

Equality impact assessment form for quick COVID 19 decisions only

Directorate	Corporate Resources
Service area	Human Resources
Proposal	To treat short term (24-48 hours) COVID-19 vaccine related absence during the Spring/Summer COVID-19 vaccination programme as per other sickness absence with relation to sick pay, but disregard it for the purpose of absence monitoring.
Reason for proposal	COVID-19 vaccine short-term reactions are common and more of the working population will be in receipt of the vaccine in the coming weeks.
Sign off (Director/Head of Service)	Liz Moore, Head of HR
Date of assessment	

Please read the support notes before completing your assessment that are set out in Appendix 1.

The form

You need to attach the completed form to any report to help councillors and colleagues make their decisions by taking equality implications into account.

The assessment team or name of individual completing this form

Team leader's name and job title – Liz Best, Strategic HR Manager

Other team members if appropriate

Name	Job title	Organisation	Area of expertise
Amy Stevens	HR Advisor	Derby City Council	HR

Step 1- setting the scene

Make sure you have clear aims and objectives on what you are impact assessing – this way you keep to the purpose of the assessment and are less likely to get side-tracked.

1. What are the main aims, objectives and purpose of the decision you want to make?	To clarify the corporate stance on COVID-19 vaccine related absences.
2. Why do you need to make this decision?	To ensure any absence is correctly logged. To ensure a fair approach in treatment of this absence for all employees.
3. Who delivers/will deliver the changed service/policy including any consultation on it and any outside organisations who deliver under procurement arrangements?	Any changes to policy and guidance that require communication to staff and managers will be carried out by the Strategic HR team. Any changes that may be necessary to make in the First Care/MiPeople system will be carried out by the HR Data Management team.
4. Who are the main customers, users, partners, colleagues or groups affected by this decision?	All Derby City Council employees could potentially be affected, if they experience a short term adverse reaction to the COVID-19 vaccine that means they cannot work for a short period of time. All

	Derby City Council Managers could potentially be affected, if they have team members who experience a short term adverse reaction to the COVID-19 vaccine that means they cannot work for a short period of time.
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Step 2 – collecting information and assessing impact

5. Who have you consulted and engaged with so far about this change, 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.

[National Joint Council \(NJC\) for Local Government Services circular dated 14th April 2021](#) which details that –

"An employee who self-certifies, or produces a sick note, for any COVID related sickness absence (including an adverse reaction to a vaccination) should receive pay and leave in accordance with their length of service so that the usual provisions of the sickness scheme apply."

... The NJC urges all employees who are called forward to be inoculated to ensure that they take up the opportunity as soon as possible. Employers are asked to ensure that every possible effort is made in providing employees with reasonable time off in order for them to receive their jab. This guidance applies equally to when subsequent doses of vaccination will need to be administered."

Derby City Council Legal Team – From a legal perspective, we are not mandated by the Government to disregard these absences.

COVID-19 policy group including members representing Public Health, Health Protection and Health and Safety.

6. Using the skills and knowledge in your assessment team or what you know yourself, and from any consultation you have done, what do you already know about the equality impact of the proposed change 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 protected characteristic group whether this is a negative or a positive impact. Only fill in the mitigation box if you think the decision will have a negative impact and then you'll need to explain how you are going to lessen the impact.

	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
Age – older and younger people	As the vaccination roll-out continues and younger cohorts of the population are receiving their vaccination, reports in the		✓	Codes will be set up to record these absences in First Care and MiPeople so they can be easily distinguished

