

# Short Equality Impact and Outcome Assessment (EIA) Template - 2015

**EIAs make services better for everyone and support value for money by getting services right first time.**

EIAs enable us to consider all the information about a service, policy or strategy from an equalities perspective and then action plan to get the best outcomes for staff and service-users<sup>1</sup>. They analyse how all our work as a council might impact differently on different groups<sup>2</sup>. They help us make good decisions and evidence how we have reached these decisions<sup>3</sup>.

See end notes for full guidance. Either hover the mouse over the end note link (eg: ID No.<sup>9</sup>) or use the hyperlinks ('Ctrl' key and left click).

**For further support or advice please contact the Communities, Equality and Third Sector Team on ext 2301.**

## 1. Equality Impact and Outcomes Assessment (EIA) Template

First, consider whether you need to complete an EIA, or if there is another way to evidence assessment of impacts, or that an EIA is not needed<sup>4</sup>.

<b>Title of EIA<sup>5</sup></b>	Firstcare Attendance Management Service/System	<b>ID No.<sup>6</sup></b>	TBC
<b>Team/Department<sup>7</sup></b>	Human Resources		
<b>Focus of EIA<sup>8</sup></b>	The provision of an occupational health nurse led sickness reporting service and attendance management system via Firstcare Ltd an external provider.		

## Assessment of overall impacts and any further recommendations<sup>9</sup>

For clarity all disproportionate impacts on specific groups are highlighted in the single section below.

### Overall impacts and notes:

- Additional Occupational Health Nurse support available to employees from day one of their sickness absence, which should help employees to receive appropriate support and signposting to help prevent sickness absence.
- This service does not replace the Council's Occupational Health Service provided through TeamPrevent and is complimentary to this service.
- Firstcare will be responsible for recording all sickness absence on their attendance management system for the council and this information will be treated confidentially.
- Only medical professionals at Firstcare will advise our employees on their sickness absence from work and signpost them to relevant services as appropriate. This information will be given in confidence to the employees and managers will only be informed of first/end date of absence, reason for absence and if staff have been referred to their GP or hospital.
- If a member of staff is unable to report their absence from work due to admission to hospital then a third party could report their sickness absence to Firstcare.
- This service does not replace the Managers responsibility to manage their employee's absence from work and managers will still be expected to ensure they are conducting home visits, OH referrals and RTWI's in accordance with the Attendance Management Procedure.
- Staff will call one number to report their sickness absence from work and this phone line is operated 24/7, which means that it provides the flexibility the council needs for the services it provides to its residents.
- Following discussion with colleagues at ESCC, the unions there said that the service had been of particular benefit to staff living on their own who immediately had access to support if they were unwell.
- Staff suffering with stress absences feeling more supported on day one of their absence from work.
- This service will help to ensure that there is a consistent approach to managing sickness absence.

Potential issues	Mitigating actions
<ul style="list-style-type: none"> <li>• Staff understanding that Firstcare are bound by the Data Protection Act and that they can speak to their medical professionals in confidence.</li> <li>• Managers still wanting staff to call them as well as Firstcare.</li> </ul>	<ul style="list-style-type: none"> <li>• Engagement with workers forums, staff, managers and the unions to ensure that all are fully aware of what Firstcare is and the service that is provided.</li> <li>• The process will be for all staff to contact Firstcare on their first day of absence and when they return from absence so that Firstcare can record the absence. Managers will be informed immediately of their employee's absence via e-mail or text and if they wish to call the employee as well then this is still possible and would be considered good practice.</li> </ul>
<b>Actions planned<sup>10</sup></b>	
<ul style="list-style-type: none"> <li>- Engagement with the workers forums, staff, managers and the unions to ensure all fully informed about the Firstcare service and that all have been given the opportunity to ask questions about the service.</li> <li>- Training for managers on the Firstcare attendance management system.</li> <li>- Guidance for managers and staff on Firstcare to fully explain the service.</li> <li>- Discussions have taken place at all DMT's and discussions could also take place at all Directorate Equalities Group Meetings to make sure any potential issues have been addressed.</li> <li>- This service will be monitored and evaluated at regular intervals once implemented.</li> </ul>	

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

**Lead Equality Impact Assessment officer:** Laura Keogh, HR Business Partner

**Date:** 12<sup>th</sup> April 2017

**Communities, Equality Team and Third Sector officer:**

**Date:**

## Guidance end-notes

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<sup>1</sup> The following principles, drawn from case law, explain what we must do to fulfil our duties under the Equality Act:

- **Knowledge:** everyone working for the council must be aware of our equality duties and apply them appropriately in their work.
- **Timeliness:** the duty applies at the time of considering policy options and/or before a final decision is taken – not afterwards.
- **Real Consideration:** the duty must be an integral and rigorous part of your decision-making and influence the process.
- **Sufficient Information:** you must assess what information you have and what is needed to give proper consideration.
- **No delegation:** the council is responsible for ensuring that any contracted services which provide services on our behalf can comply with the duty, are required in contracts to comply with it, and do comply in practice. It is a duty that cannot be delegated.
- **Review:** the equality duty is a continuing duty. It applies when a policy is developed/agreed, and when it is implemented/reviewed.
- **Proper Record Keeping:** to show that we have fulfilled our duties we must keep records of the process and the impacts identified.

