

Equality impact assessments – for services and policies

What is an equality impact assessment?

An equality impact assessment is an important part of our commitment to improving equality practice. The form will help us find out what impact or consequences our functions, policies, procedures and practices have on our citizens, employees and potential employees.

By undertaking an impact assessment, we are able to:

- Take into account the needs, experiences and circumstances of those groups of people who use (or don't / can't use) our services.
- Identify any inequalities people may experience.
- Think about the other ways in which we can deliver our services which will not lead to inequalities.
- Develop better policy-making, procedures and services.

Impact assessment are required by law; The Race Relations Amendment Act, The Disability Discrimination Act and the amended Sex Discrimination Act all require local authorities to assess the impact of their functions, policies, practices and services, or the likely impact of any that are proposed, on equality.

However, our view is that we should be using the results of impact assessment to improve service delivery so that we become more accountable to the people that we serve.

Background

Name of service / policy and date	Anti-Bullying and Harassment Policy
Lead officer	Janet Martin, HR Manager
Other people involved in completing this form	

Step 1 - About the service / policy

What is the aim of the service / policy and what outcomes is it contributing to	Managing issues raised effectively ensure the wellbeing of employees and control and minimise the cost and impact of employee absence on the council, loss of valued staff, high levels of stress and anxiety, low morale and the personal lives of those who suffer.
Who are the primary customers of the service / policy and how do they / will they benefit	All staff and managers. The benefits are that the policy provides clear guidelines and what are unacceptable standards of behaviour at work, consistency throughout the council and promotes the health, safety and wellbeing of employees.
How and where is the service / policy implemented	The policy is implemented when staff raise an issue of bullying or harassment.
What potential barriers might already exist to achieving these outcomes	Written policies and procedures could be difficult for employees with low levels of literacy to understand. Managers and supervisors will need to be aware of staff who have low levels of literacy and the need to go through the procedure with them so that they understand it.

Step 2 – What do you know already about your existing / potential customers

What existing information and data do you have about your existing / potential customers e.g. Statistics, customer feedback, performance information	Record of incidents since 2012
What does it tell you about who uses your service / policy and those that don't?	This policy is applicable to all officers employed by Tewkesbury Borough Council.
What have you learnt about real barriers to your service from any consultation with customers and any stakeholder groups?	Consultation took place with management and Trade Unions, no barriers to users identified.

Step 3 - Assessing Impact

How does your service / policy impact on different groups in the community? The groups in bullets are current priority groups identified by the CSP.

Group	What are you already doing to benefit this group	What are you doing that might disadvantage this group	What could you do differently to benefit this group	No impact on this group
Ethnicity / Race <ul style="list-style-type: none"> Bangladeshi women Economic migrants Chinese community BME young people 				<p>No impact on this group, the procedure aims to provide clear guidance to employees on how to raise an issue, and the support that is available to them.</p> <p>The policy applies equally to all races and access to information about the procedure is available to all council employees irrespective of race.</p>
Gender and trans-gender <ul style="list-style-type: none"> Women who are not in work Trans-gender people 				<p>Women who are not in work are outside the scope Policy.</p> <p>The policy applies equally to all genders and access to information about the procedure is available to all council employees irrespective of gender.</p>
Age <ul style="list-style-type: none"> Older people experiencing isolation and poverty Vulnerable children and young people 				<p>Access to the information on and communication about the policy is equal, irrespective of age. As a result this procedure has a neutral impact on employees depending on age group.</p>

				<p>Age-related impairments such as degeneration in sight and hearing will affect older employees disproportionately.</p> <p>However, the accessible formats available to all employees will mediate any potential negative impact this may have on older workers.</p>
<p>Disability</p> <ul style="list-style-type: none"> • People experiencing mental ill-health • People with physical disabilities • Children and young people with learning difficulties and/or disabilities 	<p>Provision for dealing with individuals who have underlying medical conditions as defined by the Disability Discrimination Act (1996) and will be taken into consideration in the application of the policy. Under these circumstances staff should be supported and advice should be sought from Human Resources and / or an Occupational Health Physician.</p>			<p>Access to information regarding the procedure is available via the council's intranet. All council communications are available in accessible formats on request as are Council Policies e.g. in Braille and larger print. External access to the intranet is assisted through the options to increase text size and to browse Webpages 'Aloud', enabling visually impaired individuals to access information.</p>

