

EQUALITY IMPACT ASSESSMENT – STAGE 1

EIA Ref	PR/16/43	
Lead Officer	Name	Richard Rout
	Position	DM – Policy, People, Performance and Efficiency
	Contact details	0151 511 7427

SECTION 1 –Context & Background

1.1 What is the title of the policy/practice?

Continuation of policy of compulsory 4 days unpaid leave, to be taken between the Christmas and New Year Bank Holidays, for 2016/17, 2017/18 and 2018/19.

1.2 What is the current status of the policy/practice?

Existing ☒

Changed ☐

New ☐

1.3 What are the principal aims and intended outcomes of the policy/practice?

4 days unpaid leave to be taken annually by all HBC employees (except term time only employees) to aid required budget reductions.

1.4 Who has primary responsibility for delivering the policy/practice?

HBC Management
HBC Members
HBC Employees
Trade Unions

1.5 Who are the main stakeholders?

HBC Employees
Trade Unions
Halton BC residents

1.6 Who is the policy/practice intended to affect?

Residents ☐

Staff ☒

Specific Group(s) ☐

(add details below)

Applies to all HBC non – schools employees, except term time only employees.

1.7 Are there any other related policies/practices?

Other agreed changes to conditions of employment.

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SECTION 2 – Consideration of Impact

2.1 Relevance: – the Public Sector Equality Duty

Does this policy / practice / service have due regard to the need to: -

- (a) Eliminate discrimination, harassment, victimisation and any other conflict that is prohibited by the Equality Act 2010
- (b) Advance equality of opportunity between two persons who share a relevant protected characteristic
- (c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

Yes (✓) No ()

State reasons below

(Relevance to service users/staff)

Applies to all HBC Staff (except term time only employees)

Arrangements in place to protect vulnerable groups of service users.

2.2 Has data and information been used in determining the impact of the policy/procedure under review?

(for example research, surveys, complaints, consultation, monitoring data)

Equality Group(s)	Monitoring data: older adults, vulnerable children and young people and people with disabilities. All staff consulted whether the policy should continue.
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Baseline data and information

All staff were consulted on the continuation of the existing policy; of those who responded 88% were in favour of continuation.

Demographic and service user/potential service user information during the period that the policy applies.

2.3 On the basis of evidence, has the actual/potential impact of the policy/practice been judged to be positive (+), neutral (=) or negative (-) for each of the equality groups and in what way? Is the level of impact judged to be high (H), medium ((M), or low (L)?

Protected Characteristic	Impact type +, =, -	Level H, M, L, /	Nature of impact
Age	-	L	It is accepted that service users with these protected characteristics may potentially be at risk, therefore a minimum acceptable level of staffing cover is provided over the Christmas holiday period, as it is on weekends and other Bank Holiday periods.
Disability	-	L	

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Gender	=	/	
Race/ethnicity	=	/	
Religion / belief	=	/	
Sexual Orientation	=	/	
Gender Reassignment	=	/	
Marital status/ Civil Partnerships	=	/	
Pregnancy/Maternity	=	/	
In Halton two further vulnerable groups have been identified: -			
Carers	=	/	
Socio-economic	=	/	

2.4 Does the policy/practice have any potential impact on safeguarding vulnerable people?

Potentially, if the minimum standby cover arrangements are not adhered to. (Refer 2.3 & 2.7)

2.5 How will the impact of the policy/practice be monitored?

As part of the monitoring of Staff Protocol arrangements in conjunction with Trade Unions.
Consultation with HBC employees.

2.6 Who will be responsible for monitoring?

Head of Policy, People, Performance and Efficiency, HBC employees and Trade Unions consulted.
Managers of those services where a requirement for minimum cover has been identified.

2.7 If any negative impacts, or potential negative impacts, have been identified what mitigating actions will be put in place, thereby eliminating the need for a further Stage 2 assessment.

Where none have been identified insert 'no further action required' in the first column.

Action & purpose / outcome	Priority	Timeframe	Lead Officer
Minimum cover is provided during the Christmas and New Year period. (No Stage 2 Assessment required)	H	Dec 25 th to 1 st January	Service Heads

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2.8 Summary of stakeholders involved in this review

Name / Job Title	Organisation/representative of
Les Unsworth, Policy Officer Policy, People, Performance and Efficiency Division	Halton Borough Council
Richard Rout, Head of Policy, People Performance and Efficiency Division.	Halton Borough Council

2.9 Completion Statement

As the identified Lead Officer of this review I confirm that:-
There may be a positive impact for one or more of the protected groups, and that this is justifiable and lawful, or a potential negative impact has been identified, but steps can be taken to mitigate the impact. ✓

Signed: R Rout

Date: 01/02/2016

Completed EIAs should be sent to Les Unsworth, Policy, People, Performance and Efficiency Division, to be given a unique reference number and for inclusion on the central register.

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Appendix 1

Public Sector Equality Duty – EIA Checklist

The Equality Act s149 (the Public Sector Equality Duty) requires is that HBC has due regard to the need to:-

- (a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- (b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

These are matters that we must show we have taken into the reckoning in making decisions about the Council's functions. We therefore need evidence of the following:

1. We know about the duty
2. We have reflected on the duty
3. We have consulted those affected or likely to be affected
4. We have used relevant information already in the council's possession (surveys etc.)
5. We have allowed adequate time for consultation with those affected and/or those who speak for those affected
6. We have allowed adequate time for earnest and genuine consideration of the information and views received
7. We have identified any adverse effects
8. We have sought to mitigate any adverse effects of decisions
9. We have identified principal options
10. Decision makers have not made up their mind in advance
11. We have considered all material considerations including our own financial situation, policy and strategy documents alongside along views received from consultees but have not applied those policies etc. In a rigid or unthinking way.