adverse impact?
Racial group	Plain English and alternative formats or translation may be relevant where information is communicated to staff, tenants or the public.	None	No adverse impact identified
Age	Digital familiarity, experience, health or communication needs may vary by age; avoid age-based assumptions and offer appropriate support.	Minor	Potential indirect impact if controls are not applied
Marital status	No specific differential impact identified. Apply criteria consistently.	None	No adverse impact identified
Sexual orientation	No specific differential impact identified. Maintain respectful, inclusive language and confidentiality.	None	No adverse impact identified
Men and women generally	No direct adverse impact identified. Monitor implementation where working patterns, safety, caring roles or participation may differ.	Minor	Potential indirect impact if controls are not applied
Disability	Accessible information, reasonable adjustments and individual consideration may be required. Do not treat absence, access or communication needs as non-compliance without enquiry.	Minor	Potential indirect impact if controls are not applied
Persons with dependants	Notice, flexibility and accessible participation may assist people with caring responsibilities.	Minor	Potential indirect impact if controls are not applied

Question 2: Opportunities to better promote equality of opportunity

Yes. The policy can better promote equality through the following proportionate measures:

- Require individual, case-by-case consideration and reasonable adjustments, with Occupational Health input where appropriate.
- Avoid automatic or inflexible trigger outcomes and distinguish disability-related absence where required.
- Provide accessible communication and allow support in meetings where reasonable.
- Monitor formal action and outcomes by relevant equality categories, while protecting health data.

Question 3: Likely impact on good relations

Good relations category	Assessment	Level
Religious belief	No adverse impact identified. Transparent, consistent and respectful implementation should support confidence.	None
Political opinion	No adverse impact identified. Decisions should remain objective and politically neutral.	None
Racial group	No adverse impact identified. Accessible communication and inclusive engagement may provide a minor positive opportunity.	None / minor positive

Question 4: Opportunities to better promote good relations

Use inclusive and accessible communication, objective decision-making, respectful engagement and clear routes for feedback or concerns. These are enhancement opportunities rather than responses to an identified major adverse impact.

Multiple identity considerations

Combined needs may arise, for example for disabled older people, disabled people with caring responsibilities, minority ethnic people with communication needs, or women with dependants. Implementation should respond to the individual circumstances evidenced, without stereotyping.

Part 3. Screening Decision

Decision field	Assessment
Screening decision	Screened out. A full Equality Impact Assessment is not required at this stage.
Reason	No major adverse equality or good relations impact has been identified from the source material. The foreseeable risks are minor, indirect and capable of being addressed through the listed amendments, consistent implementation and monitoring.
Mitigation required?	Yes, as a proportionate precaution and equality enhancement measure.
Alternative policy required?	No. The policy aim can be retained and the controls embedded in the policy or associated procedures.
Reconsideration trigger	Material amendment; evidence from consultation; equality complaint; monitoring indicating disproportionate outcomes; legal or regulatory change; or failure to implement agreed controls.

Mitigation and equality enhancement action plan

Action	Lead	Timing	Evidence
Require individual, case-by-case consideration and reasonable adjustments, with Occupational Health input where appropriate.	Policy owner / implementing team	Before approval or during implementation	Revised wording, implementation record or monitoring evidence
Avoid automatic or inflexible trigger outcomes and distinguish disability-related absence where required.	Policy owner / implementing team	Before approval or during implementation	Revised wording, implementation record or monitoring evidence
Provide accessible communication and allow support in meetings where reasonable.	Policy owner / implementing team	Before approval or during implementation	Revised wording, implementation record or monitoring evidence
Monitor formal action and outcomes by relevant equality categories, while protecting health data.	Policy owner / implementing team	Before approval or during implementation	Revised wording, implementation record or monitoring evidence

Part 4. Monitoring

Area	Measure / evidence	Frequency	Trigger for review
Access and communication	Requests for alternative formats, adjustments, language support and access-related feedback.	Ongoing; annual summary	Recurring barriers or unmet reasonable requests.
Use and outcomes	Relevant participation, decisions, service outcomes or formal actions under the policy, where data is available and proportionate.	At implementation review	Unexplained or recurring differential outcomes.

Area	Measure / evidence	Frequency	Trigger for review
Concerns	Equality-related complaints, grievances, incidents and consultation feedback.	Ongoing	Substantiated concern or recurring theme.
Policy effectiveness	Implementation review, legal or regulatory change and completion of mitigation actions.	At scheduled policy review or earlier	Material change or evidence of greater impact than predicted.

Part 5. Approval and Authorisation

Field	Record
Screened by	Ann Gallagher
Position / job title	Corporate Assurance Manager
Date completed	8 July 2025
Policy owner / responsible officer	Head of HR and Corporate Services
Senior approval / authorisation	Executive Leadership Team (ELT)
Approved by / date	ELT / 20/08/2025