

Equality Impact Assessment Form

Name of Strategy/Policy:	Health and well Being Policy	
Officer Name(s):	Liz Murphy	
Job Title & Location:	Head of People and Organisational Development	
Department/Service Area:	People and Organisational Development	
Telephone & E-mail Contact:	01706 252452	
Date Assessment:	Commenced: 26.6.2008	Completed:

1. Impact Assessment – Policy and Target Outcomes

- a) Summarise the main aims/objectives of the strategy, policy, procedure or project (refer to “**Notes for Guidance**” for details).

The aim of the policy is to describe the Council's commitment to the mental health and well being of employees in it broadest holistic sense.

- b) Is the policy under review – new Policy
- c) Who will be the main beneficiaries, targets or users of this strategy, policy, project or procedure?

Staff/employees (in their contractual position) and/or potential employees/trainees.

Specify in box below:

It is anticipated that employees will be the main beneficiary. However, the policy will be shared with partners, other local authorities and contractors who may choose to adopt the policy and share in activities.

- d) Please detail below specific equality groups – for example disabled citizens, elderly or infirm/female or non-traditional users who are seen as intended beneficiaries from this policy/strategy/project/procedure (see “**Notes for Guidance**”).

Key equality groups as intended beneficiaries (where appropriate):

The policy will apply to all employees. The health promotion initiatives may impact positively on employees who have mental health issues or who have disability issues.

- e) To assist with the assessment you may need to consider collecting the following information you require, before completing the table in Section 2:

- NATIONAL DATA eg surveys, reports, statistics, etc which point up specific areas/issues.
- LOCAL DATA eg demographics, service mapping studies & relevant research.
- MANAGEMENT INFO eg data collected for operational/financial or other purposes.
- MONITORING DATA eg information already available or collected. For example: disability type, age band, gender, location. (ref existing BVPIs).
- CONSULTATION/CONTACT DATA eg user group feedback, representations, specific consultation events etc.
- CUSTOMER COMPLAINT/FEEDBACK eg results of investigations, inquiries, elected member cases, normal complaints/compliments etc.
- Views of LSP Officers, independent externals, contractors/suppliers, partners and academia (if relevant).
- OTHER eg frontline employee feedback, other research, experiences of other agencies/local authorities, councillors mailbags/surgeries.

- f) Is further consultation, data collection or research still required?

No. The Policy has been sent for consultation to the Trade Unions via the JCC, (May 2008), the Environmental Health Team (June 2008), the Overview and Scrutiny Committee (July 2008) and Health and Safety (June 2008)

2. Impact – Evidence

- a) Using the table below please tick whether you have evidence that the policy/strategy has a negative, positive or neutral impact on any of the equality groups listed below

		Positive Impact – it could benefit	Negative Impact – it could disadvantage	Reason	Neutral Impact (Neither)
Gender	Women				Neutral
	Men				Neutral
Race (Ethnicity or Nationality)	Asian or Asian British people				Neutral
	Black or black British people				Neutral
	Chinese or other ethnic people				Neutral
	Irish people				Neutral
	White people				Neutral
	Chinese people				Neutral
	Other minority communities not listed above e.g. traveller/European (please state below):				Neutral

		Positive Impact – it could benefit	Negative Impact – it could disadvantage	Reason	Neutral Impact (Neither)
Disability	Physical/learning/mental health	It could benefit			
Sexuality	Lesbians, gay men and bisexuals				Neutral
Gender Identity	Transgender people				Neutral
Age	Older people (60+)	It could benefit			
	Younger people (17-25), and children				Neutral
Belief	Faith groups *				Neutral
Other Groups (e.g. carers, rural isolation)					Neutral
Equal opportunities and/or improving relations	Note impact on group relations <u>between</u> and any effects on social cohesion.				

Notes:

* Faith groups cover a wide range of groupings, the most common of which are Muslims, Buddhists, Jews, Christians, Sikhs, Hindus. Consider faith categories individually and collectively when considering positive and negative impacts.

- b) If the table above is not fully completed, what further information does the Assessor need?

