



Equality Impact Assessment Form

(Equality target groups are those which cover the 9 protected characteristics under the Equality Act 2010: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion/belief, sex (as in male or female) and sexual orientation)

When completing the equality impact assessment, please remove wording not applicable to what you are assessing e.g. service, policy, procedure, practice or project

Part 1 Aims & implementation of the service, policy, procedure, practice or project

This section is the title of what is being assessed, responsible officers, purpose, where it fits within the council's wider aims and how it supports the legislation to eliminate unlawful discrimination and the promotion of equal opportunities. *(Please refer to the guidance for additional information)*

1.1 What is being assessed

IWC Alcohol/Substance Misuse Policy November 2011

1.2 Officer(s) and section or service responsible for completing the assessment

Claire Shand – Head of Human Resources

Rosie Barnard – Lead officer Equality and Diversity

1.3 What is the main purpose or aims of the policy

To provide a framework that recognises the council's duty to ensure a safe working environment as specified in the Health and Safety at Work Etc Act 1974 and our obligation to support staff experiencing alcohol and/or substance misuse difficulties

1.4 Who is affected by the policy? Who is it intended to benefit and how?

All staff who work for the Isle of Wight Council. The benefit of the policy is to provide a framework for managers to ensure consistency in management of staff experiencing alcohol and/or substance misuse at work while at the same time ensuring all reasonable steps are taken to support staff to overcome the health effects of this type of misuse.

Staff will benefit from the policy as procedures within the policy dictate that alcohol and or substance misuse will be treated with the strictest confidence and will be offered support and assistance to treat the condition.

1.5 Has the policy been promoted or explained to those it might affect directly or indirectly?

Yes through the usual consultation routes for staff by way of dedicated intranet page, formal consultation with Trade Unions and engagement with partners such as Health

1.6 How does the policy contribute to better community cohesion?

The aim of the policy is to promote the health and welfare of all council staff and to protect the public, visitors and other employees or partners of the council as well as to set out guidelines for dealing with associated effective and consistent advice and support in relation to the use of alcohol, drugs and substances by staff on council property or whilst engaged in council business on non-council premises.

1.7 How does the policy fit in with the council's wider aims?

As part of the council's key priorities of keeping children safe and supporting older and vulnerable

residents

1.8 What is the relevance of the aims of the policy to the equality target group and the council's duty to eliminate unlawful discrimination and promote equality of opportunity?

To provide a framework of support for managers and staff irrespective of their protected characteristic under the Equality Act 2010 – age, disability, gender reassignment, marriage/ civil partnership, pregnancy/maternity, race, religion/belief, sex or sexual orientation as well as our duty to ensure safe working practices as specified in the Health and safety at Work Etc 1974 and our corporate responsibility in supporting staff who are experiencing alcohol and /or substance misuse difficulties.

1.9 How is, or how will the policy be put into practice and who is responsible for it?

Managers are responsible for adherence to the policy. The policy development and promotion rests with the Head of Human Resources. All staff have a responsibility to ensure that they take reasonable care of themselves and others who could be affected by their actions at work.

Part 2 Consideration of data and research

To conduct the assessment, you will need information about service users and staff that provide the service. This section is to help you identify the sort of information that will be needed to help you assess whether there may be barriers to different equality groups who access your service, policy, procedure, practice or project. *(Please refer to the guidance for additional information)*

2.1 List all examples of quantitative and qualitative data or any consultation information available that will enable the impact assessment to be undertaken

Draft policy circulated for comment to recognised Trade Unions, staff and partners (Health)

2.2 Equalities profile of users and beneficiaries

All council employees

Count of Gender text	Gender text		Grand Total
	Female	Male	
Total	71.52%	28.48%	100.00%

2.3 Evidence of complaints against the policy on the grounds of discrimination

None received

2.4 What does the consultation, research and/or data indicate about the negative impact on the policy

None received

2.5 What does the consultation, research and/or data indicate about the positive impact on the policy

The responses from the consultation were very positive. Managers, staff, unions and partners agreed that the policy provides a framework to work within and clarity of responsibilities for staff and managers as well as the role of Human Resources, Occupational Health and procedures for dealing with staff with a suspected alcohol /substance misuse problems

Part 3 Assessment of impact

Now that you have looked at the purpose etc of the service, policy, procedure, practice or project (part 1) and looked at the research (part 2), this section asks you to assess the impact, positive and negative, of the service, policy, procedure, practice or project on each of the protected characteristics of the Equality Act 2010.

