

Equality Impact Assessment

Section 1: Your details

(1.1) Department: **Law, HR & Asset Management**

(1.2) Division: **Human Resources**

(1.3) Assessment Lead: **Andrea Morrell-Foulkes**

(1.4) Telephone:

(1.5) Email:

(1.6) Who else will be involved in the process? (see guidance note 1)

Susie Warwick, Human Resources

Tony Williams, Human Resources

(1.7) Please sign & date this form Andrea Morrell-Foulkes (signed) 28/8/09 (date)

Guidance Note 1:

For Initial EIA's it is best practice to involve the service / function manager, equality and diversity lead(s) and relevant frontline staff.

For Full EIA's it is best practice to involve the service / function manager, equality and diversity lead(s), relevant frontline staff, customers, appropriate external agencies, and the voluntary and community sector

Section 2: What is to be assessed?

(2.1) Name of service / function / project / strategy / policy to be assessed (see guidance note 2)

Workforce Monitoring Policy

(2.2) Is this a new or existing service / function / project /strategy / policy? (please state)

New Policy

(2.3) Which equality impact assessment are you completing?

Initial

Guidance Note 2:

Service = your department / service area and its employees

Functions = your department / service area's activities

Projects = your department / service area's work programmes

Strategy = a plan of action intended to accomplish a specific goal

Policy = a plan of action to influence and determine decisions, actions and other matters

Procedure = a series of steps taken to implement a policy

Section 3: Let's do the Initial Equality Impact Assessment

3.1 Could a particular group of people be affected differently in either a negative or positive way by the service / function / project / strategy / policy?

Equality Group	Positive Impact (benefits) Please number each one	Negative Impact (disadvantage) Please number each one	Please rate each negative impact 'low', 'medium' or 'high' See guidance note 3
All Groups	Workforce monitoring is a useful tool for the Council to measure whether our equality and human resources policies and practices are effective. Wirral Council is committed to supporting and promoting dignity at work by creating an inclusive working environment. All of our employees should be able to fulfil their potential in a workplace free from discrimination and harassment where diverse skills, perspectives and backgrounds are recognised and valued.		
Disabled People			
Lesbian, Gay & Bisexual People			
Women			
Men			

Transgendered People			
Black & Racial Minority People (please state which group)			
Older People (60+)			
Younger People (17-25) and Children Please state male or female			
Religious / Faith Groups			
Other excluded groups (please state)			

Note: If you have rated any negative impact(s) as 'High' please go straight to Section 4 to complete a full assessment.

Note: If you have rated any negative impact as 'Low' or 'Medium please complete the rest of this section on pages 9 and 10.

Guidance Note 3: How to assess negative impacts

Low = It is not discriminatory according to current legislation. However, it might not be seen as being in line with best practice.

Medium = It is not discriminatory according to current legislation. However, it is not in line with the council's Corporate Equality Policy and/or Strategy

High = It is discriminatory according to current anti-discrimination legislation (i.e. it is unlawful), and therefore contravenes the council's Equality Policy

3.2 Please list below any actions that you plan to take as a result of any negative impact

Low or medium negative impact	Action required to remove or minimise the impact	Lead person	Timescale	Resource implications	Any other comments

3.3 Could you improve the positive impact(s)? Please explain how

Following implementation of the Workforce Monitoring Policy, it needs to be promoted as widely as possible. Employees need to feel confident about disclosing their personal information and that it will be treated with confidentiality and only used for the purposes stated within the policy.

Corporate Human Resources have put in place a short-term action plan to address any HR related issues raised by the IDeA Assessors for ESLG level 3 status and the development of the Workforce Monitoring Policy is one of the objectives contained within it.

The Summary of Monitoring and Analysis of the Workforce Quarterly reports provide a framework against which the Council may visibly measure its performance regularly and take appropriate actions.

3.4 If you have identified no negative impact, then please explain how you reached that decision

Corporate Human Resources have developed the new Workforce Monitoring Policy following the recent on-site challenge by IDeA Assessors for level 3 status of the current Equality Standard for Local Government.

One of the key outcomes was to further develop data in relation to the Council's workforce. Work in this area had been ongoing for some time particularly over the last 12 -18 months. . However, it was acknowledged that in order to achieve our aims and improve and promote workforce data collection further then the Council must be able to inform the workforce what the data is collected is for, what is done with it and the benefit to both the workforce and the Council as a whole.

The Workforce Monitoring Policy covers all of the current Equality and Diversity Strands.

Thank you for completing the initial assessment

Please note that the lead assessment person is responsible for ensuring the actions on pages 9 and 10 are incorporated into your departmental plan.