

SECTION 1 - DO I NEED AN EIA?

DO I NEED AN EIA? *(see note 1)*

Name of policy/activity

F4E Remove Employee Assistance

Please choose one of the following:

Is this a:

- New policy/activity?
- Existing policy/activity?
- Budget proposal/change for this policy/activity? ✓
- Pilot programme or project?

Decision

Set out the rationale for deciding whether or not to proceed to an Equality Impact Assessment (EIA)

Removing employee support could impact on particular groups i.e. staff with;

- Mental health or general health issues
- Carers
- Age – stress at home and work for middle age high due to family and career commitments
- Social economic – with staff reductions, lower paid staff may feel less empowered and more impact of stress

EIA Required - YES

Date of Decision: 10.11.2018

If undertaking an EIA please continue onto the Section 2. If not, pass this signed form to the Equalities Officer.

SECTION 2: EQUALITY IMPACT ASSESSMENT

General Information

Assessment undertaken by *(please complete as appropriate)*

Director or Head of Service	
Lead Officer for developing the policy/activity	
Other people involved in the screening (this may council staff, partner or others i.e contractor, partner or community)	

Brief description of policy/activity

Describe the policy/activity *(see note 2)*:

Reduce employee assistance provision by using local services on an as and when required basis. 2017/18 usage figures were 79 contacts in total. Some of those may have been the same person more than once. This equates to 1.6% of the workforce accessing the service at an approximate cost of £170 per person making initial contact with the service, falling to 1.3% in terms of actual take-up of counselling. This is a slight decrease from 2016/17 where 84 contacts were made. The majority of this was for face-to-face counselling.

Who are your main stakeholders? *(see note 3)*

Staff

Evidence base for assessment *(see note 4)*

Please cite any quantitative and qualitative evidence relating to groups having different needs, experiences or attitudes in relation to this policy/activity. What baseline evidence do you have already for this policy/activity?

Describe briefly the evidence you will draw on to inform this EIA.

EAP annual report (confidential). The report shows how often the service has been used and what the main reasons for use were.

Engagement and consultation *(see note 5)*

Thinking about people inside the council, partners and the wider community use the table below to outline any previous engagement or consultation which is relevant to this policy/activity.

Protected groups	Engagement and consultation
Race	
Disability	
Carers (for elderly, disabled or minors)	
Gender or gender identify/gender reassignment	
Pregnancy and maternity (including breastfeeding)	
Sexual orientation	
Age (include children, young people, midlife and older people)	
Religion, faith and belief	
Marriage or civil partnership	

Human rights	
Socio- economic disadvantage (low income, deprived area, rural or remote area)	
Inequalities of outcome (poorer outcomes for certain people or communities)	
Staff	
Partners/contractors	
Other	

Procurement and partnerships *(see note 6)*

Is this policy/activity currently or anticipated to be carried out wholly or partly by contractors or other partners? Are they aware of their obligations to address equalities?

Briefly explain:

External contractor. Timefortalking

Evidence gaps *(see note 7)*

Are there any significant gaps in the known evidence base, engagement or procurement that would prevent this EIA being completed? If so, you will need to address the gaps before finalising this EIA. Please go to Appendix 1 to assist you in developing a work plan to address the gaps.

It is unsure to what extent each contact represents different members of staff or if there have been multiple contacts by one or more individuals.

There is limited information about how successful the service is. Information is confidential and cannot be linked to specific individuals. There is some limited feedback from those who have used the service and this is mainly positive.

Who is affected and what is the impact? (see note 8)

From this evidence or engagement you have already, list how this policy/activity might impact equality and/or the elimination of discrimination for each of the equality groups.

