

# Equality Impact Assessment Toolkit (from May 2012)

## Section 1: Your details

**EIA lead Officer:** Tony Williams

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**Head of Section:** Chris Hyams

**Chief Officer:** Surjit Tour, Acting Director of Law, HR and Asset Management

**Department:** Transformation and Resources

**Date:** 6 February 2013

## Section 2: What Council proposal is being assessed?

### Gifts and Hospitality and Conflict of Interests Policies

**Section 2b:** Will this EIA be submitted to a Cabinet or Overview & Scrutiny Committee?

**Yes** If 'yes' please state which meeting and what date

Employment and Appointments Committee 14 February 2013

Please add hyperlink to where your EIA is/will be published on the Council's website

<https://www.wirral.gov.uk/my-services/community-and-living/equality-diversity-cohesion/equality-impact-assessments/eias-2010/law-hr-asset-management>

**Section 3:** Does the proposal have the potential to affect..... (please tick relevant boxes)

- In services**
- In the workforce**
- In communities**
- Other** (please state eg: Partners, Private Sector, Voluntary & Community Sector)

If you have ticked one or more of above, please go to section 4

- None** (please stop here and email this form to your Chief Officer who needs to email it to [equalitywatch@wirral.gov.uk](mailto:equalitywatch@wirral.gov.uk) for publishing)

**Section 4: Does the proposal have the potential to maintain or enhance the way the Council ..... (please tick relevant boxes)**

- Eliminates unlawful discrimination, harassment and victimisation
- Advances equality of opportunity
- Fosters good relations between groups of people

If you have ticked one or more of above, please go to section 5.

**Section 5:**

- No** (please stop here and email this form to your Chief Officer who needs to email it to [equalitywatch@wirral.gov.uk](mailto:equalitywatch@wirral.gov.uk) for publishing)

**Section 5:**

**Could the proposal have a positive or negative impact on any of the protected groups (race, gender, disability, gender reassignment, age, pregnancy and maternity, religion and belief, sexual orientation, marriage and civil partnership)?**

**You may also want to consider socio-economic status of individuals.**

**Please list in the table below and include actions required to mitigate any potential negative impact.**

<b>Which group(s) of people could be affected</b>	<b>Potential positive or negative impact</b>	<b>Action required to mitigate any potential negative impact</b>	<b>Lead person</b>	<b>Timescale</b>	<b>Resource implications</b>
All	<p>The Gifts and Hospitality and Conflicts of interests Policies will apply equally to all areas of the workforce.</p> <p>The policy, procedures and guidance in relation generally do not differentiate between officers in relation to acceptance or non acceptance of gifts or whether conflict of interests should be declared or not. The principles are in place for all.</p> <p>However, Chief Officers/Head of Service and above are required to provide nil returns on an annual basis for conflict of interests.</p> <p>Employees over Scale Point 29 (Band H) are required to declare any secondary employment.</p> <p>There are specific provisions in place for Merseyside Pension Fund employees which recognise the different roles and relationships that exist in that service area. However, this still accord with the Council's overall approach that gifts/hospitality are declared unless in particular circumstances.</p> <p>In all of the above there is no intentional equality impact. The differentials in the group</p>	N/A			

	are not directly related to any particular protected characteristic and are justifiable for business reasons relating to grade/level of Officer.				
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**Section 5a: Where and how will the above actions be monitored?**

Policies will be reviewed by Human Resources.

**Section 5b: If you think there is no negative impact, what is your reasoning behind this?**

The Gifts and Hospitality and Conflict of Interest policies aim to ensure the Council has clear guidance in place so that all officers are aware of their responsibilities in these areas. The policy and procedures apply to all employees at all levels of the organisation and so no-one group are adversely impacted.

**Section 6: What research / data / information have you used in support of this process?**

Workforces statistics for the full workforce.

**Section 7: Are you intending to carry out any consultation with regard to this Council proposal?**

Yes

**Section 8: How will consultation take place and by when?**

Consultation has taken place with Executive Team, Trade Unions, Internal Audit and Head of Merseyside Pension Fund