

## Equality Impact Analysis

This equality impact analysis establishes the likely effects both positive and negative and potential 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>	Employment Policies Review – Phase 6
<b>Lead Officer (SRO or Assistant Director/Director)</b>	Sam McVaigh
<b>Department/Team</b>	HR
<b>Proposed Implementation Date</b>	7 October 2024 following September Employment Panel.
<b>Author of the EqIA</b>	
<b>Date of the EqIA</b>	

#### 1.1 What is the main purpose of the proposed policy/project/decision and intended outcomes?

A key component of the Council’s HR improvement and modernisation programme is the review of core HR systems, processes and policies to ensure they are fit for purpose, reflective of modern HR practice and align with the organisational culture described by the LET’S values. Phase 6 of this policy review work includes five new/changed policies for approval and five policies for withdrawal.

The Managing Attendance Policy, Local Conditions of Service Section 5: Sickness Scheme and Volunteering Policy are covered by 2 specific EqIAs. This document covers:

- The revised Code of Conduct, where an additional section has been added to require employees to declare when they are under investigation for certain matters. This will enable support to be put in place or other action, including disciplinary, to be taken as appropriate.
- The revised Local Conditions of Service Section 6: Travelling, Subsistence and Housing which add clarity regarding claims for relocation expenses, overnight stays, travel by public transport and bicycles allowances.
- The revised Redeployment Policy which reflects changes to internal processes and a greater use of iTrent.

- The withdrawal of the following policies which are either out of date, have their content duplicated in other policies or have been superseded by newer policies. :
  - Examples of Equivalent Qualifications
  - Flexible Work Base Policy
  - Premature Retirement
  - Suggestion Scheme
  - Anti-Social Behaviour Policy

**Section 2 – Impact Assessment** (Pages 6 to 10 of the guidance document)

**2.1 Who could the proposed policy/project/decision likely have an impact on?**

Employees: **Yes**  
 Community/Residents: **No – internal policies**  
 Third parties such as suppliers, providers and voluntary organisations: **No – internal policies**  
 If the answer to all three questions is ‘no’ there is no need to continue with this analysis.

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

**Documentary Evidence:** Our [Employment Equality Report](#) illustrates the demographics of the staff that these policies relate to

**Data:**

**Stakeholder information/consultation:**

**2.3 Consider the following questions in terms of who the policy/project/decision could potentially have an impact on. Detail these in the impact assessment table (2.4) and the potential impact this could 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 because of a protected characteristic? **No**
- Could the proposal affect the usage or experience of a service because of a protected characteristic? **No**
- Could a protected characteristic be disproportionately advantaged or disadvantaged by the proposal? **No**
- Could the proposal make it more or less likely that a protected characteristic will be at risk of harassment or victimisation? **No change**
- Could the proposal affect public attitudes towards a protected characteristic (e.g. by increasing or reducing their presence in the community)? **No**
- Could the proposal prevent or limit a protected characteristic 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
<b>Age</b>	Code of Conduct – the changes could protect children/young people that we provide services to			Positive
<b>Age</b>	Colleagues who have limited ability using a computer may not be able to access these policies		Policies can be given in different formats on request	Neutral
<b>Disability</b>	Code of Conduct – the changes could protect vulnerable adults that we provide services to			Positive
<b>Disability</b>	Colleagues with some disabilities may not be able to access these policies online		Policies can be given in accessible formats as required.	Neutral

<b>Disability</b>	Colleagues may be more at risk of entering redeployment due to capability linked to a disability		Redeployment Policy requires evidence to demonstrate every effort has been made to support colleagues with workplace adjustments. This could include an Occupational Health CAT referral	Neutral
<b>Gender Reassignment</b>				
<b>Marriage and Civil Partnership</b>				
<b>Pregnancy and Maternity</b>	Redeployment Policy – reference is made to the greater protections introduced by the Maternity Leave, Adoption Leave and Shared Parental Leave (Amendment) Regulations 2024			Positive
<b>Pregnancy and Maternity</b>	Colleagues returning from maternity may not be aware of the changes to the policies		Colleagues will be asked to read new and revised policies on their return to work	Neutral

<b>Race</b>	Local Conditions of Service – Section 6: Travelling, Subsistence and Housing – clarity is provided over what can be claimed for international relocation			Positive
<b>Race</b>	Colleagues whose first language is not English may not be able to understand the policy as written		Policy can be discussed verbally with the manager or provided in translated text where appropriate	Neutral
<b>Religion and Belief</b>				
<b>Sex</b>				
<b>Sexual Orientation</b>				
<b>Carers</b>	Colleagues may be more at risk of entering redeployment due to capability linked to caring responsibilities		Redeployment Policy requires evidence to demonstrate every effort has been made to support colleagues with workplace adjustments and/or other work/life balance initiatives	Neutral

<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 Characteristics</b>	<b>Action</b>	<b>Action Owner</b>	<b>Completion Date</b>

**Section 3 - Impact Risk**

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 Identifying risk level (Pages 10 - 12 of the guidance document)

Impact x Likelihood = Score			Likelihood			
			1	2	3	4
			Unlikely	Possible	Likely	Very likely
Impact	4	Very High	4	8	12	16
	3	High	3	6	9	12
	2	Medium	2	4	6	8
	1	Low	1	2	3	4
	0	Positive / No impact	0	0	0	0

<b>Risk Level</b>	<b>No Risk = 0</b>	<b>Low Risk = 1 - 4</b>	<b>Medium Risk = 5 – 7</b>	<b>High Risk = 8 - 16</b>
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<b>3.2 Level of risk identified</b>	0
<b>3.3 Reasons for risk level calculation</b>	No negative impact

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

<b>4.1 Analysis Decision</b>	<b>X</b>	<b>Reasons for This Decision</b>
There is no negative impact therefore the activity will proceed	X	
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)

<b>5.1 Sign Off</b>	<b>Name</b>	<b>Date</b>	<b>Comments</b>
<b>Lead Officer/SRO/Project Manager</b>			
<b>Responsible Asst. Director/Director</b>	Sam McVaigh	3.9.24	
<b>EDI</b>	Lee Cawley	30/08/2024	QA complete, mitigations are in place to remove identified negative impacts.

**EqIA Revision Log**

<b>5.2 Revision Date</b>	<b>Revision By</b>	<b>Revision Details</b>
