

Equality Impact Assessment

The Council has a duty to consider the needs and requirements of the community who are affected by our policies and procedures. This checklist has been developed to ensure that relevant groups are neither directly or indirectly discriminated against in the planning and delivery of Council services in compliance with legislation and good practice.

An impact assessment is a systematic way of finding out the impact of a policy or proposed policy on different groups. Officers are required to identify the likely outcomes/impacts that may result from introducing a policy/procedure.

Examples of groups that can be disadvantaged if their specific needs are not considered are women/parents/carers, people from different ethnic minorities, people with disabilities/impairments and Welsh speakers.

How should you assess impact?

1. Identifying the objectives of your policy and how it will work
2. Examining the data and research available
3. Assessing the likely impact on equality
4. Consulting people who are likely to be affected by your policy
5. Making arrangements to monitor and review your policy and its impact
6. Publishing the results of the assessment

It is the responsibility of the Head of Service or Operational Manager responsible for each policy to ensure that an assessment has been completed for the policy identified.

The form should be completed electronically and returned to the Equalities Section :

LJBrown@valeofglamorgan.gov.uk

If you have any queries, telephone: 01446 709362

Policy Title: Management of Attendance

Who is responsible for developing and implementing the policy?

Name: S. Ralph	Job Title: Head of Human Resources
Directorate: Learning & Development	Department: Human Resources
Assessment Date: 17 July 2008	

1. Objectives

What are the objectives of the policy being developed or reviewed?

To provide clear, consistent and fair guidelines for the management of attendance, including sickness absence.

2. Background Data:

Who is intended to benefit from this policy?	Please ✓
All residents of the Vale of Glamorgan	
Internal departments (please state):	✓
Customers/residents in a specific geographical location	
Specific customers (age, gender, etc.) Please identify:	
Other Please specify:	

What research or baseline information do you have about how your service is used by various groups of people?

Data on lost days is used by all Departments and fed to Cabinet. Policy is based upon resultant analysis and feedback.

3. Gender

Will the policy have a **positive impact** directly or indirectly on different groups in the community.

Gender: please ✓	Yes	No
Women		✓
Men		✓

What evidence do you have to support this view?

Policy is internal and gender neutral, although occupational health initiatives may be gender specific e.g. prostate/breast cancer awareness campaigns.

What actions can you take to have a more positive impact?

n/a

4. Race

People from different black and minority ethnic communities may use Council services differently (for example will women from certain minority communities use the Council's swimming pool more often if same sex swimming)

arrangements are in place). Will the policy have a **positive impact** on the following groups?

Race: please ✓	Yes	No
Black and minority ethnic population		✓
Economic migrants		✓
Asylum seekers and refugees		✓

What evidence do you have to support this view?
The policy is race neutral although cultural considerations will be made when appropriate e.g. arrangement of appointment times, home visits, etc.
What actions can you take to have a more positive impact?
n/a

5. Disability

Will the policy have a **positive impact** on people with disabilities e.g. services will be more accessible for people with a disability?

Disability: please ✓	Yes	No
Visually impaired	✓	
Hearing impairment	✓	
Physically disabled	✓	
Learning disability	✓	
Mental health problem	✓	
Other:		

What evidence do you have to support this view?
Time off is given for disability related treatments and appointments. Adaptations and reasonable adjustments made where required.
What actions can you take to have a more positive impact?
n/a

6. Welsh language

Will the policy provide a **positive impact** both in Welsh and English in accordance with the Council's Welsh Language Scheme? e.g. translation of documents, Welsh speaking member of staff, bilingual automated telephone system, bilingual forms

Language: please ✓	Yes	No
Welsh	✓	

What evidence do you have to support this view?
Translations and Welsh speakers will be provided where necessary e.g. for staff in Welsh schools.

What actions can you take to have a more positive impact?

n/a

7. AgeWill the policy provide a **positive impact** for younger/older people?

Age: please ✓	Yes	No
Under 25 years		✓
Over 50 years		✓

What evidence do you have to support this view?

Policy is age neutral.

What actions can you take to have a more positive impact?**8. Religion and belief**Will the policy provide a **positive impact** for people with different religious/belief backgrounds?

Religion/belief: please ✓	Yes	No
	✓	

What evidence do you have to support this view?

Cultural considerations will be taken into account in arrangements e.g. appointment times, home visits, etc.

What actions can you take to have a more positive impact?

n/a

9. Sexual orientation

Will the policy provide a positive impact for gay men/lesbians/bisexuals?

Sexual orientation: please ✓	Yes	No
Gay men/lesbians/bisexuals		✓

What evidence do you have to support this view?

Policy is neutral in this respect, however, legislation and equality policies will be adhered to in terms of specific health issues, e.g. gender reassignment.

What actions can you take to have a more positive impact?

n/a

10. Consultation

What arrangements have been made to consult with:

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 Rev Date: 10 August 2007 (Version 2)
 Catrin Morgan, Corporate Equality Section

- men/women/parents/carers
- the black and minority ethnic community (including asylum seekers, refugees, economic migrants)
- people with disabilities / impairments (sensory, physical, learning, medical etc)
- the Welsh speaking community
- other 'hard to reach' or vulnerable groups (e.g. young/older people, low income families)

Consultation activities that have taken place (include the method of consultation e.g. focus group, survey, public meeting, citizens panel, etc.)
Electronic consultation, focus groups, internal meetings.
Who was consulted?
Disabled Employees Group, trades unions, HR Policy Review Group, Vale Personnel Officers, Occupational Health & Safety, Operational Managers, Heads of Service.
How have the results of the consultation been implemented?
Many issues raised have been implemented e.g. clarification of entitlement for disability related appointments, case management, adaptations, workspace locations, etc.

11. Monitoring

How will you monitor the impact of this policy on service users?
Data is input into the Oracle recording system.
What monitoring data will you collect (number of people with a disability, black and minority ethnic communities, women/men, Welsh speakers, etc.)?
Overall reports will be published, however, detailed information available is dependant on future improvements to the Council's absence recording system.

12. Publication of policy

How will you publish and publicise the policy to ensure equality of access to this information (including raising awareness with minority groups, publishing information in accessible formats, etc.)?
The policy will be published on StaffNet, distributed to all Heads of Service and Operational Managers, user specific training will be given, it will be provided at induction and available in other formats upon request.

13. Further action

Any recommendations for action that you plan to take as a result of this impact assessment (listed in the sections above) should be included in your Team Plan or Departmental Service Plan.

14. Completed Impact Assessments:

Email a copy of this form to the Corporate Equalities Officer. Completed forms will be submitted to a review panel to assess and discuss any further information or action required and subsequently published on the Council's website.

15. Authorisation

(This form should be authorised by the relevant Head of Service or Operational Manager for the department).

Approved by (name): Steve Ralph	Date: 17 July 2008
Designation: Head of Human Resources	