

## 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>                   | Changes to Workforce Policies |
| <b>Lead Officer (SRO or Assistant Director/Director)</b> | Tim Normanton                 |
| <b>Department/Team</b>                                   | People & Inclusion            |
| <b>Proposed Implementation Date</b>                      | July 2026                     |
| <b>Author of the EqIA</b>                                | Claire Kirke                  |
| <b>Date of the EqIA</b>                                  | July 2026                     |

| <b>1.1 What is the main purpose of the proposed policy/project/decision and intended outcomes?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The following policies have been reviewed:</p> <ol style="list-style-type: none"> <li>1. A new Leave Policy</li> <li>2. A new Flexible Retirement Policy</li> <li>3. An updated Salary Loans procedure</li> <li>4. A revised Time Off for Reservists Policy</li> <li>5. An updated Facilities Time Policy</li> <li>6. A revised Grievance Procedure</li> <li>7. Briefing Note – Equality Staff Networks</li> </ol> <p>The vast majority of changes are procedural or to cater for changes in legislation/pensions regulations, and do not have equality implications.</p> |

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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2.1 Who could the proposed policy/project/decision likely have an impact on?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>Employees: <b>Yes</b></p> <p>Community/Residents: <b>No – internal policy</b></p> <p>Third parties such as suppliers, providers and voluntary organisations: <b>No – Internal policy</b></p> <p>If the answer to all three questions is ‘no’ there is no need to continue with this analysis.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>2.2 Evidence to support the analysis. Include documentary evidence, data and stakeholder information/consultation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>Documentary Evidence:</b> Our <a href="#">Employment Equality Report</a> illustrates the demographics of the Council’s workforce.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>Data:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p><b>Stakeholder information/consultation:</b> UNISON, Legal Services, Democratic Services</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>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.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <ul style="list-style-type: none"> <li>• Could the proposal prevent the promotion of equality of opportunity or good relations between different equality groups? <b>No</b></li> <li>• Could the proposal create barriers to accessing a service or obtaining employment because of a protected characteristic? <b>No</b></li> <li>• Could the proposal affect the usage or experience of a service because of a protected characteristic? <b>No</b></li> <li>• Could a protected characteristic be disproportionately advantaged or disadvantaged by the proposal? <b>No</b></li> <li>• Could the proposal make it more or less likely that a protected characteristic will be at risk of harassment or victimisation? <b>No</b></li> <li>• Could the proposal affect public attitudes towards a protected characteristic (e.g. by increasing or reducing their presence in the community)? <b>No</b></li> </ul> |

- 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<br>Positive, Neutral, Negative |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|---------------------------------------|--------------------------------------------------------------|
| <b>All</b>         | The approach to Equality Staff Networks – there is a positive impact across all protected characteristics, as it proposes dedicated time for employee networks to represent these, and inform the work of the organisation. |                                                |                                       | Positive                                                     |
| <b>Age</b>         | The Flexible Retirement Policy has a positive impact enabling flexible access to Pension. If an employee is over 55, there is an option there.                                                                              |                                                |                                       | Positive                                                     |

|                                               |                              |  |                                                                  |         |
|-----------------------------------------------|------------------------------|--|------------------------------------------------------------------|---------|
| <b>Disability</b>                             |                              |  |                                                                  | Neutral |
| <b>Gender Reassignment</b>                    |                              |  |                                                                  | Neutral |
| <b>Marriage and Civil Partnership</b>         |                              |  |                                                                  | Neutral |
| <b>Pregnancy and Maternity</b>                |                              |  |                                                                  | Neutral |
| <b>Race</b>                                   | The documents are in English |  | The documents could be provided in other languages, if required. | Neutral |
| <b>Religion and Belief</b>                    |                              |  |                                                                  | Neutral |
| <b>Sex</b>                                    |                              |  |                                                                  | Neutral |
| <b>Sexual Orientation</b>                     |                              |  |                                                                  | Neutral |
| <b>Carers</b>                                 |                              |  |                                                                  | Neutral |
| <b>Looked After Children and Care Leavers</b> |                              |  |                                                                  | Neutral |
| <b>Socio-economically vulnerable</b>          |                              |  |                                                                  | Neutral |
| <b>Veterans</b>                               |                              |  |                                                                  | Neutral |

### 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<br>= 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           |

| Risk Level | No Risk = 0 | Low Risk = 1 - 4 | Medium Risk = 5 – 7 | High Risk = 8 - 16 |
|------------|-------------|------------------|---------------------|--------------------|
|------------|-------------|------------------|---------------------|--------------------|

|                                               |                                                                                                                                               |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>3.2 Level of risk identified</b>           | 0                                                                                                                                             |
| <b>3.3 Reasons for risk level calculation</b> | All Council HR policies and procedures support the principles of inclusion, fairness, staff welfare and wellbeing across all characteristics. |

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

|                                                                 |   |                                  |
|-----------------------------------------------------------------|---|----------------------------------|
| <b>4.1 Analysis Decision</b>                                    | X | <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)

| 5.1 Sign Off                        | Name          | Date       | Comments |
|-------------------------------------|---------------|------------|----------|
| Lead Officer/SRO/Project Manager    | Tim Normanton | 14/07/2026 |          |
| Responsible Asst. Director/Director |               |            |          |
| EDI                                 |               |            |          |

417

## EqIA Revision Log

| 5.2 Revision Date | Revision By | Revision Details |
|-------------------|-------------|------------------|
|                   |             |                  |
|                   |             |                  |
|                   |             |                  |
|                   |             |                  |
|                   |             |                  |