



Derby City Council

Equality impact assessment form

Directorate Organisation and Governance

Service area Strategic HR

**Name of policy, strategy, review or function
being assessed**

Employee Code of Conduct

Date of assessment October 2016

Signed off by

**Cabinet, Personnel Committee or Chief Officer
Group's decision**

What's the name of the policy you are assessing?

Employee Code of Conduct

The assessment team

Team leader's name and job title – Claire Benjamin, HR Advisor

Other team members

Name	Job title	Organisation	Area of expertise
Ann Webster	Lead on Equality and Diversity	Derby City Council	Equality
Claire Benjamin	HR Advisor	Derby City Council	HR
Tina Holmes	HR Advisor	Derby City Council	HR

Step 1 – setting the scene

1 What are the main aims, objectives and purpose of the policy? How does it fit in with the wider aims of the Council and wider Derby Plan? Include here any links to the Council Plan, Derby Plan or your Directorate Service Plan.

The Policy outlines the behaviour expected of our employees and links into the Equality, Dignity and Respect Policy in that it specifically includes harassment, discrimination and victimisation. The Policy is being updated to make sure all employees are fully aware of what is expected of them as a council employee, following the Information Governance Action Plan in relation to **PSN** (Public Service Network), **HSCIC** (Health and Social Care Information Centre) and the **Caldicott** principles. The Plan needs to be completed by 2107. Other minor changes have also been made in relation to self-medicating at work and the consumption of alcohol.

2 Who delivers/will deliver the policy, including any consultation on it and any outside organisations who deliver under procurement arrangements?

HR, all employees and managers, volunteers, contractors who deliver services for us and suppliers.

The procurement process sets standards for expected contractors' conduct which are compliant with Council policies and the process follows equality guidelines too.

3 Who are the main customers, users, partners, employees or groups affected by this proposal?

All employees, customers, service users, Elected members contractors and volunteers.

Step 2 – collecting information and assessing impact

4 Who have you consulted and engaged with so far about this policy, and what did they tell you? Who else do you plan to consult with? – tell us here how you did this consultation and how you made it accessible for the equality groups, such as accessible locations, interpreters and translations, accessible documents.

A working party made up of a selection of managers across the organisation, and the Lead on Equality and Diversity

5 Using the skills and knowledge in your assessment team, and from any consultation you have done, what do you already know about the equality impact of the policy on particular groups? Also, use any other information you know about such as any customer feedback, surveys, national research or data. Indicate by a tick for each equality group whether this is a negative impact, a positive one or if you are not sure

Equality groups	What do you already know?	No impact	Positive impact	Negative impact	Not sure
Age	The policy has a positive impact on this equality group as we have emphasised how employees must not harass, discriminate or		X		

Equality groups	What do you already know?	No impact	Positive impact	Negative impact	Not sure
	victimise people because of their age and this applies on social media too				
Disability	<p>The policy has a positive impact on this equality group as we have emphasised how employees must not harass, discriminate or victimise peoples because of their age and this applies on social media too.</p> <p>The policy sets specific expectations in relation to employees who are taking long term medication. The policy is clear in that it sets the expectation to inform their line manager in relation to their own fitness to carry out their duties. This is therefore a positive move in that expectations are clearly stated within the policy.</p> <p>Where uniforms are required we will make reasonable adjustments for the needs of any disabled employees</p>		x		
Gender reassignment - trans	The policy has a positive impact on this equality group as we have emphasised how		x		

Equality groups	What do you already know?	No impact	Positive impact	Negative impact	Not sure
	<p>employees must not harass, discriminate or victimise people on grounds of gender reassignment and this applies on social media too.</p> <p>Where uniforms are required we will discuss these sensitively with any trans gender employees.</p>				
Marriage and civil partnership	<p>The policy has a positive impact on this equality group as we have emphasised how employees must not harass, discriminate or victimise people on grounds of marriage and civil partnership and this applies on social media too.</p>		x		
Pregnancy and maternity	<p>The policy has a positive impact on this equality group as we have emphasised how employees must not harass, discriminate or victimise people on grounds of disability and this applies on social media too</p> <p>Where uniforms are required we will make adjustments for pregnant women.</p>		x		

Equality groups	What do you already know?	No impact	Positive impact	Negative impact	Not sure
Race	The policy has a positive impact on this equality group as we have emphasised how employees must not harass, discriminate or victimise people on the grounds of race and this applies on social media too.		x		
Religion or belief or none	<p>The policy has a positive impact on this equality group as we have emphasised how employees must not harass, discriminate or victimise people on grounds of religion or belief and this applies on social media too.</p> <p>We also encourage cultural dress in the workplace as long as it does not cause health and safety issues.</p>		x		
Sex	The policy has a positive impact on this equality group as we have emphasised how employees must not harass, discriminate or victimise people on grounds of sex and this applies on social media too.		x		
Sexual Orientation	The policy has a positive impact on this equality group as we		x		

Equality groups	What do you already know?	No impact	Positive impact	Negative impact	Not sure
	have emphasised how employees must not harass, discriminate or victimise people on grounds of sexual orientation and this applies on social media too.				
Families and people on low income	Many of our customers are low income families and deserve to be treated with respect and dignity and this Policy emphasises the standard of behaviour when working with our customers.		x		

6 From the information you have collected, how are you going to lessen any negative impact on any of the equality groups? How are you going to fill any gaps in information you have discovered?

There are no negative impacts.

Step 3 – deciding on the outcome

7 What outcome does this assessment suggest you take? – You might find more than one applies. Please also tell us why you have come to this decision?

Outcome 1		No major change needed – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken
Outcome 2		Adjust the policy to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
Outcome 3		Continue the policy despite potential for negative impact

		or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are: <ul style="list-style-type: none">• sufficient plans to stop or minimise the negative impact• mitigating actions for any remaining negative impacts• plans to monitor the actual impact.
Outcome 4		Stop and rethink the policy when the EIA shows actual or potential unlawful discrimination

Our Assessment team has agreed Outcome number(s) 1

Option 1

Why did you come to this decision?

There are no negative impacts and the Policy reinforces the standard of behaviour required by all our employees, whoever they are working with or delivering services to.

Step 4 – equality action plan – setting targets and monitoring

8 Fill in the table (on the next page) with the equality actions you have come up with during the assessment. Indicate how you plan to monitor the equality impact of the proposals, once they have been implemented.

Equality action plan – setting targets and monitoring

What are we going to do to advance equality?	How are we going to do it?	When will we do it?	What difference will this make?	Lead officer	Monitoring arrangements
Monitor breaches of the employee code of conduct.	Mipeople	On-going	We should be able to track the data to see if any people with protected characteristics seems to be adversely affected.		

Make sure you include these actions in your Directorate service business plans.