

Equality Impact Assessment (EIA) Form **'Knowing you customers needs'**

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 who provides services to the public, Melton 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 (when providing services)
5. Pregnancy and maternity (when providing services)
6. Race
7. Religion and belief
8. Sex
9. Sexual orientation

What is prohibited?

1. Direct discrimination, including by association and perception.
2. Indirect discrimination – now covers all characteristics.
3. Pregnancy and maternity discrimination.
4. Harassment.
5. Third party harassment.
6. Discrimination arising from disability.
7. Duty to make reasonable adjustments.

Title of the policy	Various Health and Safety Policies: Control of Substances Hazardous to Health (COSHH) First Aid at Work Infectious Diseases in the Workplace Manual Handling Personal Protective Equipment
Is it new or exiting?	New
Date	2 nd March 2011
Officer undertaking EIA	Sarah Burton
Who else is involved in undertaking this assessment?	N/A

1. Overview of policy/function being assessed

A. Outline: What is the purpose of this policy? (specify aims and objectives)
The purpose of these policies is comply with the Health & Safety at Work etc Act 1974 and its associated regulations.
B. What specific groups is the policy designed to affect/impact?
These policies affect council staff and the work they carry out.
C. Which groups have been consulted as part of the creation or review of the policy?
The Safety Committee (Melton Borough Council) Joint Staff Working Group

2. What we already know and where there are gaps

A. What existing information/data do you have/monitor about different diverse groups in relation to this policy? This could consist of previous EIA's, reports, consultation, surveys, demographic profiles etc.
The workforce comprises, or could comprise, staff with all of the characteristics listed: Ethnicity: No evidence that H and S polices affect this characteristic adversely Religion: as above Sexual Orientation: as above Disability: as above Age: as above Gender: as above Transgender: as above Other (Civil partnerships/marriage, pregnancy and maternity, offenders, priority neighbourhoods): as above

B. What does this information/data tell you about diverse groups? If you do not hold or have access to any data/information on certain/all diverse groups, what do you need to begin collating/monitoring? (please list)

No evidence that H and S polices discriminate against different characteristics

3. Do we need to seek the views of others and if so, who?

A. In light of the answers you have given in question 2, do you need to consult with specific groups? If not please explain why.

Consultation has occurred via Safety Committee & Joint Staff Working Group for these purposes.

4. Assessing the impacts

In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative on the groups specified and whether there is evidence of discrimination. Provide an explanation for your decisions. (please refer to the general duties on the front page)				
<u>Diversity Groups</u>	<u>Positive impacts</u> Intentional / Unintentional	<u>Negative impacts</u> Intentional / Unintentional	Is there evidence of direct/indirect discrimination?	<u>Comments/explanation</u> Use data to evidence
Age			No	
Disability (physical, visual, hearing, learning disability, mental health)			No	
Gender / Sex			No	
Religious Belief			No	
Racial Group			No	
Sexual Orientation			No	
Transgender			No	
Other protected groups (pregnancy & maternity, marriage & civil partnership)			No	
Other socially excluded groups (low literacy, offenders, priority neighbourhoods, etc)			No	
All	Intentional			

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5. 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

Question Number (Ref)	Action	Responsible Officer	Target Date

6. Who needs to know about the outcomes of this assessment and how they will they be informed

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Internally	None	
Externally (service users, stakeholders etc)		
Others		
To ensure ease of access, what other communication needs/concerns are there?		

7. Conclusion (to be completed and signed by the [Service head](#))

Please delete as appropriate
I agree 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): J Worley
Date: 22.2.2011

Please send completed & signed assessment to: TBC