

**Working together to create a borough of opportunity
Predictive Equality Impact Assessment (PEIA) (V.5)
FOR ALL COUNCIL DECISIONS ONLY**



Title of report or proposal:

Equal Opportunities Policy

Describe in full the aims, objectives and purpose of the proposal, including desired outcomes:

The policy outlines LBHF's commitment to the principles and practice of Equal Opportunities and opposition to all forms of discrimination. Its aim is to promote positive behaviour that ensure no person working with the council, seeking employment or any member of the public using the council premises or services receives less favourable treatment on the grounds of their, age, disability, gender, race, religion, sexual orientation, marital status, socio economic status and trade union membership or non membership.

It contains clear steps on what the council will do and these are:

- **Ensure the policy is known to all employees;**
- **Equal Opportunities is embedded in all our policies, procedures, day to day practices and external relationships;**
- **Services are accessible, appropriate and delivered fairly to all;**
- **Employees and service users are valued as individuals, treated fairly, and with dignity and respect**
- **All employees work in a productive and harmonious environment free from harassment and bullying**
- **All employees develop to their full potential and the council utilise the skills and talents of the workforce to ensure a borough of opportunity**

The policy contains a number of measures to ensure effective implementation in the areas of:

- **Recruitment and Selection**
- **Training and Development**
- **Terms and Conditions**
- **Discipline and Grievance**
- **Monitoring and Evaluation**

Department:

Finance and Corporate Services – Human Resources Division

Officer Responsible: ***(to be completed by the report author)***

Lillian Magero Tel: 0208 753 2355 Email:Lillian.magero@lbhf.gov.uk

(Signature, Print Name, Contact Number and Email Address)

Form and report MUST be checked and countersigned by the Opportunities Officer (Organisational Development)

Opportunities Officer: ***(to be completed by the Opportunities Manager)***

Signed off by Carly Fry on **14/05/10** Email PEIA@lbhf.gov.uk Tel 020 8753 1874

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Who are the main people that this decision will affect?

- Council employees
- Potential employees
- Former employees
- Agency workers, contractors and suppliers
- Members of the public

2. Identify the risks that could prevent the planned outcomes

- The policy is not well publicised and known by all employees

3. Could the proposal have a positive impact on a) race b) disability c) gender d) sexual orientation e) age f) belief system groups? (Please provide evidence e.g. user feedback, complaints, monitoring?)

- The policy informs of all the needs to eliminate unlawful discrimination and outlines the process of anti-discrimination practice in recruitment and employment issues
- The policy highlights the importance of Equal Opportunities training for all employees including involvement of recruitment, selection, induction for all staff that are considered to be conducive to the promotion of Equal Opportunities
- The policy sets out staff and management responsibilities in regards to Equal Opportunities and outlines how breaches of the policy will be dealt with

Group	Impact	Comments
Age	Yes	<p>The policy as a whole has been developed with consideration to the Equality Act 2010.</p> <p>Sections of the policy that will play an important role in the promotion of age equality include:</p> <ul style="list-style-type: none"> ➤ Through recruitment, its workforce better represents the community it serves ➤ All advertisements reflect the job description and person specification and do not use words or phrases which indicate bias unless there is a occupational requirement which limits the post to one gender, race or age group ➤ All employees are recruited and promoted on the basis of ability and other job related criteria that is consistently applied to all candidates ➤ We collect and use recruitment information to support a fair and effective recruitment process ➤ Learning programmes are designed to support this policy and take into account the different preferred learning styles of different groups of employees ➤ It promotes the use of flexible working arrangements wherever possible, to try to balance individual staff circumstances and needs with organisational/operational requirements ➤ It promotes the appropriate use and