**3.1 Complete this section with the following information – relating to all of the identified groups Equality Act 2010 (protected characteristics)
(please refer to the guidance for additional information)**

Protected Characteristics – Equality Act 2010	Negative	Neutral	Positive	Comments
Age			X	The policy provides a framework to work within and clarity of responsibilities for staff and managers as well as the role of Human Resources, Occupational Health and procedures for dealing with staff with a suspected alcohol /substance misuse problems
Disability			X	As above
Gender Reassignment			X	As above
Marriage & Civil Partnership			X	As above
Pregnancy & Maternity			X	As above
Race			X	As above
Religion / Belief			X	As above
Sex (male / female)			X	As above
Sexual Orientation (LGB&T)			X	As above

Part 4 Measures to mitigate disproportionate or adverse impact or improve on neutral or positive impacts: *(Please refer to the guidance for additional information)*

4.1 If there is any negative impact on any target equality group identified in part 3, is the impact intended or legal?

None identified

4.2 Specify measures that can be taken to remove or minimize the disproportionate or adverse effect identified in part 3. If none were identified, identify how disproportionate or adverse effect could be avoided in the future.

On going review of issues once identified training if required, promotion of the policy and review in 2014.

4.3 If there is no evidence that the policy promotes equality, equal opportunities or improves relations within equality target groups, what amendments can be made to achieve this?

As 4.2 above

4.4 If a neutral or positive impact has been identified, can that impact be improved upon (continuous improvement)?

As 4.2 above

4.5 How will the policy be implemented?

Following approval at Employment Committee, promotion to managers and staff

4.6 As 4.5 above please identify training requirements.

Identified as part of the Human Resources procedures for monitoring cases of alcohol and or substance misuse for both staff and managers

Part 5 Conclusions & recommendations

This section ensures that what ever we are impact assessing, whether it be a service, policy, procedure, practice or project that ensure that we abide by the general and specific duties to promote race, disability and gender equality. *(Please refer to guidance for additional information)*

5.1 Does the policy comply with equalities legislation?

Yes, the policy meets the requirements of the Equality Act 2010. It aims to support all staff employed by the council irrespective of their protected characteristic. The policy also meets our obligations under the Health and Safety at Work Etc Act 1974 to provide a safe working environment and to support colleagues experiencing alcohol and /or substance misuse difficulties. Implementation and adherence to the policy will also protect the public, visitors and other employees or partners of the council.

5.2 What are the main areas requiring further attention?

Promotion of the policy to staff and managers.

5.3 Summary of recommendations for improvement

Review of identified issues as part of Human Resources monitoring cases of alcohol and or substance misuse for both staff and managers to ensure both managers and staff are supported and training identified

5.4 What equality monitoring, evaluation, review systems have been set up to carry out regular checks?

As 5.3 above

5.5 When will the policy be reviewed?

2014 as part of the Human resources review of policies and procedures

Part 6 Action / improvement plan

The table below should be completed using the information from the equality impact assessment to produce an action plan for the implementation of the proposals to:

1. Lower the negative impact, and/or
2. Ensure that the negative impact is legal under anti-discriminatory law, and/or
3. Provide an opportunity to promote equality, equal opportunity and improve relations within equality target groups, i.e. increase the positive impact

Please ensure that you update your service/business plan within the equality objectives/targets and actions identified below:

Area of impact	Is there any potential for (negative, neutral or positive) differential impact?	Could this lead to adverse impact and if so why?	Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group or any other reason?	Please detail what measures or changes you will put in place to remedy any identified impact (NB: please make sure that you include actions to improve all areas of impact whether negative, neutral or positive)
Age				
Disability				
Gender Reassignment				
Marriage & Civil Partnership				
Pregnancy & Maternity				
Race				
Religion / Belief				
Sex (male or female)				
Sexual Orientation				
All of the above	positive	No adverse impact identified	n/a	Review of identified issues as part of Human Resources monitoring cases of alcohol and or substance misuse for both

Area of impact	Is there any potential for (negative, neutral or positive) differential impact?	Could this lead to adverse impact and if so why?	Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group or any other reason?	Please detail what measures or changes you will put in place to remedy any identified impact (NB: please make sure that you include actions to improve all areas of impact whether negative, neutral or positive)
				staff and managers to ensure both managers and staff are supported and training identified

Part 6 continued – Equality Impact Assessment – Summary report

The results of equality impact assessments must be published. Please complete this summary, which will be used to publish the results of your impact assessment on the council's website. Please access the Work tab of the council's intranet and follow the instructions to upload your completed equality impact assessment on to the website.

Date of assessment	15.11.11	
Officer's name	Claire Shand	Role Head of Human Resources
Policy that was impact assessed	IWC Alcohol/Substance Misuse Policy November 2011	
Summary of findings	Promotion of the policy to staff and managers.	
Summary of recommendations and key points of action plan	Review of identified issues as part of Human Resources monitoring cases of alcohol and or substance misuse for both staff and managers to ensure both managers and staff are supported and training identified	

Groups that this policy will impact upon

Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender Reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy & Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion / Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex (male/female)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>