	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
	<p>media of side effects are growing. Professor Anthony Harnden, deputy chairman of the Joint Committee on Vaccination and Immunisation (JCVI) has stated that age and gender can be a factor in suffering with COVID-19 vaccine reaction; "...the data seems to suggest that many people have a significant local reaction plus feeling unwell following the first dose of the AstraZeneca vaccine and that seems to be more common in young women."</p> <p>Therefore, it is possible that younger employees could be more likely to experience an adverse reaction to the COVID-19 vaccine and be impacted by this decision.</p>			<p>and reportable. This code will be set up to be disregarded for the purpose of absence trigger reports.</p> <p>HR Policy and Strategy team to monitor both internal and external evidence of COVID-19 vaccine related absence; if age becomes a pronounced feature in reaction impact, this decision will be reviewed.</p>
Disability – the effects on the whole range of disabled people, including Deaf people, hearing impaired people, visually impaired people, people with mental health issues, people with learning difficulties, people living with autism and people with physical impairments	Whilst there is no evidence to suggest that disability has any impact on COVID-19 vaccination reactions, we do know that when disabled people have a reaction to the vaccine this may make their existing condition more difficult to deal with for the time the reaction lasts.			<p>Codes will be set up to record these absences in First Care and MiPeople so they can be easily distinguished and reportable. This code will be set up to be disregarded for the purpose of absence trigger reports.</p> <p>HR Policy and Strategy team to monitor both internal and external evidence of COVID-19 vaccine related absence; if disability becomes a pronounced feature in reaction impact, this decision will be reviewed.</p>
Gender identity - trans and those people who don't identify with a particular gender, for example, non-binary, genderfluid, genderqueer, polygender and those who are questioning their gender or non-gendered identity.	There is no evidence to suggest that gender identity has any impact on COVID-19 vaccination reactions, therefore people with this protected characteristic are no more or less likely to be impacted by this decision than anyone else.			
Marriage and Civil Partnership	There is no evidence to suggest that marriage or civil partnership has any impact on COVID-19 vaccination reactions, therefore people with this protected characteristic are no more or less likely to			

	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
	be impacted by this decision than anyone else.			
Pregnancy and maternity - women who are pregnant or who have recently had a baby, including breast feeding mothers	<p>The COVID-19 vaccine was not routinely being offered to pregnant women prior to April 2021 when the Joint Committee on Vaccination and Immunisation (JCVI) issued new advice to recommend that pregnant women should be offered the vaccine alongside others in the same age group.</p> <p>Breastfeeding women have been advised from the start of the vaccination programme that the COVID-19 vaccine is also suitable for them.</p> <p>There is no evidence so far to suggest that being pregnant or a breast feeding mother increases the likelihood of suffering a worse reaction to the vaccination, however, Professor Anthony Harnden, deputy chairman of the Joint Committee on Vaccination and Immunisation (JCVI) has stated that age and gender can be a factor in suffering with COVID-19 vaccine reaction; "...the data seems to suggest that many people have a significant local reaction plus feeling unwell following the first dose of the AstraZeneca vaccine and that seems to be more common in young women."</p> <p>Therefore, it is possible that pregnant employees could be more likely to be impacted by this decision.</p>		✓	<p>Codes will be set up to record these absences in First Care and MiPeople so they can be easily distinguished and reportable. This code will be set up to be disregarded for the purpose of absence trigger reports.</p> <p>HR Policy and Strategy team to monitor both internal and external evidence of COVID-19 vaccine related absence; if age becomes a pronounced feature in reaction impact, this decision will be reviewed.</p>

	What do you already know?	Positive impact	Negative impact	Mitigation - what actions will you take to lessen impact?
Race - the effects on minority ethnic communities, including newer communities, Gypsies and Travellers and the Roma community	There is no evidence to suggest that race has any impact on COVID-19 vaccination reactions, therefore people with this protected characteristic are no more or less likely to be impacted by this decision than anyone else.			
Religion or belief or none - the effects on religious and cultural communities, customers and colleagues	There is no evidence to suggest that religion or belief has any impact on COVID-19 vaccination reactions, therefore people with this protected characteristic are no more or less likely to be impacted by this decision than anyone else.			
Sex - the effects on both men and women and boys and girls	<p>As the vaccination roll-out continues and younger cohorts of the population are receiving their vaccination, reports in the media of side effects are growing. Professor Anthony Harnden, deputy chairman of the Joint Committee on Vaccination and Immunisation (JCVI) has stated that age and gender can be a factor in suffering with COVID-19 vaccine reaction; "...the data seems to suggest that many people have a significant local reaction plus feeling unwell following the first dose of the AstraZeneca vaccine and that seems to be more common in young women."</p> <p>Therefore, it is possible that female employees could be more likely to be impacted by this decision.</p>	✓		<p>Codes will be set up to record these absences in First Care and MiPeople so they can be easily distinguished and reportable. This code will be set up to be disregarded for the purpose of absence trigger reports.</p> <p>HR Policy and Strategy team to monitor both internal and external evidence of COVID-19 vaccine related absence; if age becomes a pronounced feature in reaction impact, this decision will be reviewed.</p>
Sexual orientation - the effects on lesbians, gay men, bisexuals, pansexual, asexual and those questioning their sexuality	There is no evidence to suggest that sexual orientation has any impact on COVID-19 vaccination reactions, therefore people with this protected characteristic are no more or less likely to be impacted by this decision than anyone else.			

