



Equality Impact Assessment Record Form

Equal Opportunities Policy

Equality Impact Assessments

Directorate	Service	Person responsible for the assessment	Date assessment completed
Resources	Human Resources/Organisational Development	Sally Morgan	30/09/2009
Title of the policy being assessed	Equal Opportunities Policy (1999, revised 2001)		
The status of the policy	Existing (but due to be reviewed)		
1. What are the aims, objectives and purposes of the policy?	<p>To show a commitment to equal opportunities from North Norfolk District Council in its roles as a community leader, service provider (including as a contractor as services) and employer and by integrating equal opportunities into policy related activities.</p> <p>Ensuring everyone is treated fairly and justly.</p> <p>Sets out responsibilities for all.</p>		
2. Does the policy support other objectives of the council?	<p>Yes</p> <ul style="list-style-type: none"> • Combined Equality Strategy in respect of the duties and beliefs it contains e.g. celebrating diversity. • Corporate Plan – Values of ‘Community Focus’, ‘Valuing Staff’ and ‘Equality and Diversity’ see page 15 of the plan. • Non compliance with this policy might be dealt with under the Bullying and Harassment Policy/Procedure; the Disciplinary Procedure; the Grievance Procedure or Customer complaints procedure – depending on the nature of non-compliance and who is bringing the complaint (the disciplinary, grievance and bullying policies/procedures have all been assessed for equality impact separately) • Statement on recruitment of ex-offenders (although not one of the 6 equality groups covered by the assessment, it is important to be aware of this and the link to equal opportunities.) • Equal Opportunities Monitoring Form – applicants are asked to complete this form at the point of recruitment. This form contains an equality statement also – <i>‘It is the Council’s policy to recruit the most suitable candidate for the job. Selection for recruitment and training will only be made on merit. The Council will not discriminate against any person because of age; disability; health; language; marital, family or personal circumstance; material status; nationality or citizenship; political opinion; religion or belief; race or ethnic origin; sex or gender; sexual orientation; social class; unrelated criminal</i> 		

	<p><i>conviction; or any other condition or requirement which cannot be shown to be justifiable.'</i></p> <ul style="list-style-type: none"> • Equalities legislation and General Equality Duties: <ul style="list-style-type: none"> ○ Tackle racial discrimination ○ Promote equality of opportunity ○ Promote good relations between people of different racial groups ○ Eliminate unlawful discrimination and / or harassment ○ Promote equality of opportunity for disabled people ○ Promote positive attitudes towards disabled people ○ Encourage participation of disabled people in public life ○ Take steps to meet the needs of disabled people • All Council Policies that apply to staff and residents of the North Norfolk District. • Examples of those relating to staff include: <ul style="list-style-type: none"> ○ Disciplinary procedure (Equality Impact Assessment complete) ○ Grievance procedure (Equality Impact Assessment complete) ○ Employee Adjustment procedure (Equality Impact Assessment complete) ○ Bullying Policy and Procedure (Equality Impact Assessment complete) ○ Attendance Policy (Equality Impact Assessment complete) 		
<p>3. Who is intended to benefit from the policy, and in what way?</p>	<p><u>All Managers and employees</u> – (and potential employees) to be treated fairly at work <u>All customers & service users</u> – to bring equality in access to service provision and in the community <u>Trade Union</u> – Sets out the Corporate stance on equal opportunities <u>Human Resources</u> - Sets out the Corporate stance on equal opportunities <u>ICAS (Employee Assistance Programme)</u> – Provides the telephone advisers with contextual information on which they can base their advice, when contacted by a member of staff</p>		
<p>4. What outcomes are anticipated from the policy being in place?</p>	<p>Progress towards an inclusive and just society in North Norfolk in areas we can affect or influence. Elimination of discrimination in areas we can affect or influence. Reduction of disadvantage Compliance with Equality legislation. An inclusive and just workplace. To treat everyone fairly, courteously and reasonably in providing or commissioning services and to encourage such treatment in return from our service users/contractors.</p>		
<p>5. Identify and select your assessment team.</p>	<p>Name</p>	<p>Role</p>	<p>Responsibilities</p>