NB: Filling out this EIA in itself does not meet the requirements of the equality duty. All the requirements above must be fulfilled or the EIA (and any decision based on it) may be open to challenge. Properly used, an EIA can be a tool to help us comply with our equality duty and as a record that to demonstrate that we have done so.

### <sup>2</sup> Our duties in the Equality Act 2010

As a council, we have a legal duty (under the Equality Act 2010) to show that we have identified and considered the impact and potential impact of our activities on all people with 'protected characteristics' (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership).

This applies to policies, services (including commissioned services), and our employees. The level of detail of this consideration will depend on what you are assessing, who it might affect, those groups' vulnerability, and how serious any potential impacts might be. We use this EIA template to complete this process and evidence our consideration.

**The following are the duties in the Act. You must give 'due regard' (pay conscious attention) to the need to:**

- **avoid, reduce or minimise negative impact** (if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately).
- **promote equality of opportunity.** This means the need to:
  - Remove or minimise disadvantages suffered by equality groups
  - Take steps to meet the needs of equality groups
  - Encourage equality groups to participate in public life or any other activity where participation is disproportionately low
  - Consider if there is a need to treat disabled people differently, including more favourable treatment where necessary
- **foster good relations between people who share a protected characteristic and those who do not.** This means:
  - Tackle prejudice
  - Promote understanding

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<sup>3</sup> EIAs are always proportionate to:

- The size of the service or scope of the policy/strategy
- The resources involved
- The numbers of people affected
- The size of the likely impact
- The vulnerability of the people affected

The greater the potential adverse impact of the proposed policy on a protected group (e.g. disabled people), the more vulnerable the group in the context being considered, the more thorough and demanding the process required by the Act will be.

<sup>4</sup> **When to complete an EIA:**

- When planning or developing a new service, policy or strategy
- When reviewing an existing service, policy or strategy
- When ending or substantially changing a service, policy or strategy
- When there is an important change in the service, policy or strategy, or in the city (eg: a change in population), or at a national level (eg: a change of legislation)

Assessment of equality impact can be evidenced as part of the process of reviewing or needs assessment or strategy development or consultation or planning. It does not have to be on this template, but must be documented. Wherever possible, build the EIA into your usual planning/review processes.

**Do you need to complete an EIA? Consider:**

- Is the policy, decision or service likely to be relevant to any people because of their protected characteristics?
- How many people is it likely to affect?
- How significant are its impacts?
- Does it relate to an area where there are known inequalities?
- How vulnerable are the people (potentially) affected?

If there are potential impacts on people but you decide not to complete an EIA it is usually sensible to document why.

<sup>5</sup> **Title of EIA:** This should clearly explain what service / policy / strategy / change you are assessing

<sup>6</sup> **ID no:** The unique reference for this EIA. If in doubt contact Clair ext: 1343

<sup>7</sup> **Team/Department:** Main team responsible for the policy, practice, service or function being assessed

<sup>8</sup> **Focus of EIA:** A member of the public should have a good understanding of the policy or service and any proposals after reading this section. Please use plain English and write any acronyms in full first time - eg: 'Equality Impact Assessment (EIA)'

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This section should explain what you are assessing:

- What are the main aims or purpose of the policy, practice, service or function?
- Who implements, carries out or delivers the policy, practice, service or function? Please state where this is more than one person/team/body and where other organisations deliver under procurement or partnership arrangements.
- How does it fit with other services?
- Who is affected by the policy, practice, service or function, or by how it is delivered? Who are the external and internal service-users, groups, or communities?
- What outcomes do you want to achieve, why and for whom? Eg: what do you want to provide, what changes or improvements, and what should the benefits be?
- What do existing or previous inspections of the policy, practice, service or function tell you?
- What is the reason for the proposal or change (financial, service, legal etc)? The Act requires us to make these clear.

<sup>9</sup> **Assessment of overall impacts and any further recommendations**

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Explain what positive impacts will result from the actions and how you can make the most of these.
- Countervailing considerations: These may include the reasons behind the formulation of the policy, the benefits it is expected to deliver, budget reductions, the need to avert a graver crisis by introducing a policy now and not later, and so on. The weight of these factors in favour of implementing the policy must then be measured against the weight of any evidence as to the potential negative equality impacts of the policy,
- Are there any further recommendations? Is further engagement needed? Is more research or monitoring needed? Does there need to be a change in the proposal itself?

<sup>10</sup> **Action Planning:** The Equality Duty is an ongoing duty: policies must be kept under review, continuing to give 'due regard' to the duty. If an assessment of a broad proposal leads to more specific proposals, then further equality assessment and consultation are needed.