

## Equality Impact Assessment Form

Revised June 2009



*(Equality target groups are those which cover the 6 equality strands: race, disability, gender, age, sexual orientation and religious belief)*

### **Part 1 Aims & implementation of the policy**

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**

Long Service Awards Policy

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

Helen Randall – Staff Benefits Officer

Rosie Barnard – Lead Officer Diversity & Wellbeing

#### **1.3 What is the main purpose or aims of the policy**

Recognising the valuable contribution that staff make to the delivery of local services.

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

All employees whether full time, part time or job share who have completed 25 or 40 years continuous service with the Isle of Wight Council

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

Yes as part of the Staff Awards celebrations over a number of years.

#### **1.6 How does the policy contribute to better community cohesion?**

Increases motivation through valuing our staff

#### **1.7 How does the scheme fit in with the council's wider aims?**

Corporate Plan – theme - Delivering Better Services, Corporate outcomes - nos 11, 12, 13,

#### **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?**

Available to all staff after they have achieved 25 or 40 years service. However other staff also have the opportunity to gain an award through the annual staff award process to celebrate their achievements

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

The policy has been developed in support of the annual staff awards process. The Head of Service for Human Resources and the Director of Corporate Services remain the responsible officers for this policy.

## **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**

Employee Handbook format

Staff Awards working group information, developing the criteria

Directors Team consultation on process, criteria and eligibility

### **2.2 Equalities profile of users and beneficiaries**

All staff

### **2.3 Evidence of complaints against the scheme on the grounds of discrimination**

None recorded

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

n/a

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

Staff feel valued and supported

**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 6 strands of diversity covered in the Authority’s single equality scheme.

**3.1 Complete this section with the following information – relating to all of the identified groups: (please refer to the guidance for additional information)**

	Reason, evidence, comment					
	Race	Disability	Gender	Sexual Orientation	Age	Religious Belief
Barriers, negative impact					X	
Neutral impact						
Positive impact	X	X	X	X	X	X

Negative impact:- the long service awards apply to staff who have either completed 25 or 40 years service but staff have other opportunities to have their work recognised as part of the annual staff awards celebrations via the nomination process in the award category areas as follows:

**Customer Focus Award**

This award will recognise the impact of excellent customer service on any council department or internal or external service users. The winner of this category will have exceeded their normal performance and judges will be looking for evidence of how customers have benefited from the service provided.

In particular judges will look for someone who

- Constantly thinks about how best to meet their customer needs
- Acts promptly on customer requests and queries
- Treats customers with respect at all times
- Delivers what they say they will deliver on time
- Acts positively on customer feedback to provide service improvement

**Thriving Island Award**

This award will give recognition of outstanding contribution to promoting the economic and environmental welfare of the Island.

Judges will be looking for evidence that will demonstrate how the environment, economy or heritage has been enhanced, conserved or promoted. Evidence of internal or external partnership working and engagement with national or local agencies businesses and organisations will be clear.

Judges will be looking for an employee who has demonstrated their commitment and drive in moving forward one or more area of the priorities to help us to become a thriving Island where people want to live and work.

## Safe and Well Kept Island Award

This award will give recognition to an outstanding contribution to working with our communities to ensure that people feel safe and confident to engage in community life. The award will look for evidence of going the extra mile in developing safe, strong sustainable and cohesive communities that people are proud to be part of.

Judges will be looking for an employee who has demonstrated their commitment and drive in moving forward one or more area of the priorities to help us to be a safe and well kept Island where people feel safe and take pride in their environment. In particular they will be looking for evidence of effective partnership working and/or improvements to community life.

## Inspiring Island Award

This award will give recognition of an outstanding contribution to improving the individual development /well-being of children or young people on the Isle of Wight. The winner of this category will be someone who has really made an impact to help young people achieve their personal goals. This could for example relate to academic goals, caring for children or promoting healthier lifestyles

The award will recognise significant improvements in the lives of our children or young people especially amongst disadvantaged or vulnerable groups. Judges will be looking for an employee who has demonstrated their commitment and drive in moving forward one or more area of the priorities to help us to become an inspiring Island where young people have opportunities.

