

Charnwood Borough Council

Equality Impact Assessment 'Knowing the needs of your customers and employees'

■ Background

An Equality Impact Assessment is an improvement tool. It will assist you in ensuring that you have thought about the needs and impacts of your service/policy/function in relation to the protected characteristics. It enables a systematic approach to identifying and recording gaps and actions.

■ Legislation- Equality Duty

As a local authority that provides services to the public, Charnwood Borough Council has a legal responsibility to ensure that we can demonstrate having paid due regard to the need to:

- ✓ Eliminate discrimination, harassment and victimisation
- ✓ Advance Equality of Opportunity
- ✓ Foster good relations

For the following protected characteristics:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion and belief
8. Sex (Gender)
9. Sexual orientation

What is prohibited?

1. Direct Discrimination
2. Indirect Discrimination
3. Harassment
4. Victimisation
5. Discrimination by association
6. Discrimination by perception
7. Pregnancy and maternity discrimination
8. Discrimination arising from disability
9. Failing to make reasonable adjustments

Note: Complete the action plan as you go through the questions

■ **Step 1 – Introductory information**

Title of the policy	Emergency Resilience
Name of lead officer and others undertaking this assessment	Adrian Ward
Date EIA started	August 2017
Date EIA completed	August 2017

■ **Step 2 – Overview of policy/function being assessed:**

Outline: What is the purpose of this policy? (Specify aims and objectives)
To provide a more effective and robust approach to emergency resilience. This will involve senior members of staff across the organisation being included on a rota system as named individuals for contacting in the event of an emergency.
What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?
<p>This change in procedure will impact the following staff:</p> <ul style="list-style-type: none"> • Chief Executive (x1) • Strategic Directors (x3) • Heads of Service (x10) <p>The intended change will require the staff named above to be responsible for emergency resilience one week in fourteen, on a rota system.</p>
Which groups have been consulted as part of the creation or review of the policy?
All staff involved in this change of procedure has been consulted and views taken into account.

■ **Step 3 – What we already know and where there are gaps**

<p>List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation etc.</p> <p>Data/information such as:</p> <ul style="list-style-type: none"> ▪ Consultation ▪ Previous Equality Impact Assessments ▪ Demographic information ▪ Anecdotal and other evidence
<p>Data can be sought via the employee information section on ITRENT with regards to the protected characteristics. However, given that there are only 14 individuals involved in this change to emergency resilience (all of which are named) it is not considered appropriate that this be analysed/ published due to confidentiality and the potential to disclose personal information about individuals.</p>
<p>What does this information / data tell you about diverse groups? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (Please list)</p>
<p>No further information is required at this stage of analysis. The EIA has been conducted on the assumption that at least one member of staff may hold at least one of the protected characteristics, even if this is not currently the case.</p>

■ **Step 4 – Do we need to seek the views of others? If so, who?**

In light of the answers you have given in Step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why.

No further consultation is required.

■ **Step 5 – Assessing the impact**

In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative impact on the individuals or community groups (including what barriers these individuals or groups may face) who identify with any 'protected characteristics' and provide an explanation for your decision (please refer to the general duties on the front page).

	Comments
Age	No known impact based on age. However, it is recognised that the specific age of staff members is likely to result in potential dependencies/ caring responsibilities (see section on carers for further consideration of this aspect).
Disability (Physical, visual, hearing, learning disabilities, mental health)	Potential impact based on disability. It is acknowledged that staff with disabilities may require reasonable adjustments to comply with the change and due consideration will be given where appropriate.
Gender Reassignment (Transgender)	No known impact based on gender reassignment.
Race	No known impact based on race.
Religion or Belief (Includes no belief)	Potential impact based on religion or belief. It is recognised that at certain times throughout the year, staff members may engage in particular religious festivals and celebrations and due consideration will be given where appropriate. It is also recognised that certain religious circumstances (i.e. Ramadan) will require due consideration to mitigate any potential adverse impact.
Sex (Gender)	No known impact based on sex.
Sexual Orientation	No known impact based on sexual orientation.
Other protected groups (Pregnancy & maternity, marriage & civil partnership)	Potential impact based on pregnancy & maternity. It is acknowledged that staff that are pregnant may require reasonable adjustments to comply with the change and due consideration will be given where appropriate.
Other socially excluded groups (carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)	Potential impact based on carers. It is acknowledged that some staff may have children, have caring responsibilities for elderly dependants or have caring responsibilities for family members with disabilities. This may require reasonable adjustments to comply with the change and due consideration will be given where appropriate. Potential impact based on sole parent families.

It is acknowledged that some staff may be the sole parent for their child/children. This may require reasonable adjustment to comply with the change and due consideration will be given where appropriate.

Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.

Please note:

- a) If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately.
- b) Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.

Potential barriers/ impacts were identified for the protected characteristics of disability, religion or belief and pregnancy & maternity. Plus the other socially excluded groups of carers and sole parent families.

Given that staff are required to be responsible for emergency resilience one week in fourteen, on a rota system, any religious requirements/ celebrations/ festivals can be acknowledged in advance, where reasonably possible, to ensure that any adverse impact is removed.

Reasonable adjustments can be provided to staff with disabilities (or long term limiting illnesses) to support them in undertaking their emergency planning role. Where a disability may, on occasion, interrupt an individual's ability to undertake the emergency planning role as scheduled, this will be dealt with under the same procedure as sickness/ emergencies.

Similarly where pregnancy and caring responsibilities may, on occasion, interrupt an individual's ability to undertake the emergency planning role as scheduled, this will be dealt with under the same procedure as sickness/ emergencies.

Summarise your findings and give an overview as to whether the policy will meet Charnwood Borough Council's responsibilities in relation to equality and diversity (please refer to the general duties on the front page).

This change in relation to emergency resilience will meet Charnwood Borough Council's responsibilities in relation to equality and diversity.

■ Step 6- Monitoring, evaluation and review

Are there processes in place to review the findings of this Assessment and make appropriate changes? In particular, how will you monitor potential barriers and any positive/ negative impact?

Continuous feedback from the staff members involved will allow for reviewing the findings of this assessment and to make appropriate changes.

How will the recommendations of this assessment be built into wider planning and review processes? E.g. policy reviews annual plans and use of performance management systems.

Procedure will be reviewed on a continual basis, as appropriate.

■ **Step 7- Action Plan**

Please include any identified concerns/actions/issues in this action plan:
The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan

Reference Number	Action	Responsible Officer	Target Date
001	Ensure religious requirements/ celebrations/ festivals are taken into account when devising the emergency resilience rota.	A. Ward	Annual
002	Provide reasonable adjustments to staff with disabilities, as appropriate.	Line manager, As appropriate.	Ongoing
003	Ensure that when/ if disability, pregnancy or caring responsibilities interrupts an individual's ability to undertake the emergency resilience role as scheduled, this will be dealt with under the same procedure as sickness/ emergencies.	A. Ward	Ongoing

■ **Step 8- Who needs to know about the outcomes of this assessment and how will they be informed?**

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Employees	✓	All staff involved will be notified of the outcome of this assessment. The EIA will be published on the CBC website via the usual manner.
Service users		
Partners and stakeholders		
Others		

■ **Step 9- Conclusion (to be completed and signed by the [Service Head](#))**

Please delete as appropriate
I agree / disagree with this assessment / action plan
If <i>disagree</i>, state action/s required, reasons and details of who is to carry them out with timescales:
Signed (Service Head):
Date:

[Please send completed & signed assessment to Suzanne Kinder for publishing.](#)