

# Equality Impact Assessment Toolkit (January 2021)

**Section 1: Your details**

**EIA lead Officer:** Paul Martin: Principal Lawyer, Litigation and Governance

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**Head of Section:** Vicki Shaw – Head of Legal Services

**Chief Officer:** Phil McCourt – Director of Law & Governance

**Directorate:** Law & Governance

**Date:** 15 September 2021

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

The implementation of the Council's Whistleblowing Policy as approved by the Consultation and Standards Committee on 24 February 2021

**Section 2a: Will this EIA be submitted to a Committee meeting?**

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

**AUDIT & RISK MANAGEMENT COMMITTEE – 27 SEPTEMBER 2021**

**Hyperlink to where your EIA is/will be published on the Council's website**

<https://www.wirral.gov.uk/communities-and-neighbourhoods/equality-impact-assessments>

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

- Services**
- The workforce**
- Communities**
- Other** (please state eg: Partners, Private Sector, Voluntary & Community Sector)

**Former employees, contractors and agency workers (defined as 'Workers' in the relevant statute)**

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 [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) for publishing)

**Section 4:**

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

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.

Which group(s) of people could be affected	Potential positive or negative impact	Action required to mitigate any potential negative impact	Lead person	Timescale	Resource implications
Workforce (Disability)	<p><b>Negative</b> Policy in current format may not be accessible for some employees with particular neurodiverse conditions.</p>	Make all documentation available in alternative formats / Easy Read upon request		As requested	
Workforce (offline)	<p><b>Negative</b> Some parts of the workforce may not be able to readily access the policy, associated guidance and documentation due to working remotely/outdoors and do not have regular access to a computer</p>	Launch of policy for remote workers to include 'toolbox' type briefing for managers, awareness raising to all managers and supervisory staff via Managers Network and Managers View for onward briefing, printed material / information to be placed at depots, crew	Paul Martin	6 months	Legal Services; Corporate Comms; HR/OD

		rooms, etc.  Remote workers are able to access Policy etc via intranet on own devices			
Workforce (all)	<b>Negative</b> Fear of discriminatory action or other repercussions for making a protected disclosure.	Workers protected from such action in law. Highlight protections afforded to Whistleblowers in all awareness raising/training materials. Adopt zero tolerance approach to any discriminatory behaviours towards Whistleblowers.	Paul Martin	Ongoing	As above

**Section 4a: Where and how will the above actions be monitored?**

Awareness raising sessions will be monitored against proposed communications plan

**Section 4b: If you think there is no negative impact, what is your reasoning behind this?**

N/A

**Section 5: What research / data / information have you used in support of this process?**

Meetings with and taking advice of Corporate Comms and HR/OD Team

**Section 6: Are you intending to carry out any consultation with regard to this Council proposal?**

No – (please delete as appropriate)

If 'yes' please continue to section 7.

If 'no' please state your reason(s) why:

Consultation was carried out amongst Officers, Members and Trade Unions prior to submission to the Constitution and Standards Committee for approval. This is now the implementation stage of the Policy.

(please stop here and email this form to your Chief Officer who needs to email it to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) for publishing)

**Section 7: How will consultation take place and by when?**

N/A

Before you complete your consultation, please email your preliminary EIA to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) via your Chief Officer in order for the Council to ensure it is meeting it's legal publishing requirements. The EIA will need to be published with a note saying we are awaiting outcomes from a consultation exercise.

Once you have completed your consultation, please review your actions in section 4. Then email this form to your Chief Officer who needs to email it to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) for publishing.

**Section 8: Have you remembered to:**

- a) **Select appropriate directorate hyperlink to where your EIA is/will be published (section 2a)**
- b) **Include any potential positive impacts as well as negative impacts? (section 4)**
- c) **Send this EIA to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) via your Chief Officer?**
- d) **Review section 4 once consultation has taken place and sent your updated EIA to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) via your Chief Officer for re-publishing?**