

## Equality Impact Analysis

This equality impact analysis establishes the likely effects and unintended consequences that decisions, policies, projects and practices can have on people at risk of discrimination, harassment and victimisation. The analysis considers documentary evidence, data and information from stakeholder engagement/consultation to manage risk and to understand the actual or potential effect of activity, including both positive and adverse impacts, on those affected by the activity being considered.

To support completion of this analysis tool, please refer to the equality impact analysis guidance.

### Section 1 – Analysis Details (Page 5 of the guidance document)

<b>Name of Policy/Project/Decision</b>	Equality Policy for Employment
<b>Lead Officer/SRO/Project Manager</b>	Catherine King
<b>Department/Team</b>	HR, Corporate Core
<b>Proposed Implementation Date</b>	November 2023
<b>Author of the EqIA</b>	Catherine King
<b>Date of the EqIA</b>	September 2023

<b>1.1 What is the main purpose of the proposed policy/project/decision and intended outcomes?</b>
<p>The main aims of the Equality Policy for Employment are:</p> <ul style="list-style-type: none"> <li>▪ to champion equality, diversity and inclusion across our workforce</li> <li>▪ eliminate all forms of discrimination, harassment, victimisation and bias</li> <li>▪ develop our workforce to be truly representative of all sections of community and our customers at all levels</li> <li>▪ ensure all our colleagues feel respected and comfortable to be themselves at work where they are able to give their best and reach their full potential</li> </ul>

### Section 2 – Impact Assessment (Pages 6 to 9 of the guidance document)

<b>2.1 Who could the proposed policy/project/decision likely have an impact on?</b>
<p>Employees: <b>Yes/No</b>          Community/Residents: <b>Yes/No</b>          3<sup>rd</sup> parties such as suppliers, providers and voluntary organisations: <b>Yes/No</b></p>

If there is no likely impact on any of these, a full equality impact analysis is not required

**2.2 Evidence to support the analysis. Include documentary evidence, data and stakeholder information/consultation**

**Documentary Evidence:**  
 Employment Equality Report – see <https://www.bury.gov.uk/asset-library/employment-equality-report-2023.pdf>

**Data:**  
 As above

**Stakeholder information/consultation:**  
 IWG October 23  
 UNISON

**2.3 Consider the following questions in terms of who the policy/project/decision could likely have an impact on. Detail these in the impact assessment table (2.4) and the likely impact this would have.**

- Could the proposal prevent the promotion of equality of opportunity or good relations between different equality groups? **No**
- Could the proposal create barriers to accessing a service or obtaining employment with us for people from an equality group? **No**
- Could the proposal affect the usage or experience of a service by people from an equality group? **Not negatively**
- Could people from an equality group be disproportionately advantaged or disadvantaged by the proposal? **Possibly advantaged if positive action**
- Could the proposal make it more or less likely that people from an equality group will be at risk of harassment or victimisation? **Less likely**
- Could the proposal affect public attitudes towards people from an equality group (e.g. by increasing or reducing their presence in the community)? **It could increase representation of people from different equality groups in the workforce**
- Could the proposal prevent or limit people from an equality group contributing to the democratic running of the council? **No**

2.4 Characteristic	Potential Impacts	Evidence (from 2.2) to demonstrate this impact	Mitigations to reduce negative impact	Impact level with mitigations Positive, Neutral, Negative
Age				Positive

<b>Disability</b>	Raise awareness; reduce discrimination, harassment, victimisation and bias; increase representation of equality groups in the workforce; assist colleagues to feel respected and comfortable to be themselves at work where they are able to give their best and reach their full potential			
<b>Gender Reassignment</b>				
<b>Marriage and Civil Partnership</b>				
<b>Pregnancy and Maternity</b>				
<b>Race</b>				
<b>Religion and Belief</b>				
<b>Sex</b>				
<b>Sexual Orientation</b>				
<b>Carers</b>				
<b>Looked After Children and Care Leavers</b>				
<b>Socio-economically vulnerable</b>				
<b>Veterans</b>				

**Actions required to mitigate/reduce/eliminate negative impacts or to complete the analysis**

<b>2.5 Characteristic</b>	<b>Action</b>	<b>Action Owner</b>	<b>Completion Date</b>


### Section 3 - Impact Risk (Pages 9 and 10 of the guidance document)

Establish the level of risk to people and organisations arising from identified impacts, with additional actions completed to mitigate/reduce/eliminate negative impacts.

3.1 Level of impact / Likelihood	Unlikely (U)	Possible (P)	Likely (L)	Very Likely (V)
High Impact (H)	4	8	12	16
Medium Impact (M)	3	6	9	12
Low Impact (L)	2	4	6	8
Positive or No Impact (N)	1	1	1	1
Risk Level	No Risk = 1	Low Risk = 2 - 4	Medium Risk = 6 – 9	High Risk = 12 - 16

3.2 Level of risk identified	1
3.3 Reasons for risk level calculation	Positive impacts across the board.

### Section 4 - Analysis Decision (Page 11 of the guidance document)

4.1 Analysis Decision		Reasons for This Decision
There is no impact therefore the activity will proceed	X	No negative impacts. The Equality Policy should make a positive difference for all equality groups.
There are low impacts or risks identified which can be mitigated or managed to reduce the risks and activity will proceed		

There are medium to high risks identified which cannot be mitigated following careful and thorough consideration. The activity will proceed with caution and this risk recorded on the risk register, ensuring continual review		
---	--	--

**Section 5 – Sign Off and Revisions** (Page 11 of the guidance document)

5.1 Sign Off	Name	Date	Comments
Lead Officer/SRO/Project Manager	Catherine King	20/09/23	
EDI	Lee Cawley	21/09/23	

**EqIA Revision Log**

5.2 Revision Date	Revision By	Revision Details