None

- c) Based on a summary of the evidence obtained, are there specific equality groups more affected than others by this policy/project etc area? If so indicate briefly below.

The policy will have a number of health promotion initiatives:
Physical activity and fitness taster sessions could have a positive effect on those employees who are less mobile.
Managing Change and conflict resolution skills could have a positive effect on mental health.

3. Impact – Nature/Type

- a) Could you further improve the strategy, project, policy or procedure's positive impact?

NO

If "Yes", briefly summarise below how the positive impact could be improved upon.

Key Actions:

- b) If you indicated that there is neutral impact, could this be changed to become positive?

NO

If yes, briefly summarise below how this impact could be minimised or removed:

Key Actions: The initiatives will be focused on all employees not specific groups of staff.
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- c) You need to think about how you can mitigate any adverse or negative impact or use the policy to promote a positive impact. If the proposed policy or project has a:

High Impact – you have identified that the policy or project will have a high, negative impact i.e. that it may be or is unlawfully discriminating against some groups, you will have to take immediate action to mitigate this.

Or:

Lower Impact – if you have identified that the policy would have a negative or adverse impact (that may not be lawful) you will also need to consider what changes you could make to remove this impact.

If you have identified adverse impact you must determine whether you will recommend that the Council should:

- Change the policy, stating what the changes should be
- Revise the policy, stating the revisions
- Consult further if you feel that you do not have enough information

Actions arising from the impact assessment should form part of the Service Planning Process.

Key Actions:

NA

4. Impact Assessment - Summary

a) Key Findings

Please list the major outcomes/results/findings of this assessment in relation to equality which require action by the Council:

Key Findings:

No further action required

b) "Public Duty" Issues

Refer to "**Notes for Guidance**". Given the three strands of legal duty, please identify which particular issues are essential for the Council to address:

No issues

5. Impact Assessment – Further Action

a) As a result of collecting evidence (including consultation) have any changes been made, or are planned, to this policy, strategy, procedure or project?

No

(If yes then complete Action Plan)

Key Actions (note responsible officer(s) or political body as required):

b) Has a monitoring/evaluation/review process been set up to check the successful implementation of the policy/strategy including improved outcomes?

Yes

If yes, briefly summarise below:

A benchmarking exercise will be identified in relation to each initiative which is offered.

- c) Please briefly describe how the above monitoring/evaluation will ensure the policy/strategy will be reviewed/monitored for impact (indicate timescale):

The policy will be reviewed 2011

Please complete the Action Plan overleaf

- d) If no further action is to be taken as a result of this assessment:

1. Are you convinced that no discriminatory action is evident in the implementation of this policy, procedure, etc?

Yes

2. Have you weighed up and considered any negative impact and the options to change, alter or adapt?

Yes

3. Do you intend/recommend a further review? If yes, indicate timescale.

no

IMPACT ASSESSMENT ACTION PLAN - No action required

Please list below any recommendations for action that you plan to take as a result of this impact assessment (refer to Sections 3 & 4).

Issue	Action required	Lead officer	Timescale	Resource implications	Comments

Equality Impact Assessment

Checklist & Signature Sheet

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Please check the following steps have been completed before signing below:

- Sections 1 to 4 completed
- Action Plan completed
- Notified all relevant Officers/Service Areas/Partners

Signed:

Job Title: Head of People and OD..... Department: People and OD.....

Date commenced Assessment: 26 June 08..... completed: ...26 June 08.....

Date received in HR: ...27.6.2008.....

Received in HR by: ...Louise Wheeler.....

Please sign the EQIA as indicated above, retain a copy and send a copy of the full EQIA, including the Action Plan, to:

Liz Murphy
Head of people and OD
Kingfisher Business Centre, Futures Park
Bacup
OL13 0BB
lizmurphy@rossendalebc.gov.uk

MANAGEMENT ACTION REQUIRED (to be completed by the Head of HR)

- Referred back to Assessor for amendment(date)
- Refer to O and S Committee 8th July 2008 (specify committee & date)
- Considered by Corporate Equalities Implementation Group..... (date)
- Published/made publicly available on (date)

Signed:..... (Head of HR) Date:.....

Date of Review:.....