	Sally Morgan Consultees – See Appendix A	HR Officer Various	Lead on assessment Consultees	
6. What data have you gathered for this assessment? How have you analysed this data?	Source and Age of Data	Owner	Findings	Data Gaps
	Staff Survey (2008)	Human Resources/ IPSOS MORI	Feelings about equality in the workplace.	The question was asked of all 6 equality strands covered in sections 8-13 of this assessment, with the exception of religion/belief – where only religion is covered.
	Cognos reports (2009) on workforce profile (Cognos is a tool that allows us to create reports from the information held on the Human Resources computer system – 'Resource link')	Human Resources	Data on men and women working part time; women in top 5% of earners; people of ethnic minority in top 5% of earners; disability status.	Information on the HR system cannot be broken down according to sexual orientation or religion and belief as we do not currently collect or hold this information.
	IIP Assessment Data (2009)	The Assessment Network Limited/ North Norfolk District Council	100% of top managers - 'recognised the different needs of people and could describe strategies they have in place to make sure that everyone has appropriate and fair access to the support they need and there is equality of opportunity for people to learn and develop which will improve their	n/a

			performance'. The same was true of 90% of all managers.	
	Census (2001) figures	ONS – Office for National Statistics	Data on ethnic composition of the North Norfolk District.	No data on sexual orientation in the district.
	Customer Complaint data (2009)	Jane Wisson, Customer Services Team Leader	Since the data on customer complaints has been collected by the Customer Services team there have not been any complaints regarding discrimination in any of the equality areas listed in sections 8-13.	n/a
	INTRAN pages of intranet	Maureen Wells	Services that INTRAN can offer	n/a
	Views from employee representatives regarding the assessment (2009)	Human Resources	Changes made following this consultation are listed in Appendix A.	n/a
	BVPI measures for District Councils (2007/8)	Performance team	The figures for 2007/8 show that the average for District Councils was 27.8%.	
	North Norfolk District Councils accessibility matters standards	North Norfolk District Council	Guidelines on how to make information more accessible	n/a
7. Who are the main stakeholders of this policy?	Community	Staff/Members	Partners	
	<ul style="list-style-type: none"> All community groups Potential employees Service users Potential contractors 	<ul style="list-style-type: none"> All employees All managers Members Trade union representatives 	<ul style="list-style-type: none"> ICAS (employee assistance programme provider) Partner organisations e.g. 	

		<ul style="list-style-type: none"> Human Resources 	other Councils
<p>8. Are there any concerns that the policy could have a negative impact with regard to race and ethnicity?</p>	<p>No</p>	<p>What evidence (actual data or assumptions) do you have to support this?</p> <p>The principle behind this policy is to reduce/eliminate any negative impact on equality groups. This policy should have a positive impact for all regardless of their race/ethnicity. Race in particular is covered under the section about the legislation (page 6 and Appendix 2) – the Race Relations acts and in the statement of intent and list of areas where discrimination will not be tolerated (page 1). ‘INTRAN’ services (translation) would also be available if there was a need to communicate this policy in another language, for example.</p> <p>The policy refers to CRE standards (Commission for Racial Equality – but this is now part of the EHRC – Equalities and Human Rights Commission), however, there have been more recent developments since the policy was written - including the Council's race equality scheme and the specific duties for public sector bodies regarding race, this could be included in the next revision of the policy.</p> <p>The messages of the Equal Opportunities Policy should be consistently reinforced through other policies, procedures and schemes of the Council as well as in practice. Each policy/procedure/scheme as well as the main functions of the Council will be equality impact assessed.</p> <p>It is not possible to analyse the success or otherwise of the policy through usage of the policy in its own right as it is an overarching policy statement, however there are indicators on equality in general at North Norfolk District Council:</p> <ul style="list-style-type: none"> 84% of staff agreed that North Norfolk District Council is an equal opportunities employer 72% staff agreed they are treated with fairness and respect (the remaining 28% comprise – 15% neither agree nor disagree; 2% not stated; and 10% disagree) <p>However, there is some room for improvement with only:</p> <ul style="list-style-type: none"> 45% of staff agreeing that North Norfolk District Council truly values the diversity of its employees (compared to the Local Authority norm of 41% provided by IPSOS Mori) 	

