

**Equality Impact Analysis Form**

**1. Equality Impact Analysis (EqIA) Form**

<b>Title of EqIA (policy/change it relates to)</b>	Appeals policy	<b>Date</b>	25 July 2018
<b>Team/Department</b>	HR and Organisational Development		
<p><b>Focus of EqIA</b></p> <p>What are the aims of the new initiative?          Who implements it?          Define the user group impacted?          How will they be impacted?</p>	<p>Aims of the new initiative: To update the Appeals policy in line with legislation and best practice</p> <p>Who implements it: Managers and HR</p> <p>User group affected: All employees</p> <p>How will they be impacted: They will only be impacted if they submit an appeal or managers if they receive an appeal</p>		

## 2. Review of information, equality analysis and potential actions

Please fill in when appropriate to the change. If it does not, please put N/A

<b>Protected characteristics groups from the Equality Act 2010</b>	<b>What do you know?</b> Summary of data about your service-users and/or staff  ALL DATA IS FROM E&D REPORT 2016/17	<b>What do people tell you?</b> Summary of service-user and/or staff feedback	<b>What does this mean?</b> Impacts (actual and potential, positive and negative. Clearly state each)	<b>What can you do?</b> All potential actions to: <ul style="list-style-type: none"> <li>• advance equality of opportunity,</li> <li>• eliminate discrimination, and</li> <li>• foster good relations</li> </ul>
<b>Age</b>	Under 20 – 1.7% 20-29 – 6.2% 30-39 – 15.9% 40-49 – 26.6% 50-59 – 34% 60-64 – 10.2% 65+ - 5.4%	N/A	No impact	N/A
<b>Disability</b>	3% of employees report to us that they have a disability	N/A	Certain disabilities impact accessibility of appeals hearing materials  Certain disabilities may impact response times and the ability to sequence time.	Accessible versions of materials (e.g. large print papers) will be made available upon request,  Timescales can be made flexible if justified by the appellant on the basis of circumstances related to their disability. The appellant should inform the council if this is the case where possible.
<b>Gender reassignment</b>	No data available	N/A	No impact	N/A
<b>Pregnancy and maternity</b>		N/A	During late pregnancy or if the person is having issues related to their pregnancy	If the person is having these issues then they may negotiate alterations to deadlines

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			fulfilling timescale of appeals may pose an issue.	
<b>Race</b>	4.2% are from BAME groups	N/A	No impact	N/A
<b>Religion or belief</b>	Christian – 56.4% Non-Christian – 3.5% No religion – 21% Not known – 19.3%	N/A	Certain religious festivals take-up a significant amount of time. In the case of Christians this is accommodated by the process specifying “working days” which accounts for the major Christian festivals of Christmas and Easter. This means that while Christians have time to celebrate aspects of their faith, putting aside the appeal for that duration, those of other faiths would not.	If a major religious festival is taking place during the process the appellant can negotiate for an extension. They must evidence that the festival takes the requisite time and only major festivals (the equivalent to Easter and Christmas) should be considered. This is not automatic and the appellant must inform the council of their faith and festival explaining it.

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<b>Sex/Gender</b>	72% female 28% male  35% of staff are part time females 5% of staff are part time males	N/A	No impact	N/A
<b>Sexual orientation</b>	Heterosexual – 77.9% LGBT – 2.3% Unknown – 19.5%	N/A	No impact	N/A
<b>Marriage and civil partnership</b>	No data available	N/A	No impact	N/A

**Assessment of overall impacts and any further recommendations**

We are content that the policy does not create the potential for direct or indirect discrimination.

**3. List detailed data and/or community feedback which informed your EqlA (If applicable)**

<b>Title</b> (of data, research or engagement)	<b>Date</b>	<b>Gaps in data</b>	<b>Actions to fill these gaps: who else do you need to engage with?</b> (add these to the Action Plan below, with a timeframe)
EQUALITY & DIVERSITY ANNUAL REPORT 2016/17	N/A	N/A	N/A
SICKNESS ABSENCE ANNUAL REPORT 2016/17	N/A	N/A	N/A

**4. Prioritised Action Plan (If applicable)**

Impact identified and group(s) affected	Action planned	Expected outcome	Measure of success	Timeframe
NB: These actions must now be transferred to service or business plans and monitored to ensure they achieve the outcomes identified.				
N/A	N/A	N/A	N/A	N/A

**EqIA sign-off:** (for the EQIA to be final an email must sent from the relevant people agreeing it or this section must be signed)

**Lead Equality Impact Assessment officer: Nathan Bookbinder**

**Date: 22/08/18**

**Directorate Management Team rep or Head of Service: Kate Leeke**

**Date: 22/08/18**

**Author of Equality Impact Analysis: Claire Kirby**

**Date: 22/08/18**