

# Human Resources Equality Impact Assessment and Analysis (EqIAA)

## Introductory information

<b>Name of function under consideration:</b>	Managing staff in a major emergency or business continuity event
<b>Date(s) of completing the EqIAA:</b>	22 November 2013
<b>Name and job title(s) of person(s) completing the EqIAA:</b>	Emma Ford, HR Advisor Sam Stillman, HR Advisor

## Section 1 – Impact and analysis

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

When a disaster happens, the size of the incident means that organisations need to work together to respond as quickly and efficiently as possible. The document informs staff and managers of HR policies and procedures that could apply in the event of the council responding to a major incident or emergency. This is so that the council will maintain vital services at the time of a disaster.

There may be a positive impact on men and women who are parents. Flexibility may be given to enable parents to care for children and child care costs may be paid if an employee has to work outside of normal working hours during a disaster or business continuity event.

It is important that the policy document is accessible. The HR Employee Relations team has produced the policy in an accessible format in accordance to the RNIB's Clearprint Guidelines and different formats can be provided on request e.g. Braille, audio tape, large print, easy read, languages other than English etc. The document is available electronically from the council's HR intranet site and in printed format.

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

There is no data held by HR that specifically links to this function. Should a business continuity event occur then different types of data will be collected to help manage the event including staff illnesses reported to payroll, postings on social media. Service managers would be expected to identify any vulnerable staff to ensure relevant support is in place.

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

There have been no major changes made to the policy document so we have not carried out a formal consultation. In order to improve the document a number of flow charts have been added. HR Business Partners have been asked to comment and the next stage will be to inform Trade Unions and invite them to comment.

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

External research had already been conducted by the Business Recovery Team. There is no evidence of an adverse equalities impact.

**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
<b>Outcome 1:</b> No major change required.	<input checked="" type="checkbox"/>	This document applies to all employees regardless of protected characteristics. It could have a positive impact on men and women who have child care responsibilities.
<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.

We will check that the document is in an accessible format and the policy will be reviewed annually.

## Section 3 – EqIAA evidence

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

Advice from the council's Legal Services and Emergency Planning Officers.  
Civil Contingencies Act.  
Working Time Regulations.  
Dependants care leave policy.  
RNIB's Clearprint guidelines.