		<ul style="list-style-type: none"> • 58% agreeing that North Norfolk District Council ensures equality of opportunity in training. <p style="text-align: right;">Source: Staff Survey (2008)</p> <p>(Some work has already been carried out with regard the point on training, it was felt that employees required more of an understanding as to why training requests made at appraisal were accepted or not possible).</p> <p>Also:</p> <ul style="list-style-type: none"> • The Council is undergoing a large programme of equality impact assessments which should highlight any areas of adverse impact on the equality groups in sections 8-13 and create a service based action plan to rectify or mitigate. • All employees and members of the Council are currently undergoing a training programme on equality and diversity which will both educate and raise awareness. • Very positive feedback following Investors In People (IIP) assessment regarding managers recognising different needs of different people and equality of access and opportunity (IIP Assessment, 2009) • There have not been any customer complaints regarding discrimination recorded by the Customer Services Team <p>There are also indicators relating specifically to race/ethnicity:</p> <ul style="list-style-type: none"> • 85% felt that they had not been disadvantaged much or at all because of their race/ethnicity (this is on par with the Local Authority Norm recorded by IPSOS MORI) – Staff Survey (2008) (2% responded a fair amount and 13% ‘don’t know/not applicable/not stated’). • There are no people of an ‘ethnic minority’ group in the top 5% of earners. This is 0% compared to 0.87% in the entire workforce • There have not been any discipline, grievance or bullying cases regarding race/ethnicity discrimination since April 2008 (when data was first recorded) • The workforce at North Norfolk District Council is largely (95.4%) White British, but this does reflect the ethnic make-up of the district (Census 2001 figures). North Norfolk District Council is in fact over represented in the groups ‘Chinese’ and ‘Other Asian’.
--	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>9. Are there any concerns that the policy could have a negative impact with regard to gender?</p>	<p style="text-align: center;">Yes</p>	<p>What evidence (actual data or assumptions) do you have to support this?</p> <p>The principle behind this policy is to reduce/eliminate any negative impact on equality groups. This policy should have a positive impact for all regardless of their gender. Gender is covered in the legislation section (page 6 and Appendix 2) by way of the Sex Discrimination Act and in the statement of intent and list of areas where discrimination will not be tolerated (page 1).</p> <p>Women are more likely to be working part time (40.7% of women, compared to 16.5% of men at North Norfolk District Council). Therefore to ensure that all employees receive the information on any changes to the policy in the future, any briefing sessions would need to be timed appropriately to catch as many employees as possible – e.g. different days of the week, times etc. The policy should also be communicated in a number of different formats – intranet, briefing newsletter, team briefings etc. All communications should comply with the Council Accessibility Matters Standards.</p> <p>The messages of the equal opportunities policy should be consistently reinforced through other policies, procedures and schemes of the Council as well as in practice. Each policy/procedure/scheme as well as the main functions of the Council will be equality impact assessed.</p> <p>It is not possible to analyse the success or otherwise of the policy through usage of the policy in its own right as it is an overarching policy statement, however there are indicators on equality in general at North Norfolk District Council:</p> <ul style="list-style-type: none"> • 84% of staff agreed that North Norfolk District Council is an equal opportunities employer • 72% staff agreed they are treated with fairness and respect (the remaining 28% comprise – 15% neither agree nor disagree; 2% not stated; and 10% disagree) <p>However, there is some room for improvement with only:</p> <ul style="list-style-type: none"> • 45% of staff agreeing that North Norfolk District Council truly values the diversity of its employees (compared to the Local Authority norm of 41% provided by IPSOS Mori)
-------------------------------------------------------------------------------------------------------------	-----------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