Protected Groups	Positive	Negative
Race		
Disability		✓
Carers (for elderly, disabled or minors)		✓
Gender or gender identify/gender reassignment		✓
Pregnancy and maternity (including breastfeeding)		
Sexual orientation		
Age (include children, young people, midlife and older people)		✓
Religion, faith and belief		
Marriage or civil partnership		
Human rights		
Socio- economic disadvantage (low income, deprived area, rural or remote area)		✓
Inequalities of outcome (poorer outcomes for certain people or communities)		
Whole population (universal service)		
Staff		✓
Partners/contractors		
Other		

Summary of impacts (see note 9)

Summarise the impacts of the policy/activity and resulting activities affect different communities and groups.

Does it create positive impacts? Yes/No

Please explain

The proposals will mean that staff will be signposted to local and national service provider(s).

Does it create negative disadvantage or inequalities? Yes/No

Please explain

Possible impacts on the following

- Mental health, health, middle age, carers, low income, job losses will increase stress within the workforce. This may impact on particular staff groups who feel less empowered. Also high number of staff already suffers with stress as note in sick leave figures.
- The service is predominantly used by female workers, and staff from Education and Social Care
- The service is also provided to (and to a small extent used by) foster carers and members of staff's families.
- The reasons for using the service are predominantly to do with stress, anxiety and depression.

If you have indicated there is a negative impact on any group, is that impact (see note 8):

Legal? Yes/No

Please explain

A booklet has been compiled signposting people to alternative provision.

Intended? Yes/No

Please explain

As above

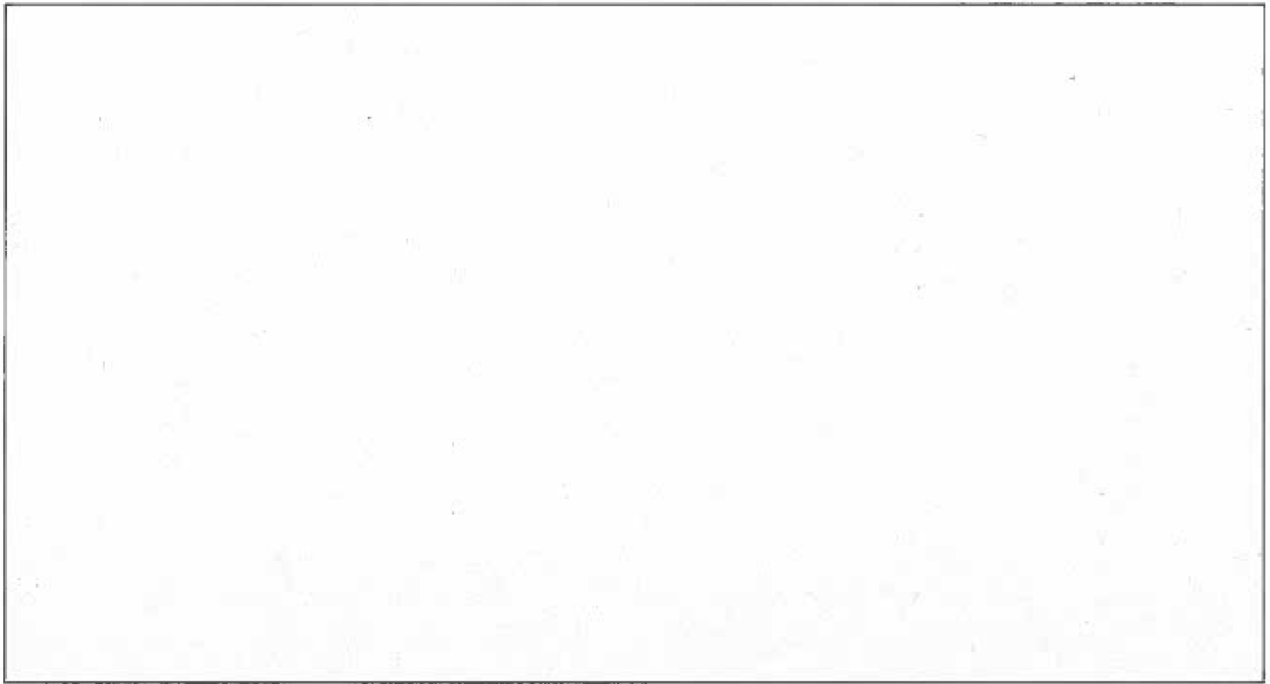
Mitigating action (see note 10)

Can the impact of the proposed policy/activity be mitigated? Yes/No

Please explain

HR have compiled a booklet signposting people to alternative provision.