<p>Religion or belief</p> <ul style="list-style-type: none"> • Muslim community 		<p>Religion or belief is not being monitored by the Council.</p>		<p>Access to the available information on the Anti-Bullying and Harassment policy is equal irrespective of religious belief and as a result the impact of this policy does not differ depending on group.</p>
<p>Sexual orientation</p> <ul style="list-style-type: none"> • Lesbian women • Gay men • Bi-sexual people 		<p>Sexual orientation is not being monitored by the council.</p>		<p>The information available on the Anti-Bullying and Harassment policy is equally accessible irrespective of orientation and as a result the impact of this policy does not differ depending on group.</p>
<p>Other socially excluded groups or communities</p> <ul style="list-style-type: none"> • People on low incomes • People with poor literacy skills • Gypsies and Travellers 		<p>Any written policy or procedure has the potential to disadvantage employees with poor literacy skills.</p>		<p>As the procedure is written in English there is a potential impact on employees whose first language is not English and therefore may struggle reading the policy. It is a universal re-requisite that all Council employees are fluent in English so as to enable them to deliver services and engage with the organisation. In addition, it is expected that HR makes employees aware</p>

				of council policies in their HR induction and answer any questions they may have.
Staff <ul style="list-style-type: none"> Who work part-time or on an irregular shift pattern Staff with caring responsibilities Staff who are on maternity or paternity leave 			.	There is no impact on this group. Access to the available information on the Anti-Bullying and Harassment policy is equal irrespective of staff in this group; and as a result the impact of this policy does not differ depending on working full-time, part-time, and caring responsibilities of those on maternity or paternity leave. Staff on maternity leave can be kept up to date through keeping in touch days.

Step 4 - what are the differences

Are any groups affected in different ways to others as a result of the service / policy?	<p>Race: There is no negative impact identified in this EQIA by race.</p> <p>Gender: There is no negative impact identified in this EQIA by gender.</p> <p>Disability: There is no negative impact identified in this EQIA on disabled or non-disabled stakeholders</p> <p>Age: There is no negative impact identified in this EQIA by age</p> <p>Sexual Orientation: There is no negative impact identified in this EQIA by sexual orientation.</p> <p>Religious/Faith groups: There is no negative impact identified in this EQIA by religion/ faith.</p>
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Does your service / policy either directly or indirectly discriminate?	No
If yes, what can be done to improve this?	Management advice to managers.
Are there any other ways in which the service can help support priority communities in Tewkesbury?	None identified

Step 5 – taking things forward

What are the key actions to be carried out and how will they be resourced and monitored?	Recommendation	Key activity	Progress milestones	Officer Responsible	Progress
	Publicise the Anti-Bullying and Harassment policy on the Intranet. This would reinforce the message of support from senior managers and promote the policy to all employees.	Publicise the Policy on the Intranet. Message on payslips	Publication of the Policy on the Intranet from 1 November 2016.	HR	
	Recruit new contact officers and train them	Environmental Services Manager, Health and Safety Officer and HR to discuss recruitment.	Identification of new contact officers		Meeting arranged 18 October 2016
	Communication	Ensure that employees and managers are aware of the Anti-bullying and Harassment policy.	Raised awareness and understanding of the policy. Staff briefings.	Communications officer, HR and One Legal	

Who will play a role in the decision-making process?	Human Resources, Managers and Trade Unions
What are your learning and development needs?	These are contained in the action plan
How will you capture these actions in your service planning?	This will be captured in the training plan.

30 September 2016