		<ul style="list-style-type: none"> • 58% agreeing that North Norfolk District Council ensures equality of opportunity in training. <p style="text-align: right;">Source: Staff Survey (2008)</p> <p>(Some work has already been carried out with regard the point on training, it was felt that employees required more of an understanding as to why training requests made at appraisal were accepted or not possible).</p> <p>Also:</p> <ul style="list-style-type: none"> • The Council is undergoing a large programme of equality impact assessments which should highlight any areas of adverse impact on the equality groups in sections 8-13 and create a service based action plan to rectify or mitigate. • All employees and members of the Council are currently undergoing a training programme on equality and diversity which will both educate and raise awareness. • Very positive feedback following Investors In People (IIP) assessment regarding managers recognising different needs of different people and equality of access and opportunity (IIP Assessment, 2009) • There have not been any customer complaints regarding discrimination recorded by the Customer Services Team <p>There are also indicators relating specifically to gender:</p> <ul style="list-style-type: none"> • 93% felt that they had not been disadvantaged much or at all because of their sex (this is better than the Local Authority Norm of 84% recorded by IPSOS MORI) – Staff Survey (2008) • There have not been any discipline, grievance or bullying cases regarding sex discrimination since April 2008 (when data was first recorded) • According to the BVPI measure ‘Women in the top earners’ of the top 5% of earners, 34.78% are women (correct as of 02/09/2009). This is much higher than the average for District Councils of 27.8% (correct for 2007/8 – the most recent data available) • Women at North Norfolk District Council are more likely to have caring responsibilities (according to the Flexible Working Survey, 2008) however there are facilities in place to help achieve work life balance such as the
--	--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

		<p>Employee Job Share policy and flexible working hours.</p> <ul style="list-style-type: none"> • There is no reference to transgender in the policy.
<p>10. Are there any concerns that the policy could have a negative impact with regard to disability?</p>	<p>No</p>	<p>What evidence (actual data or assumptions) do you have to support this?</p> <p>The principle behind this policy is to reduce/eliminate any negative impact on equality groups. This policy should have a positive impact for all regardless of their disability. Disability is covered in the legislation section (page 6 and Appendix 2) by way of the Disability Discrimination Act and in the statement of intent and list of areas where discrimination will not be tolerated (page 1).</p> <p>This policy should be communicated in a number of different forms – e.g. intranet, team briefing & briefing newsletter. Communications would need to comply with the Council’s Accessibility Standards. ‘INTRAN’ services (translation) would also be available if there was a need to communicate the policy in sign language or Braille for example.</p> <p>The messages of the equal opportunities policy should be consistently reinforced through other policies, procedures and schemes of the Council as well as in practice. Each policy/procedure/scheme as well as the main functions of the Council will be equality impact assessed.</p> <p>It is not possible to analyse the success or otherwise of the policy through usage of the policy in its own right as it is an overarching policy statement, however there are indicators on equality in general at North Norfolk District Council:</p> <ul style="list-style-type: none"> • 84% of staff agreed that North Norfolk District Council is an equal opportunities employer • 72% staff agreed they are treated with fairness and respect (the remaining 28% comprise – 15% neither agree nor disagree; 2% not stated; and 10% disagree) <p>However, there is some room for improvement with only:</p> <ul style="list-style-type: none"> • 45% of staff agreeing that North Norfolk District Council truly values the diversity of its employees (compared to the Local Authority norm of 41%

		<p>provided by IPSOS Mori)</p> <ul style="list-style-type: none"> • 58% agreeing that North Norfolk District Council ensures equality of opportunity in training. <p style="text-align: right;">Source: Staff Survey (2008)</p> <p>(Some work has already been carried out with regard the point on training, it was felt that employees required more of an understanding as to why training requests made at appraisal were accepted or not possible).</p> <p>Also:</p> <ul style="list-style-type: none"> • The Council is undergoing a large programme of equality impact assessments which should highlight any areas of adverse impact on the equality groups in sections 8-13 and create a service based action plan to rectify or mitigate. • All employees and members of the Council are currently undergoing a training programme on equality and diversity which will both educate and raise awareness. • Very positive feedback following Investors In People (IIP) assessment regarding managers recognising different needs of different people and equality of access and opportunity (IIP Assessment, 2009) • There have not been any customer complaints regarding discrimination recorded by the Customer Services Team <p>There are also indicators relating specifically to disability:</p> <ul style="list-style-type: none"> • 70% felt that they had not been disadvantaged much or at all because of disability (this is marginally lower than the Local Authority Norm of 71% recorded by IPSOS MORI) – Staff Survey (2008) • There have not been any discipline, grievance or bullying cases regarding disability discrimination since April 2008 (when data was first recorded) • 3.48% of North Norfolk District Council Employees have declared that they have a disability. This is not representative of the local population where 15.62% of the economically active people in the district are disabled (according to the 2001 census). It is however recognised that disability status is not static and that more employees may have become disabled since initially completing the equal opportunities monitoring form at the point of
--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

