



Derby City Council

Equality impact assessment form

Directorate Organisation and Governance

**Service area - Strategic Services and Customer
Management - Equality**

**Name of policy, strategy, review or function
being assessed**

Equality, Dignity and Respect Policy

Date of assessment October 2016

Signed off by

**Cabinet, Personnel Committee or Chief Officer
Group's decision**

Date published on website – Draft EIA

What's the name of the policy you are assessing?

Equality, Dignity and Respect Policy

The assessment team

Team leader's name and job title – Ann Webster Lead on Equality and Diversity

Other team members

Name	Job title	Organisation	Area of expertise
Janet Warner	Derby Diversity Forum		Disability equality
SomBhalla	Derby Diversity Forum		Equality and older minority ethnic people's issues
Tony Walshe	Derby Diversity Forum		Race equality issues
Judi Bateman	Derby Diversity Forum		Disability equality
Richard Mullings	Senior Public Health Manager and member of Equality and Diversity Strategy Group and Black Employees Support Network		Public Health and equality

Step 1 – setting the scene

1 What are the main aims, objectives and purpose of the policy? How does it fit in with the wider aims of the Council and wider Derby Plan? Include here any links to the Council Plan, Derby Plan or your Directorate Service Plan.

The Council's Equality, Dignity and Respect Policy, lies at the heart of all our work. It links into the Council Plan as well as Directorate Service Plans and Business Plans and covers our commitment to equality and diversity in employment, services and governance. The Policy is one of a set of policies and guidelines around equality and diversity and human rights issues. The other policies and guides in the set include Bullying, Harassment, and Victimisation Policy, Accessible Communications Policy, Domestic Violence and Abuse Policy and Hate Crime Policy. These are currently being finalised and will have separate equality impact assessments.

The Equality, Dignity and Respect Policy also contains our Statutory Equality Objectives for 2017/2020 demonstrating how we are going to promote equality, diversity and inclusion...

- Develop better engagement between the Council and communities, groups and individuals.
- Develop effective joint working on equality and diversity with other statutory bodies and partners.
- Making sure our services are fair, accessible and inclusive.
- Improve the quality and range of equality information held and used by us, in particular equality monitoring around our services.
- Improve equality in employment and procurement processes and procedures.

Who delivers/will deliver the policy, including any consultation on it and any outside organisations who deliver under procurement arrangements?

The Leader of the Council and Cabinet Members are responsible for promoting the Council's approach and commitment to equality and diversity across the organisation and in the wider community, recommending changes and improvements where necessary.

Councillors with assistance from the Lead on Equality and Diversity have responsibility for publicly advocating the Council's approach to equality and to directly challenge prejudice, discriminatory behaviour and attitudes.

The Chief Executive, Strategic Directors, Service Directors and Senior Managers have responsibility for developing a culture that promotes equality and values diversity in employment and in service delivery. They are also responsible for making sure that this Policy is fully implemented and monitored.

Service Directors also have a responsibility to make sure that equality and diversity issues are central to service delivery and employment practices and actions are reflected in their business and service plans. In addition, they are responsible for making sure all our contractors are aware of our commitment to equality and diversity.

All employees will be made aware of their own personal responsibility for making sure the principles of equality and diversity are met.

2 Who are the main customers, users, partners, employees or groups affected by this proposal?

All employees, job applicants, Derby's community, elected Members, contractors, service users, customers, businesses and other statutory partners

Step 2 – collecting information and assessing impact

4 Who have you consulted and engaged with so far about this policy, and what did they tell you? Who else do you plan to consult with? – tell us here how you did this consultation and how you made it accessible for the equality groups, such as

accessible locations, interpreters and translations, accessible documents.

We have consulted the Derby Diversity Forum, Employee Networks – Black Employee Support Network, Disabled Employees Network and LGBT Employee Network - and our Equality and Diversity Strategy Group. The draft Policy has also been to Directorate Management Team, Operational Management Team and the trade unions at the Conditions of Service Working Group. The meetings were held in accessible venues and language and BSL interpreters were available on request, as was the option for translated versions.

5 Using the skills and knowledge in your assessment team, and from any consultation you have done, what do you already know about the equality impact of the policy on particular groups? Also, use any other information you know about such as any customer feedback, surveys, national research or data. Indicate by a tick for each equality group whether this is a negative impact, a positive one or if you are not sure

Equality groups	What do you already know?	No impact	Positive impact	Negative impact	Not sure
Age	We know people are discriminated against because to their age and this includes younger and older people - the new Policy has a section on care leavers and disabled young people		x		
Disability	We know disabled people are discriminated against every day and also suffer hate crimes. This Policy follows the social model of disability so that discriminating barriers can be		x		

