

# HUMAN RESOURCES

## EQUALITY IMPACT ASSESSMENT AND ANALYSIS (EqIAA)

### INTRODUCTORY INFORMATION

<b>Name of Function under consideration:</b>	Staff Survey 2012
<b>Date(s) of completing the EqIAA:</b>	23/01/12 – 27/01/12
<b>Name and job title(s) of person(s) completing the EqIAA:</b>	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 staff survey is an opportunity to understand staff views so we can find out levels of satisfaction across the Council, what is being done well, and what could be done better. There will be a focus on stress and employee engagement issues. The survey will allow us to analyse if there are any particular groups/protected characteristics that report more positively or negatively against a full range of issues i.e. your work, your manager, your organisation, your involvement and your wellbeing. This information will be analysed and used to assist us in designed specific actions based on identified need which will ensure that employment practices are effective and meeting the needs of all.

The staff survey is strictly confidential and in no way will it be possible to identify individuals. This is intended to encourage employees to respond fully and openly. The survey will also provide explanatory information with regard to the reasons why personal information is requested and how the information is used to improve employment practices.

Around 38% of staff do not have email access and so will require a paper version of the survey.

Some people may require the survey in different formats e.g. large print, easy read.

It is essential to ensure the survey will be as accessible as possible and so must be produced in a format that is immediately clear and easy to read for as many people as possible. We will need to consider font size, text layout and alignment, formatting and styles, colours and backgrounds, use of visuals and graphics, type of paper used, compatibility with screen reader software. Alternative formats will be made available where necessary in-line with the council's Equality and Diversity Communications Toolkit and the questionnaire will provide information on how to go about accessing a different formats.

We will avoid running the survey on school holidays as many employees take leave at these periods or work term time only.

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

The council has equalities data from previous surveys. The data does show that equalities groups (especially Lesbian, Gay, Bisexual people) have reported lower levels of satisfaction in some areas compared to other staff groups. It is important to note that a low number of people provided equalities information in the last survey, particularly around sexual orientation and religion/belief, and this can impact on the quality of information received. The 2012 survey is not a replica of previous surveys and therefore we will not be able to specifically benchmark against previous results. We will be able to analyse if more people provide equalities information which may indicate an increased confidence in disclosing and will enable us to ascertain if any groups feel less satisfied than other groups and go about designing improvement actions.

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

Trade Unions have been consulted with and this will continue as the project develops.

The staff survey will be piloted with a focus group of staff from all Council departments. The focus group will include representatives from the Disabled Employees Group (DEG), Black and Minority Ethnic (BME) Staff Network and the Lesbian, Gay, Bisexual and Transgender (LGBT) Group.

The consultation will evidence whether the staff survey is accessible or if there are any improvements that can be made to reduce any identified negative equality impacts.

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

The HR Employee Relations team has conducted extensive research and market analysis of survey providers to consider the best approach for the Council. Equalities impact has been considered throughout this process. Key issues that impact on equalities are producing a survey that is accessible to all, guaranteeing confidentiality, and monitoring demographic information.

As the survey is confidential the ability to understand the equalities impact on Council employees will be dependent on the survey response rate and information given, therefore, the explanatory information with regard to the reasons why personal information is requested and how the information is used to improve employment practices is critical.

**5. Any other relevant notes?**

N/A.

## 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
<b>Outcome 1:</b> No major change required.	<input checked="" type="checkbox"/>	No negative impacts identified. If the consultation process identifies any equalities impact that has not already been considered we will amend the project plan accordingly.
<b>Outcome 2:</b> Adjustments to remove barriers or to better promote equality have been identified.	<input type="checkbox"/>	
<b>Outcome 3:</b> Continue despite having identified potential for adverse impact or missed opportunities to promote equality.	<input type="checkbox"/>	
<b>Outcome 4:</b> Stop and rethink.	<input type="checkbox"/>	

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

Conduct consultation and collect views in relation to equalities considerations.

## SECTION 3 – EqIAA EVIDENCE

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

2012 Employee Survey  
 Paper for COMT Proposals for 2012 Staff Survey  
 Research and Consultation Project Sheet (Staff Survey)  
 South Gloucestershire Council Staff Survey Results 2009  
 RNIB's Clear Print guidelines  
 South Gloucestershire Council Equality and Diversity Communications Toolkit

## EQUALITY IMPACT ASSESSMENT AND ANALYSIS ACTION PLANNING FORM

Overall Objective(s)	What overall impact will successful achievement of the objective have?	What we will do (i.e. actions we will take)	How we will monitor / evaluate / review progress?	Responsibility	Timescale
<p>To ensure the Staff Survey 2012 is accessible to all and to analyse results by equalities categories.</p>	<p>To understand if engagement/satisfaction levels differ within different demographic groups.</p>	<p>We will develop HR and workplace initiatives to maintain/improve employee across all groups.</p>	<p>Findings from the pilot will be used to ensure the survey is as user friendly and meaningful as possible.</p> <p>Results from the survey will be published in June/July 2012 and detailed action plans will be completed later in the year.</p> <p>Subsequent staff surveys will enable us to review progress.</p> <p>The annual equalities in employment annual report will provide indicators about the workforce e.g. numbers who choose to disclose equalities information, turnover levels, bullying and harassment, number of grievances, etc.</p>	<p>HR Employee Relations Team</p> <p>Corporate Research &amp; Consultation Team</p> <p>Communications</p>	<p>2012 - 2014</p>

<b>Planned date for next EqIAA exercise:</b>	<b>Staff Survey 2014</b>
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