		<p>recruitment. Staff will be invited to refresh their personal data to ensure our records are up to date shortly.</p> <ul style="list-style-type: none"> • Work has started on achieving the 'Positive About Disability' status from the job centre
<p>11. Are there any concerns that the policy could have a negative impact with regard to age?</p>	<p>No</p>	<p>What evidence (actual data or assumptions) do you have to support this?</p> <p>The principle behind this policy is to reduce/eliminate any negative impact on equality groups. This policy should have a positive impact for all regardless of their age. There is reference to age in the statement of intent and list of areas where discrimination will not be tolerated (page 1); however as this policy was last amended in 2001, there is no reference to the Employment Equality (Age) Regulations 2006 in the legislation section.</p> <p>The messages of the equal opportunities policy should be consistently reinforced through other policies, procedures and schemes of the Council as well as in practice. Each policy/procedure/scheme as well as the main functions of the Council will be equality impact assessed.</p> <p>It is not possible to analyse the success or otherwise of the policy through usage of the policy in its own right as it is an overarching policy statement, however there are indicators on equality in general at North Norfolk District Council:</p> <ul style="list-style-type: none"> • 84% of staff agreed that North Norfolk District Council is an equal opportunities employer • 72% staff agreed they are treated with fairness and respect (the remaining 28% comprise – 15% neither agree nor disagree; 2% not stated; and 10% disagree) <p>However, there is some room for improvement with only:</p> <ul style="list-style-type: none"> • 45% of staff agreeing that North Norfolk District Council truly values the diversity of its employees (compared to the Local Authority norm of 41% provided by IPSOS Mori) • 58% agreeing that North Norfolk District Council ensures equality of opportunity in training. <p style="text-align: right;">Source: Staff Survey (2008)</p> <p>(Some work has already been carried out with regard the point on training, it was felt</p>

		<p>that employees required more of an understanding as to why training requests made at appraisal were accepted or not possible).</p> <p>Also:</p> <ul style="list-style-type: none"> • The Council is undergoing a large programme of equality impact assessments which should highlight any areas of adverse impact on the equality groups in sections 8-13 and create a service based action plan to rectify or mitigate. • All employees and members of the Council are currently undergoing a training programme on equality and diversity which will both educate and raise awareness. • Very positive feedback following Investors In People (IIP) assessment regarding managers recognising different needs of different people and equality of access and opportunity (IIP Assessment, 2009) • There have not been any customer complaints regarding discrimination recorded by the Customer Services Team <p>There are also indicators relating specifically to disability:</p> <ul style="list-style-type: none"> • 88% felt that they had not been disadvantaged much or at all because of age (this is better than the Local Authority Norm of 83% recorded by IPSOS MORI) – Staff Survey (2008) • There have not been any discipline, grievance or bullying cases regarding age discrimination since April 2008 (when data was first recorded) • The Council does not have upper limits on job applications or a default retirement age. A full Equality Impact Assessment has been carried out on the Recruitment Process.
<p>12. Are there any concerns that the policy could have a negative impact with regard to religion/belief?</p>	<p>No – but insufficient data at the moment</p>	<p>What evidence (actual data or assumptions) do you have to support this?</p> <p>The principle behind this policy is to reduce/eliminate any negative impact on equality groups. This policy should have a positive impact for all regardless of their religion/belief. There is reference to religion/belief in the statement of intent and list of areas where discrimination will not be tolerated (page 1); however as this policy was last amended in 2001, there is no reference to the Employment Equality</p>