In particular judges will look for evidence of effective partnership working and tackling the needs of disadvantaged and hard to reach groups

## Healthy and Supportive Island Award

This award will give recognition of outstanding contribution to improving the individual development and/or well being of people and communities on the Isle of Wight, including adults and older people. The winner of this category will be someone who has gone the extra mile in helping adults or older people and/or communities on the Island for example providing outstanding care, achieving best outcomes for vulnerable adults or promoting healthy lifestyles.

Judges will be looking for an employee who has demonstrated their commitment and drive in moving forward one or more area of the priorities to help us be a healthy and supportive Island where people are encouraged and enabled to enjoy a fuller life.

In particular judges will be looking for evidence of effective internal or external partnership working and/or a demonstrable improvement in service delivery

## Excellence in Leadership Award

The Isle of Wight Council is committed to providing leadership and delivering excellent services to the people who live, work and visit the Island in order to achieve a strong and sustainable community for one and all.

The winner of this award will therefore demonstrate how excellence in leadership resulted in an individual or group exceeding all expectation with regard to performance and development, perhaps overcoming particular barriers to achieve success and ensuring continuous improvement.

Judges will be looking for a 'leader' (but not necessarily a 'manager') who will demonstrate that they have:

- Been instrumental in improving performance and innovation in their area of work
- Supported and helped to develop the team they work in
- Linked day to day work to the bigger picture
- Communicated effectively
- Remained positive and flexible
- Set and maintained a clear vision, clear values and the motivation of staff

## Award for best support across the directorates

This award will give recognition to someone who is working in a corporate or support role.

Judges will be looking for evidence of how service delivery has benefited and contributed to the achievement of the council's aims and objectives from the outstanding support provided by the employee.

In particular the judges will be looking for evidence of

- A consistently high level of support to the services throughout the year
- An outstanding contribution in supporting other areas to achieve specific goals and/or in taking forward the transformation agenda

## The Directors Team Award for Employee or Team of the Year

Teams can make a huge impact to effective service delivery. But it's important to acknowledge that in some cases it's an individual who stands out well. The contribution of an individual can make the critical difference between a good service and an outstanding one.

Recognition in this category will be given for outstanding contribution and commitment to the council's work and delivery of substantial improvement in a public service that has made a real difference to people's lives.

In addition the judges will be looking for a team or someone who also:

- Presents a positive image
- Promotes the council's values in their particular area of work
- Acts with integrity

**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?**

Intended to recognise the length of service. Please refer to section 3 above.

**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.**

As 4.1 and 3 above

**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?**

n/a

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

Yes as part of the ongoing policy development

**4.5 How will any policy be implemented?**

As part of the HR role out of corporate employment policies

**4.6 As 4.5 above please identify training requirements.**

Managers Brief, Vine and through the HR self service approach for 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

### **5.2 What are the main areas requiring further attention?**

n/a

### **5.3 Summary of recommendations for improvement**

Policy promotion

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

3 yearly review of policy

### **5.5 When will the amended policy be reviewed?**

July 2013

## 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 negative impact	Changes proposed	Lead officer	Timescale	Resource implications	Comments
Race					
Disability					
Age					
Religious and Philosophical belief					
Gender					
Sexual orientation					
Geographical location					
All of the above	Promotion of Policy and Awards Ceremony	Lead Officer Learning & Development	Annually	None within existing resources	



**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, and return it to the HR OD & Diversity Manager.

<b>Date of assessment</b>	25 October 2010		
<b>Officer's name</b>	Helen Randall	<b>Role</b>	Staff Benefits Officer
<b>Service, policy, procedure, practice or project that was impact assessed</b>	Long Service Awards Policy		
<b>Summary of findings</b>	Recognition of loyal and conscientious service		
<b>Summary of recommendations and key points of action plan</b>	Promotion of policy through the usual communications channels Policy loaded on to HR document pages of the intranet		

**Groups that this policy will impact upon**

<b>Race</b>	<input type="checkbox"/>	<b>Gender</b>	<input type="checkbox"/>
<b>Sexual Orientation</b>	<input type="checkbox"/>	<b>Age</b>	<input type="checkbox"/>
<b>Disability</b>	<input type="checkbox"/>	<b>Religion or belief</b>	<input type="checkbox"/>
<b>Other</b>	<input type="checkbox"/>	<b>All</b>	<input checked="" type="checkbox"/>