		<p>application of the council's policy for special leave to assist staff who may require time off work for personal or domestic reasons to ensure the council meets its statutory obligations</p>	
Disability	Yes	<p>The policy as a whole has been developed with consideration to the Equality Act 2010. Sections of the policy that will play an important role in the promotion of disability equality include:</p> <ul style="list-style-type: none"> ➤ All job applicants who report a disability and who meet the minimum employee specification will be guaranteed an interview and will then be considered on their merit and abilities in accordance with the Two Tick accreditation ➤ Access to work requirements (reasonable adjustments) for those with a disability are considered in a fair and open manner ➤ It promotes the use of flexible working arrangements wherever possible, to try to balance individual staff circumstances and needs with organisational requirements ➤ It promotes the appropriate use and application of the council's special leave to assist staff who may require time off work for personal or domestic reasons to ensure the council meets its statutory obligations 	
Gender	Yes	<p>The policy as a whole has been developed with consideration to the Equality Act 2010.</p> <p>Sections of the policy that will play an important role in the promotion of age equality include:</p> <ul style="list-style-type: none"> ➤ All advertisements reflect the job description and person specification and do not use words or phrases which indicate bias unless there is a genuine occupational requirement which limits the post to one gender, race or age group ➤ All employees are recruited and promoted on the basis of ability and other job related criteria that is consistently applied to all candidates ➤ Learning programmes, where possible are planned with the needs of part time staff considered as well as those of full time staff ➤ It promotes the use of flexible working arrangements wherever possible, to try to balance individual staff circumstances and 	

		<p>needs with organisational requirements</p> <ul style="list-style-type: none"> ➤ It promotes the appropriate use and application of the council's special leave to assist staff who may require time off work for personal or domestic reasons to ensure the council meets its statutory obligations
Sexual Orientation	Yes	<p>The policy as a whole has been developed with consideration to the Equality Act 2010 and Civil Partnership Act 2004.</p> <p>Sections of the policy that will play an important role in the promotion of age equality include:</p> <ul style="list-style-type: none"> ➤ Through recruitment, its workforce better represents the community it serves ➤ It promotes the use of flexible working arrangements wherever possible, to try to balance individual staff circumstances and needs with organisational requirements ➤ It promotes the appropriate use and application of the council's special leave to assist staff who may require time off work for personal or domestic reasons to ensure the council meets its statutory obligations ➤ Direct discrimination, harassment or victimisation of other employees or service users is treated as disciplinary offences and dealt with under the disciplinary and grievance procedures ➤ Complaints of discrimination, victimisation and harassment are dealt with sensitively and seriously by managers ➤ Prompt action is taken to investigate any employee grievance concerning discrimination, harassment or victimisation <p>The council does not currently collect information on sexual orientation which might make it difficult for it to measure the effectiveness of this policy.</p>
Race	Yes	<p>The policy as a whole has been developed with consideration to the Equality Act 2010.</p> <p>Sections of the policy that will play an important role in the promotion of age equality include:</p> <ul style="list-style-type: none"> ➤ Through recruitment, its workforce better represents the community it serves ➤ All posts are advertised in order to provide an equal opportunity for all people interested to apply unless a restructuring, reorganisation or redeployment situation exists when

		<p>separately agreed principles will be followed</p> <ul style="list-style-type: none"> ➤ All advertisements reflect the job description and person specification and do not use words or phrases which indicate bias unless there is a genuine occupational requirement which limits the post to one gender, race or age group ➤ All applicants complete an equal opportunities monitoring form which will not be made available to the selection panel ➤ All employees are recruited and promoted on the basis of ability and other job related criteria that is consistently applied to all candidates ➤ The selection criteria and reasons for the selection and rejection of individual candidates are recorded ➤ It promotes the use of flexible working arrangements wherever possible, to try to balance individual staff circumstances and needs with organisational requirements ➤ It promotes the appropriate use and application of the council's special leave to assist staff who may require time off work for personal or domestic reasons to ensure the council meets its statutory obligations 	
<p>Religion/Belief</p>	<p>Yes</p>	<p>The policy as a whole has been developed with consideration to the Equality Act 2010.</p> <p>Sections of the policy that will play an important role in the promotion of age equality include:</p> <ul style="list-style-type: none"> ➤ Through recruitment, its workforce better represents the community it serves ➤ It promotes the use of flexible working arrangements wherever possible, to try to balance individual staff circumstances and needs with organisational requirements ➤ It promotes the appropriate use and application of the council's special leave to assist staff who may require time off work for personal or domestic reasons to ensure the council meets its statutory obligations ➤ Direct discrimination, harassment or victimisation of other employees or service users is treated as disciplinary offences and dealt with under the disciplinary and grievance procedures ➤ Complaints of discrimination, victimisation and harassment are dealt with sensitively and seriously by managers ➤ Prompt action is taken to investigate any 	