	<p>(Religion or Belief) Regulations 2003 in the legislation section. Reference to this legislation is important, as the Race Relations Act does not extend protection to all belief systems – e.g. Rastafarians.</p> <p>The messages of the equal opportunities policy should be consistently reinforced through other policies, procedures and schemes of the Council as well as in practice. Each policy/procedure/scheme as well as the main functions of the Council will be equality impact assessed.</p> <p>It is not possible to analyse the success or otherwise of the policy through usage of the policy in its own right as it is an overarching policy statement, however there are indicators on equality in general at North Norfolk District Council:</p> <ul style="list-style-type: none"> • 84% of staff agreed that North Norfolk District Council is an equal opportunities employer • 72% staff agreed they are treated with fairness and respect (the remaining 28% comprise – 15% neither agree nor disagree; 2% not stated; and 10% disagree) <p>However, there is some room for improvement with only:</p> <ul style="list-style-type: none"> • 45% of staff agreeing that North Norfolk District Council truly values the diversity of its employees (compared to the Local Authority norm of 41% provided by IPSOS Mori) • 58% agreeing that North Norfolk District Council ensures equality of opportunity in training. <p style="text-align: right;">Source: Staff Survey (2008)</p> <p>(Some work has already been carried out with regard the point on training, it was felt that employees required more of an understanding as to why training requests made at appraisal were accepted or not possible).</p> <p>Also:</p> <ul style="list-style-type: none"> • The Council is undergoing a large programme of equality impact assessments which should highlight any areas of adverse impact on the equality groups in sections 8-13 and create a service based action plan to rectify or mitigate. • All employees and members of the Council are currently undergoing a
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

		<p>training programme on equality and diversity which will both educate and raise awareness.</p> <ul style="list-style-type: none"> • Very positive feedback following Investors In People (IIP) assessment regarding managers recognising different needs of different people and equality of access and opportunity (IIP Assessment, 2009) • There have not been any customer complaints regarding discrimination recorded by the Customer Services Team <p>There are also indicators relating specifically to religion:</p> <ul style="list-style-type: none"> • 84% felt that they had not been disadvantaged much or at all because of their religion (this is marginally lower than the Local Authority Norm of 85% recorded by IPSOS MORI) – Staff Survey (2008) (belief is not covered in this question, however). • There have not been any discipline, grievance or bullying cases regarding religion/belief discrimination since April 2008 (when data was first recorded) • There is no data on the religion/belief of the workforce at present to compare to the district, but the district itself is largely Christian (77.52% according to Census 2001 figures)
<p>13.Are there any concerns that the policy could have a negative impact with regard to sexual orientation?</p>	<p>No – but insufficient data at the moment</p>	<p>What evidence (actual data or assumptions) do you have to support this?</p> <p>The principle behind this policy is to reduce/eliminate any negative impact on equality groups. This policy should have a positive impact for all regardless of their sexual orientation. There is reference to sexual orientation in the statement of intent and list of areas where discrimination will not be tolerated (page 1); however as this policy was last amended in 2001, there is no reference to the Employment Equality (Sexual Orientation) Regulations 2003 in the legislation section.</p> <p>The messages of the equal opportunities policy should be consistently reinforced through other policies, procedures and schemes of the Council as well as in practice. Each policy/procedure/scheme as well as the main functions of the Council will be equality impact assessed.</p> <p>It is not possible to analyse the success or otherwise of the policy through usage of</p>

	<p>the policy in its own right as it is an overarching policy statement, however there are indicators on equality in general at North Norfolk District Council:</p> <ul style="list-style-type: none"> • 84% of staff agreed that North Norfolk District Council is an equal opportunities employer • 72% staff agreed they are treated with fairness and respect (the remaining 28% comprise – 15% neither agree nor disagree; 2% not stated; and 10% disagree) <p>However, there is some room for improvement with only:</p> <ul style="list-style-type: none"> • 45% of staff agreeing that North Norfolk District Council truly values the diversity of its employees (compared to the Local Authority norm of 41% provided by IPSOS Mori) • 58% agreeing that North Norfolk District Council ensures equality of opportunity in training. <p style="text-align: right;">Source: Staff Survey (2008)</p> <p>(Some work has already been carried out with regard the point on training, it was felt that employees required more of an understanding as to why training requests made at appraisal were accepted or not possible).</p> <p>Also:</p> <ul style="list-style-type: none"> • The Council is undergoing a large programme of equality impact assessments which should highlight any areas of adverse impact on the equality groups in sections 8-13 and create a service based action plan to rectify or mitigate. • All employees and members of the Council are currently undergoing a training programme on equality and diversity which will both educate and raise awareness. • Very positive feedback following Investors In People (IIP) assessment regarding managers recognising different needs of different people and equality of access and opportunity (IIP Assessment, 2009) • There have not been any customer complaints regarding discrimination recorded by the Customer Services Team <p>There are also indicators relating specifically to religion:</p> <ul style="list-style-type: none"> • 78% felt that they had not been disadvantaged much or at all because of
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