Important - For any of the equality groups you don't have any information about, then please contact our Lead on Equality and Diversity for help. You can also get lots of information on reports completed from organisations' websites such as the Equality and Human Rights Commission, Stonewall, Press for Change, Joseph Rowntree Trust and so on. Please don't put down that the impact affects 'everyone the same' – it never does!

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 proposal 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 proposal 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 proposal when the EIA shows actual or potential unlawful discrimination

Why did you come to this decision?

Whilst the EIA has identified some potential for negative impact, this impact has been mitigated through the actions proposed.

If you have decided on **Outcome 3**, then please tell us here the justification for continuing with the proposal. You also need to make sure that there are actions in the Mitigation Box to lessen the effect of the negative impact. This is so important and may face a legal challenge in the future.

If you have decided on **Outcome 4** then if the proposal continues, without any mitigating actions, it may be likely that we will face a legal challenge and possibly a Judicial Review on the process - it is so important that the equality impact assessment is done thoroughly, as this is what the Judge will consider.

Appendix 1

Equality impact assessment form for quick decisions concerning COVID 19 – please read this section first before you do the assessment

We've adapted our usual equality impact assessment form so you can use it for quick decisions needed concerning COVID 19. Remember it needs to be completed **before** that decision is made, but we hope it will just act as a reminder that we still need to 'pay due regard to equality' under our **Public Sector Equality Duty** as this is still very much in force. The Equality and Human Rights Commission are keeping an eye on examples of discrimination and collecting evidence so it's important we still check for equality impact.

The Public Sector Equality Duty is part of the Equality Act 2010 and this Duty requires us as a public body to have '**due regard**' to eliminating discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act. It requires us to advance equality of opportunity and foster good relations between people who share a '**relevant protected characteristic**' and people who don't. Protected characteristics are age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Having 'due regard' means:

- removing or minimising disadvantages suffered by people due to their protected characteristics
- taking steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people – this also involves taking account of disabled people's barriers and may involve treating some people more favourably than others to achieve this
- encouraging people with certain protected characteristics to participate in public life or in other activities where the participation is disproportionately low.

We usually ask for teams to complete Equality impact assessments, but we realise this is not helpful for quick decisions to do with COVID 19 so you can complete them yourself, if you can't get a team together. Please ask Ann Webster, our Lead on Equality and Diversity for help and advice if you're not sure about something. You'll need to pull together all the information you can about how your proposal affects different groups of people so you can check whether they will be negatively or positively affected. Then you'll need to look at ways of lessening any negative effects or making the service more

We can give you this information in any other way, style or language that will help you access it. Please contact us on: 01332 Minicom: 01332 640666

Polish

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku.
Prosimy o kontakt:

Tel. tekstowy: 01332 640666

Punjabi

ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਤੁਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ, ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸ਼ਾਹਿਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਟੈਲੀਫ਼ੋਨ
ਮਿਨੀਕਮ 01332 640666 ਤੇ ਸੰਪਰਕ ਕਰੋ।

Slovakian

Túto informáciu vám môžeme poskytnúť iným spôsobom, štýlom alebo v inom jazyku, ktorý vám pomôže k jej sprístupneniu. Skontaktujte nás prosím na tel.č.:
Minicom 01332 640666

Urdu

یہ معلومات ہم آپ کو کسی دیگر ایسے طریقہ، انداز اور زبان میں مہیا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براؤ کرم
نمبر 01332 640666 پر ہم سے درجاب کریں۔



Derby City Council

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accessible. Against every negative impact you will need to complete the mitigation section to explain how you will lessen the impact and what action you will take.

When you have completed the assessment, get it signed by your Head of Service or Service Director and **send it to our Lead on Equality and Diversity for checking and to publish on our website**. It's a public document so make it easy to understand and no jargon please.

Contact for help

Ann Webster – Lead on Equality and Diversity

ann.webster@derby.gov.uk Tel 01332 643722 Mobile 07812301144