		<p>employee grievance concerning discrimination, harassment or victimisation</p> <p>The council does not currently collect information on religion or belief which might make it difficult for it to measure the effectiveness of this policy.</p>	
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4. Could the proposal have a differential negative impact on **a) race b) disability c) gender d) sexual orientation e) age f) belief system groups?** (Please provide evidence e.g. user feedback, complaints, monitoring,?)

Group	Impact	Comments
Age	No	None identified
Disability	No	None identified
Gender	No	None identified
Sexual Orientation	No	None identified
Race	No	None identified
Religion/Belief	No	None identified

Although there is no specific evidence of actual adverse impacts, there is potential for the people within these minority groups to have greater need of the protection of the equal opportunities policy.

5. Could the proposal have any differential impact (either positive, negative or neutral) on the health outcomes of the local population? Please provide details.

The policy will have a positive impact by promoting good employee relations and satisfaction. Bullying and Harassment is a major contributor to stress in the workplace which often leads to absence. 20% of the council's employees live in the borough and having this policy in place will directly impact on the mental and physical health of the local population.

6. Can any differential negative impact of the decision be justified?

N/A

7. If you have undertaken any internal/ external research or consultation(s) please list these below:

For the purposes of this impact assessment, Desktop research on equality of opportunity in employment has been completed. In addition, the results of the staff survey were also reviewed.

Staff Survey Results 2009

The results of the staff survey show strengths in valuing diversity and intolerance to bullying and harassment by the council. However there are areas of development which include:

- **Making the Equal Opportunities more effective**
- **Appropriate equality and diversity training**

- Commitment to equality of opportunity for all
- Awareness of the whistle-blowing policy and procedures

The revised policy is a complete change from the previous Equal Opportunity policy. The new policy clearly sets out the measures that the council will use to show that the policy is being effective.

Workforce Data 2008/09

Key Highlights

- Two thirds of the workforce are female which is higher than the borough split
- Higher percentage of male leavers compared to the borough workforce
- Percentage of workforce from BME group higher than borough population
- 12% of the population have not declared their disability

Consultation

Consultation was completed with the following groups over a period of January 2010- May 2010

- All employees
- Legal Department
- Trade Unions

The findings of the consultation show that the majority of feedback was positive with specific queries and additions in certain areas. The feedback has been considered and most has been incorporated in the policy. The consultation report attached summarises the queries and gives the Equality Officers report.



EO Policy -
Consultation Feedback

8. Do you need to undertake any further consultation? If so, what and with whom?

No further consultation is required but the policy will be reviewed and updated as new legislation and information comes to light.

9. If any differential negative impact is predicted, what actions are you planning to implement which would help lessen any adverse impact? Please give details.

The council might consider asking current employees who completed a monitoring questionnaire when they applied for their posts to provide additional information on the newer categories. This would provide improved data for future reviews of the Equal Opportunities policy and also allow for the monitoring of the findings of this impact assessment.

PLEASE EMAIL COMPLETED FORM TO PEIA@lbhf.gov.uk

Contact: Equalities & Diversity Officer, 020 8753 1874
London Borough of Hammersmith & Fulham

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