		<p>their sexuality – Staff Survey (2008)</p> <ul style="list-style-type: none"> • There have not been any discipline, grievance or bullying cases regarding sexual orientation discrimination since April 2008 (when data was first recorded) • There is no data on the sexual orientation of the workforce or the district at present
<p>14. Could the negative impact you have identified in questions 8 - 13 lead to the potential for adverse impact if the policy is implemented?</p>	<p>Yes</p>	<p>In terms of general equality the two concerning areas of the staff survey were: -</p> <ul style="list-style-type: none"> • Only 45% of staff agreeing that North Norfolk District Council truly values the diversity of its employees • Only 58% agreeing that North Norfolk District Council ensures equality of opportunity in training. <p>Some work has been done on the training point, as detailed above, and also the Equality and Diversity Training programme along with the introduction of the Combined Equality Strategy.</p> <p>In terms of the staff survey results regarding disadvantage due to equality group the results for disability, sexuality and religion are the lowest and where a Local Authority Norm is available, lower than the norm. There is also no mention of transgender. It appears that these are the areas where the most work needs doing, some of which may be achieved through the education and raised awareness the Equality and Diversity training programme will provide. In relation to disability specifically, achieving 'Positive About Disability' may assist by showing that the Council has agreed to the five commitments. This will be measured again in the next staff survey which should show a direction of travel.</p> <p>In addition to this, there is a low representation of women in the top 5% of earners compared to the workforce on the whole. This matter is addressed in the Recruitment and Selection Equality Impact Assessment.</p> <p>With regard sexual orientation and religion/belief, it is particularly hard to conclude whether or not there is any adverse impact. This is a common theme across the Equality Impact Assessments for policies relating to staff as we do not currently collect data on the religion/belief or sexual orientation of employees.</p>

Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group?	N/A	It is not felt that the policy itself would have an adverse or negative impact on any group, in fact it should have a positive impact on all groups. The policy is however, several years old and needs to be updated to reflect the work that the Council has done regarding equalities since and also to reflect the legislation and responsibilities which bind the Council. The information from the staff survey above shows that there is a greater perception of disadvantage regarding disability, sexuality and religion.	
Or any other reason?	No	No	
Can the impact be mitigated by existing means?	N/A	As above regarding Equality and Diversity training and achieving 'Positive About Disability Status'. A review and revision of the policy would also improve the Council's position with regard equalities.	
If yes, what actions will you undertake to mitigate these impacts and revise the policy?	N/A	As above and see action plan in Appendix B.	
15. Describe the arrangements for reporting and publishing this assessment.	This assessment will be reported to the Equality and Diversity Board and will be published on the NNDC external website (www.northnorfolk.org)		
Has this assessment been undertaken by a minimum of two staff?	Yes	Has this assessment been scrutinised by your Directorate Steering Group?	This has been scrutinised by Organisational Development Equality Impact Assessment team
If the policy is new, or requires a decision by Councillors to revise, has this Equality Impact Assessment been included with the report?			Yes
Have any actions identified in this assessment been included in your service equality and diversity action plan?			See Appendix B

Completed by:	Sally Morgan, HR Officer	Signed off by:	Julie Cooke, Organisational Development Manager.

