

HUMAN RESOURCES

EQUALITY IMPACT ASSESSMENT AND ANALYSIS (EqIAA)

INTRODUCTORY INFORMATION

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| Name of Function under consideration: | Employee Information Booklet |
| Date(s) of completing the EqIAA: | 26 th March 2012 |
| Name and job title(s) of person(s) completing the EqIAA: | Julie Goad, HR Assistant Emma Ford, HR Advisor – Engagement & Equalities |

SECTION 1 – IMPACT AND ANALYSIS

1. Considering all aspects of this Function, state what issues have an impact on equalities and why.

The Employee Information Booklet is issued to new employees and contains important information about employment with the Council. It summarises Council policies and procedures as well as general information including staff benefits, Childcare Voucher Scheme, Learning and Development, counselling services, staff suggestion scheme, reward and recognition, and code of conduct.

The booklet is for all employees excluding School staff. It is available in alternative formats on request e.g. hard copy version, Braille, large print, email, disk, a different language.

The booklet has been designed according to the RNIB's Clearprint guidelines to ensure the document is as accessible as possible e.g. Arial 14 font, left aligned, table formatting is clear, minimal use of bold text, no italics, no underlining, no colours other than visual, no merged cells in tables, use of full stops.

The booklet contains a statement on diversity and equalities to state that no employee shall receive less favourable treatment on the grounds of any protected characteristic.

The booklet is available on the MyHR intranet site and will be included on the Council's corporate induction e-module. A significant number of staff do not have online access and so a paper version of the booklet is provided to all new employees with their welcome pack.

The Booklet contains information that has a positive impact on some protected groups including:

- Information to promote the Staff Equality Groups positively impacts on disabled people, people from Black and Minority Ethnic Groups and Lesbian, Gay, Bisexual and Transgender people.
- The Childcare Voucher Scheme and Family Support positively impacts on parents of young children.
- Interchange counselling – may benefit people with stress and/or anxiety related or mental health illnesses.
- Flexible working – could benefit people who have caring responsibilities or a health condition that is managed through flexible working.

2. What data does the council have internally that links to this Function and what does it tell us about equalities impact?

We are able to report on how many times the Booklet has been accessed through the MyHR intranet site from April 2011 onwards. The MyHR intranet site includes a facility to feedback any comments – we have received no feedback on the Employee Information Booklet which indicates any adverse impact for those that read it. The Booklet includes an access statement that the document can be requested in alternative formats – this has not happened yet so we currently have no data on this.

Paper copies of the Booklet are issued to all staff through the Traded & Support Services and HR Recruitment Team – we have currently received no feedback.

We will record and monitor this information going forward and should any equalities impact be identified that requires any action we will undertake this as a priority.

3. Where appropriate, what consultation has been conducted in relation to this Function and what evidence has this provided about equalities impact?

The Booklet was circulated to all HR colleagues, Traded & Support Services, Health & Safety, Green Travel Team, Payroll Services, HR Service Centre Team Leader, and Schools Personnel. Changes that were suggested through this consultation were mainly around updating wording. One change that has a positive equalities impact is the inclusion of information about the Disabled Employees Group, Lesbian, Gay, Bisexual and Transgender Group, and the Black and Minority Ethnic Staff Network. This was added following discussions at the Disabled Employees Group and the Equalities Staff Subgroup meetings.

4. What relevant external research (data, reports, expert opinion, legislation etc.) has been considered and what evidence has this provided about equalities impact?

RNIB Clear Print Guidelines has been utilised to produce the Booklet in an accessible format.

The Booklet brings together in one document useful information for employees. Therefore, most of the research into the content of the Booklet has been completed in relevant departments across the Council. This is because the Booklet contains information about policies that are subject to legislation which would have been researched by the responsible teams e.g. Bike to Work and Give As You Earn schemes are subject to tax regulations that are managed by the Council's exchequer services.

5. Any other relevant notes?

None.

SECTION 2 – OUTCOMES

6. The evidence that has been collected under Section 1 of this form will need to feed into the decision making process regarding any changes to be implemented before any final decisions are taken. There are four possible outcomes of this EqIAA – indicate which outcome below with the reasons and justification for this.

| Outcome | Response | Reason(s) and Justification |
|--|-------------------------------------|--|
| Outcome 1: No major change required. | <input checked="" type="checkbox"/> | The consultation and research has not identified a negative equalities impact on any protected group. An EqIAA will be conducted annually and changes will be made as necessary. |
| Outcome 2: Adjustments to remove barriers or to better promote equality have been identified. | <input type="checkbox"/> | |
| Outcome 3: Continue despite having identified potential for adverse impact or missed opportunities to promote equality. | <input type="checkbox"/> | |
| Outcome 4: Stop and rethink. | <input type="checkbox"/> | |

7. List the actions you will take as a result of this EqIAA.

We will monitor usage of the Booklet through MyHR and include this data in future EIAs – the HR intranet site.

We will continuously monitor the content to ensure it is up to date.

The Booklet will be reviewed on an annual basis (usually Feb/March) – and Equality Impact Assessment will be completed as part of this review.

SECTION 3 – EqIAA EVIDENCE

8. List and attach the evidence you have which shows how you have systematically considered equality impact.

Employee Information Booklet Equality Impact Assessment June 2009.

RNIB Clear Print Guidelines.

Comments received through the consultation – emails saved in the HR drives.