Equality groups	What do you already know?	No impact	Positive impact	Negative impact	Not sure
	<p>removed and discriminatory behaviour stopped.</p> <p>We have included sections in the Policy on mental health and autism as these are very much hidden impairments and people can face some very difficult challenges.</p> <p>We have also included a section on Carers, both as employees and carers in the community</p>				
Gender reassignment - trans	We know trans people are discriminated against and suffer hate crime incidents and have included a section in the Policy to particularly target work in this area.		x		
Marriage and civil partnership	This protected characteristic is included in our Policy		x		
Pregnancy and maternity	We know many women face challenges when coming back to work after having a baby and our		x		

Equality groups	What do you already know?	No impact	Positive impact	Negative impact	Not sure
	Policy addresses this as well as discrimination around breast feeding in public				
Race	We know people in Derby suffer racial discrimination and race hate crime and have included a section in this Policy to particularly target this area as well as continuing the positive work going on around cohesion and integration		x		
Religion or belief or none	We know that people face discrimination and hate crime because of their religion or belief or those with none and have included a section in our Policy to promote equality in this area of work		x		
Sex	We know that people still face sex discrimination, whether in education, applying for jobs, getting promotion, taking part in public life or even getting services.		x		

Equality groups	What do you already know?	No impact	Positive impact	Negative impact	Not sure
	<p>We have included a section in the Policy to particularly target this work. In addition we know men are not quick at coming forward with health issues and so we are working on ways of improving this.</p> <p>We are supporting the WASPI Campaign – Women Against State Pension Inequality</p>				
Sexual Orientation	<p>We know that many LGB people are discriminated against and suffer hate crime just for being themselves. We are working with LGBT+ and our LGBT Employee Network to tackle LGBT inequality</p>		x		
Families and people on low income			x		

6 From the information you have collected, how are you going to lessen any negative impact on any of the equality groups? How are you going to fill any gaps in information you have discovered?

The whole purpose of our Equality, Diversity and Respect Policy is to lessen any negative impacts on people with protected characteristics and promote equality and diversity in all our areas of work.

Step 3 – deciding on the outcome

7 What outcome does this assessment suggest you take? – You might find more than one applies. Please also tell us why you have come to this decision?

Outcome 1	Yes	No major change needed – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken
Outcome 2		Adjust the policy to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
Outcome 3		Continue the policy despite potential for negative impact or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are: <ul style="list-style-type: none">• sufficient plans to stop or minimise the negative impact• mitigating actions for any remaining negative impacts• plans to monitor the actual impact.
Outcome 4		Stop and rethink the policy when the EIA shows actual or potential unlawful discrimination

Our Assessment team has agreed Outcome number(s)1

We have identified Outcome 1

Why did you come to this decision?

The whole purpose of our Equality, Dignity and Respect Policy is to promote equality and diversity and remove barriers to equality.

Step 4 – equality action plan – setting targets and monitoring

- 8 Fill in the table (on the next page) with the equality actions you have come up with during the assessment. Indicate how you plan to monitor the equality impact of the proposals, once they have been implemented.**

Equality action plan – setting targets and monitoring

What are we going to do to advance equality?	How are we going to do it?	When will we do it?	What difference will this make?	Lead officer	Monitoring arrangements
Make the Equality, Dignity and Respect Policy accessible	Produce an Easy Read version and a BSL version, as well as including our general help message in the most languages	December 2016	Our Policy will be accessible to all communities and to disabled employees and employees with English as an additional language	Ann Webster Lead on Equality and Diversity	Check with our Deaf and Hearing Impaired People's Working Group that the BSL version is correct and being used
Promote the Policy to all employees and the community	<ul style="list-style-type: none"> • Advertise on iDerby, In Touch, on the AV Screens and on our website, Facebook and twitter and do a press release • Arrange for the existing on-line equality training course to include the new Policy 	December 2016	All employees and contractors will be aware of their personal responsibility for accepting and implementing the Equality, Dignity and Respect Policy	Ann Webster Lead on Equality and Diversity	The on-line training portal will monitor who has or has not accepted the new Policy

What are we going to do to advance equality?	How are we going to do it?	When will we do it?	What difference will this make?	Lead officer	Monitoring arrangements
	acceptance function and new quiz <ul style="list-style-type: none"> • Issue the new Policy to our contractors 				
Publicise our commitment to Equality and Diversity to employees and visitors	Design an Equality and Diversity Commitment Charter to be framed and displayed in all Council reception areas	January 2017	Employees and visitors will see the charter and that we are serious about our Equality and Diversity Commitment	Ann Webster Lead on Equality and Diversity	Feedback from employees and visitors
Make sure our five high level Statutory Equality Objectives are put into action	Set up a Task and Finish Group to work on an action plan to implement the five high level Equality Objectives	February 2017	The actions will demonstrate that we are serious about equality and diversity and are progressing with the work needed to achieve equality	Ann Webster Lead on Equality and Diversity	The Equality Objectives will be monitored through our Performance Management System DORIS and our Equality and Diversity Strategy Group, Employee Networks and Derby Diversity

What are we going to do to advance equality?	How are we going to do it?	When will we do it?	What difference will this make?	Lead officer	Monitoring arrangements
					Forum

Make sure you include these actions in your Directorate service business plans.