Appendix A – Consultation information and Edits

People consulted in the assessment:

- Maureen Clarke (MC) – Supporting Communities Manager
- Kate Davison (KD) – HR Assistant
- Tony Ing (TI) – Strategic Director (Information)
- David Smith (DS) – Performance & Risk Assistant
- Unison Representative (UR)
- Rod Lee (RL) – HR Advisor
- Julie Cooke (JC) – Organisational Development Manager
- Kate Sullivan (KS) – Community Liaison Officer

Actions taken after consultation:

- Action added to Appendix B – MC advises that Community Leadership would now be more likely referred to as engagement or consultation
- Action added to Appendix B – MC advises that it is now common practice to refer to such policies as Equalities Policies rather than Equal Opportunities Policies – this reflects the commitment to both equality of opportunity *and* equality of outcome
- Action added to Appendix B – MC advises that many of the areas in the Equal Opportunities Policy are now covered in the Combined Equality Strategy, which will be reviewed every three years. Therefore consider the content of the Equal Opportunities Policy at the point of revision. MC suggests that an Equalities Statement regarding employment may suffice when supplemented by the Combine Equality Strategy.
- Edits to section 13 - KD
- Edit to sections 3 & 14 – TI
- Addition of ICAS to sections 3 & 7 – RL
- Addition of contractors to sections 1 & 4 and minor amendments repeated through 8-13 - JC

Appendix B – Action Plan

Action	Expected Outcome	Person responsible	Target date	✓
Complete review of the policy	To ensure the policy is up to date and compliant with law and best practice and to ensure it is consistent with the equalities work carried out since the last revision, e.g. Combined Equality Strategy	Equality & Diversity Board – as it is a corporate policy	ASAP	
Complete Equality and Diversity training programme for all Staff and Members	To raise awareness of diversity and to educate staff on what is and what is not acceptable	Dipak Arya/ Steve Blatch	January 2010	
Change the name of the Policy from 'Equal Opportunities Policy' to 'Equalities Policy'.	To reflect that the concern is no longer just about equality of opportunity, but also equality of outcome.	Equality & Diversity Board – as it is a corporate policy	ASAP when the Policy is reviewed	
Review the Equality Impact Assessment on an annual basis and a full review every three years; or at the point which the policy is reviewed – whichever is sooner	Continuing commitment to equality, where changes have been made, or new evidence is available	Equality & Diversity Board – as it is a corporate policy	When Disciplinary Procedure is reviewed or after 12 months – whichever is sooner	
Include reference to transgender	To ensure that individuals who are transgender are also treated equally	Equality & Diversity Board – as it is a corporate policy	ASAP when the Policy is reviewed	
Continue to monitor equality indicators as listed in this assessment	To see if there are any trends and to see if the actions in this plan are having the desired effect.	Human Resources/ Equality & Diversity Board	Ongoing.	

Include Sexual Orientation and Religion/Belief in monitoring of employees in general and therefore in the monitoring of the indicators for equalities. This would require an update from current employees and the data to be collected for all new employees. This would also eliminate areas where equality data is 'not known'.	To ensure there is no cause for concern with regard any equality group.	Sally Morgan, HR Officer.	Ready to report on March 2010.	
Update legislation section (page 6 and Appendix 2) to include new legislation regarding age, religion/belief and sexual orientation. Also update the areas where it is unlawful to discriminate.	To ensure all areas of legislation are covered by the policy and are available as a source of reference for managers.	Equality & Diversity Board – as it is a corporate policy	ASAP when the Policy is reviewed	
Update the wording regarding community leadership to consultation/engagement as appropriate	To bring the policy up to date and to ensure it is consistent with other equalities documents produced by the Council.	Equality & Diversity Board – as it is a corporate policy	ASAP when the Policy is reviewed	
Link to the CRB/Rehabilitation of offenders policy	Although this is not one of the 6 equality strands listed in section 8-13 it is relevant to the work of the Council for example in terms of licensing or employment.	Equality & Diversity Board – as it is a corporate policy	ASAP when the Policy is reviewed	
Remove reference to the CRE	The CRE has now been combined with the DRC and EOC to form the Equalities and Human Rights Commission (EHRC).	Equality & Diversity Board – as it is a corporate policy	ASAP when the Policy is reviewed	
Achieve 'Positive About Disability' status	To encourage applications from the disabled community – who are currently under represented in our workforce, this will also expand the talent pool.	Human Resources	ASAP in 2010.	

