

Impact Assessment template

Step 1: Screening for relevance

Name of a policy / procedure / function / project / decision:	Dignity at work
Date:	February 2011
Lead Officer:	Nicola Pierce
External Challenger:	Petra Dexter Duskova
Other members of team undertaking Impact Assessment:	Lauren Kelly

Main aims, purpose and outcomes and how does it fit in with the wider aims of the organisation:

Dignity at Work:

All employees have the right to work in an environment where they are shown respect and consideration at work, and in which the dignity of each and every individual is valued and maintained.

Stress, loss of self-confidence and self-esteem caused by harassment or bullying can lead to job insecurity, illness, absence from work, and even resignation. Almost always job performance is affected and relations in the workplace suffer.

Cheshire West and Chester Council aims to show it is committed to the development and promotion of a positive workplace culture that is free from harassment and bullying and aims to ensure that any allegation of harassment or bullying at work is taken seriously, is properly investigated and is dealt with appropriately.

This policy particularly applies to harassment on the grounds of disability, gender, marital status, sexual orientation, transgender, age, religion, race and ethnic origin and any other personal characteristic.

The policy applies to all employees of Cheshire West and Chester Council.

Is the above relevant to equality and diversity?

Yes X No

Exit the process if you answered No to all of the above questions, otherwise please continue.

Step 2: Scoping

What do you already know about the policy, what are the main issues you need to consider:				
Target group / area	Main issues	Evidence and data currently available	Consultation / involvement carried out	Further information needed to undertake the assessment
Race and Ethnicity	<ul style="list-style-type: none"> All staff are able to write to or inform their line manager (or use a dignity at work supporter) if an issue needs to be raised 	<ul style="list-style-type: none"> HR business partners, Managers and TU and staffing committees consulted, PDB Feedback on policies 	<ul style="list-style-type: none"> No (general consultation took place) 	<ul style="list-style-type: none"> Consultation with relevant staff
Disability	<ul style="list-style-type: none"> Policy requires staff to be able to submit a written complaint if they wish to enter a formal dignity at work procedure- Would a 'dignity at work supporter' help someone do this? Appeals process and final reports regarding requires staff to be able to read, and again if they wanted to appeal, a written request is needed. 	<ul style="list-style-type: none"> As above 	<ul style="list-style-type: none"> No (general consultation took place) 	<ul style="list-style-type: none"> Consultation with relevant staff



Gender / Gender reassignment	<ul style="list-style-type: none"> Policy protects staff from bullying, harassment due to their gender/transgender status. 	<ul style="list-style-type: none"> As above 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> No
Religion and belief	<ul style="list-style-type: none"> Policy protects staff from bullying/harassment over their religion/beliefs 			
Sexual orientation	<ul style="list-style-type: none"> Policy are open to all, does not restrict on sexuality 	<ul style="list-style-type: none"> As above 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> More information on potential impact / procedure from staff group
Age Children and young people Adults Younger older people Older older people	<ul style="list-style-type: none"> No issues 		<ul style="list-style-type: none"> No 	
	<ul style="list-style-type: none"> No issues 	<ul style="list-style-type: none"> As above 	<ul style="list-style-type: none"> Yes 	
	<ul style="list-style-type: none"> No eligibility issues 	<ul style="list-style-type: none"> As above 		
Rural communities	<ul style="list-style-type: none"> No impact 			
Areas of deprivation	<ul style="list-style-type: none"> No impact 			

Step 3: Assessing impact and strengthening the policy

Target group / area	Is the policy likely to have an adverse impact on any of the groups? If yes please comment	Are there any particularly positive impacts of the policy on any of the groups you would like to highlight?	Please rate the impact taking into account any measures already in place to reduce the potential impact highlighted in the previous column. High -significant potential impact, risk of exposure, history of complaints, no mitigating measures in place or no evidence available, urgent need for consultation with service users, general public, employees Medium -some potential impact, some mitigating measures in place but no evidence available how effective they are, would be beneficial to consult with service users, general public etc. but not urgent Low -almost bordering with non relevance to the EIA process (heavily legislation led - very little discretion exercised, limited public facing aspect)			Future actions that may need to take place to further reduce the impact.
			High	Medium	Low	
Race and Ethnicity	<ul style="list-style-type: none"> From above 	<ul style="list-style-type: none"> Language provision needed; business partner support 			x	
Disability	<ul style="list-style-type: none"> Impacts on those who cannot read/ write due to disability 	<ul style="list-style-type: none"> Line manager support Business partner support Employee assistance helpline Occupational health 		x		
Gender / Gender reassignment	<ul style="list-style-type: none"> No impact 			x		
Religion and belief	<ul style="list-style-type: none"> No impact 				N/A	
Sexual orientation		<ul style="list-style-type: none"> Open to all regardless of sexual orientation 			x	Staff training

Age Young people	<ul style="list-style-type: none"> As above 				x	
Older people	<ul style="list-style-type: none"> As above 				x	
Rural communities Service availability	<ul style="list-style-type: none"> As above 				x	
Cost of service delivery and costs to community to access the service						
Impact on quality and character of the natural rural landscape and residents						
Impact on people wishing to visit the countryside						
Areas of deprivation	<ul style="list-style-type: none"> As above 				x	
Human rights	<ul style="list-style-type: none"> Prohibition of discrimination 		<ul style="list-style-type: none"> No Rating Needed 			

Step 4: Health and wellbeing - Positive impact across all the strands. The policies are designed to give employees the right to a working environment that is free from bullying and harassment and allow them to highlight problems if this is not happening for them.

	Race and Ethnicity	Disability	Gender / Gender reassignment	Religion and belief	Sexual orientation	Rural communities	Areas of deprivation	Age
Is the policy likely to have the potential to impact on human health. If yes please specify. The impact across all the strands is positive								
Will there be a significant impact on any of the following lifestyle related variables? Pls. comment	Physical activity:							
	Smoking, Drugs or alcohol use:							
	Sexual behaviour:							
	Accidents and stress at home or work:							
	Diet:							
Is there likely to be a significant demand on any of the following health and social care	Social services:							
	Primary care Community services:							
	Primary / hospital care/ A&E / Need for medicines etc:							

services?	
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Step 5: Procurement and partnership

Is this project due to be carried out wholly or partly by contractors?	All aspects of policies carried out internally
If yes, what steps did you take to ensure that any partner organisation you work with complies with equality and human rights legislation, specifically in relation to:	N/A
<ul style="list-style-type: none"> tendering and specifications 	
<ul style="list-style-type: none"> awards process 	
<ul style="list-style-type: none"> contract clauses 	
<ul style="list-style-type: none"> monitoring and performance measures 	

Step 6: Making a decision and actions

What practical actions do you recommend to reduce, justify or remove any adverse/negative impact? N/A		
Reflect these actions in the E&D part of the Directorate Business plans.		
Action	Lead Officer	Deadline
Consultation/ engagement with various groups (see above)	HR	March 2011

Step 7: Monitoring and review

How will you monitor the impact and effectiveness of this policy?	<ul style="list-style-type: none">• Reports generated by the e-Start information system• Annual Children's Centre Self Evaluation Framework (SEF)• Impact data provided by partners (internal and external).
Next review	January 2013

Step 8 Signing off; Overview and Scrutiny involvement; Publishing

Lead Officer:	Nicola Pierce	
Approved by Head of Service:	Sam Brousas	
Overview and Scrutiny involvement		
Date:		
Comments / Actions emerging from challenge session	Lead Officer	Deadline

All Impact Assessments are publicly available from a designated area of the Council's website, please forward the completed EIA to the Equality and Diversity Managers for publishing.