What practical actions do you recommend to reduce, justify or remove any adverse/negative impact? If more than one action, please list them in the action plan in appendix 2.



Justification (see note 11)

From the evidence you have and the impacts identified, what are the key risks (the harm or 'adverse impacts') and opportunities (benefits and opportunities to promote equality) this policy/practice/activity might present?

There will no longer be a one-stop shop for this service, but employees will be signposted to alternative provision.

Keeping in mind the proportionality of any action proposed to mitigate the impact, describe the scale and likelihood of these risks.

The scale of the impact is relatively small and difficult to quantify without the risk of identifying individual users of the service.

If nothing can be done to reduce the negative impact(s) but the proposed policy/activity must go ahead, what justification is there to continue with the change?

NA

SECTION 3 CONCLUDING THE EIA

Concluding the EIA *(see note 12)*

Summarise your findings and give an overview of whether the policy will meet the council's responsibilities in relation to equality and human rights referring to the four possible outcomes.

Some impacts have been identified but adjustments have been made to remove the barriers.

Decision

Set out the rationale for deciding whether or not to proceed to full impact assessment

Date of Decision: 19/01/2018

Sign off and authorisation:

Service	
Department	
Policy/activity subject to EIA	
We have completed the equality impact assessment for this policy/activity.	Name: Position: Date:

Authorisation by head of service or director.

Name: Frances Garrow

Position: Acting Head of HKHCT (Joint)

Date: 10-09-18

Please return this form to the Equal Opportunities Officer, Chief Executive's Office.

Appendix 1: evidence gaps

Evidence gaps *(see note 13)*

Have you got a 'baseline' position and understanding of the service users and their views? If not what would be needed to complete that baseline? How do you plan to obtain that evidence?

Engagement and consultation *(see note 14)*

Do you need to further engagement with your stakeholders before the policy/activity can be considered? If so, what is needed and how do you plan to undertake the engagement?

NA

Procurement and partnerships *(see note 15)*

Have you done any work to include equality and human rights considerations into the contracts already? If not, consider steps you can take to build into all stages of the procurement process the requirement to consider the general equality duties and equality more broadly.

NA

Additional research

Do you need any additional research or data to fill any gaps in your understanding of the potential or known effects of the policy? Have you considered commissioning new data or research?

NA

Appendix 2: mitigating action – action plan

Action plan *(see note 16)*

Describe the actions/measures you will put in place to reduce these negative impact(s).
Action/measure: 1
Compile an overview of available alternative services locally or nationally
Describe how this action/measure will reduce impact.
Provide an alternative through signposting employees to national and local provision.
State whether this action/measure will completely or partially reduce impact.
Completely.
Describe how you will know whether this action/measure has had the desired effect i.e. how will you be able to demonstrate that the negative impact(s) has been reduced?
Not possible
When will the impact of this action/measure be reviewed?
Who will be responsible for this action/measure?
Action/measure: 2
Describe how this action/measure will reduce impact.
State whether this action/measure will completely or partially reduce impact.
Describe how this action/measure will reduce impact.
Describe how you will know whether this action/measure has had the desired effect.

Who will be responsible for this action/measure?
When will the impact of this action/measure be reviewed?
Action/measure: 3
Describe how this action/measure will reduce impact.
State whether this action/measure will completely or partially reduce impact.
Describe how this action/measure will reduce impact.
Describe how you will know whether this action/measure has had the desired effect.
Who will be responsible for this action/measure?
When will the impact of this action/measure be reviewed?

