



Equality Impact assessment Template

Flintshire County Council has based this template on the model developed the Equality and Human Rights Commission (EHRC) for conducting the initial screening and completing a full equality impact needs assessment.

A full assessment proceeds through the following 9 steps:

1. Scoping the equality impact needs assessment
2. Data collection and evidence
3. Involvement and consultation
4. Assessing impact and strengthening the policy
5. Procurement and partnerships
6. Making a decision
7. Monitoring, evaluating and reviewing
8. Action planning
9. Sign-off, publication and review

The aim of an equality impact assessment (EIA) is to ensure that policies help to promote equality. The EIA contributes to effective policy making by providing an opportunity to minimise risk and maximise the benefits of a policy, therefore ensuring we have the best possible policy in place. It also helps us to meet our requirements under the general equality duties. **Throughout this document we use the word 'policy' to refer to what we are assessing. In this context, the term includes the different things that we do, including strategies, functions, procedures, practices, decisions, initiatives and projects.**

All EIAs should consider the potential impact of policies in respect of all areas of equality including human rights and socio economic issues.

Our approach to EIAs will help us to strengthen our work to promote equality. It will also help to identify and address any potential discriminatory effects before introducing a policy and reduce the risk of potential legal challenges. When carrying out an EIA you should consider both the negative and positive consequences of your proposals

If a project is designed for a specific group, you also need to think about what potential effects it could have on other areas of equality.

Further advice, guidance and training is available and should be used when conducting EIAs.

Members of the assessment Team

Name	Job Title	Organisation
Sharon Cave	Senior HR Adviser	FCC
Jackie Goundrey	Domestic Violence Co-ordinator	FCC
Laura Ravenscroft	HR Advisor	FCC

Start date: 16.05.11

End date:

Lead Officer

Laura Ravenscroft, HR Advisor

Step 1– Scoping the Equality Impact Assessment (EIA)

Building on the material included at the screening stage, you should begin the EIA by determining its scope. The EIA should consider the impact or likely impact of the policy in relation to all areas of our remit, including human rights. The EIA should be proportionate to the significance and coverage of the policy.

Name of the policy
Policy for Managing and Supporting Employees experiencing Domestic Abuse
What are the main aims, purpose and outcomes of the policy and how does it fit in with the wider aims of the organisation?
Flintshire County Council condemns domestic abuse and recognises it as a workplace issue. The Council is committed to raising the awareness of managers and employees regarding domestic abuse and the issues facing victims. By introducing an effective workplace domestic abuse policy and working to reduce the risks related to domestic abuse, we will create a safer workplace and we will also send out a strong message that domestic abuse is unacceptable. Flintshire County Council accepts the WLGA/ Trade Union Joint Statement on Domestic Abuse and is committed to developing workplace policies which raise awareness of

Domestic Abuse and create a safe working environment where employees feel supported.

List the main activities relating to the policy and identify who is likely to benefit from it

One of the key aims of the policy is to raise awareness of domestic abuse and to create an environment where employees are encouraged to seek support if they are victims of domestic abuse. The policy identifies the approach that should be taken when an employee makes a disclosure of domestic abuse and highlights the sources of support for employees and managers. The policy also recognises the Council’s role in supporting employees who may be perpetrators of domestic violence and encourages them to seek help.

What do you already know about the relevance of the policy? What are the main issues you need to consider?

Some things to consider:

- How is the policy likely to affect the promotion of equality in the areas of age, disability, gender, gender reassignment, race, religion or belief, sexual orientation, human rights or Welsh language?
- How do you think that the policy will promote community cohesion?/good relations, e.g. will it bring people from different backgrounds together
- What consultation has already been undertaken which is relevant to the development of this policy?
- Are there any examples of existing good practice in this area – such as measures to improve access to the policy among particular groups?
- Do you think that your policy presents any problems or barriers to any community or group?

Age:

Statistics show that the largest age category of victims of Domestic Abuse are aged between 15 to 24 year olds, with previous statistics highlighting 25 to 34 year olds as being the largest age category. Flintshire County Council employ 16% of its workforce between these ages.

The definition also acknowledges that children/young people can be victims of domestic abuse. Flintshire Multi Agency Risk Assessment Conference have distributed figures that show that in one year, there were 241 very high risk cases of children being affected by Domestic Abuse.

It is also taken into account the fact that domestic abuse can affect elderly people also. This can be direct or indirect, emotion, physical and mental, and require support as older people can be particularly vulnerable.

Disability

Disabled people can be particularly vulnerable as can older people.

Gender:

Women and men can be victims of domestic abuse in heterosexual relationships but statistics show that domestic abuse is gendered – the majority of perpetrators are men and between 80-95% of those who experience it are women.

Research shows that in the UK, in any one year, more than 20% of employed women take time off work because of domestic abuse, and 2% lose their jobs as a direct result of it. (Walby and Allen, 2004). While the majority of incidents of domestic violence recorded by the police involve male-to-female abuse, little is known about the nature of the incidents where men are recorded as victims and women as perpetrators, nor about the circumstances where both partners are recorded as perpetrators.

Domestic abuse can be a performance and productivity concern. The effects of domestic abuse can include decreased productivity, lateness, stress, absenteeism, errors and increased employee turnover. Research demonstrates for example that:

- 56% of abused women arrive late for work at least five times a month.
- 28% leave early at least five days a month.
- 53% miss at least three days of work a month.

Gender Reassignment:

The limited research available suggests that prevalence rates of domestic abuse may be higher for transgender people than any other section of the population. The picture painted is one of high levels of prejudice and abuse in transgender people's relationships and home life, coupled with unacceptable negative experiences of accessing services and support when they are so fundamental. Research - Out of sight : Out of mind
Transgendered people's experience of domestic abuse - found that 80% of respondents stated that they had experienced emotionally, sexually or physically abusive behaviour from a partner or ex-partner. However, only 60% of respondents recognised the behaviour as domestic abuse. The type of abuse most frequently experienced by the respondents was transphobic emotional abuse, with 73% of the respondents experiencing at least one type of transphobic emotionally abusive behaviour from a partner or ex-partner.

Language
<p>Race:</p> <p>The inclusion in the full definition of abuse between family members ensures that issues such as ‘honour crimes’ are fully reflected.</p>
<p>Religion and Belief</p> <p>The inclusion in the full definition of abuse between family members ensures that issues such as ‘honour crimes’ are fully reflected.</p>
<p>Sexual Orientation:</p> <p>At least one in four people in same sex relationships will experience abuse in a relationship in their lifetime. Most survivors of same sex domestic abuse do not report to public agencies. This is partly because they see their experience as their own problem, and partly because they do not believe they will receive a sympathetic response. (Comparing Domestic Abuse in Same Sex and Heterosexual Relationships by Catherine Donovan, Marianne Hester, Jonathan Holmes & Melanie McCarry, November 2006)</p>

Step 2 – Data Collection And Evidence

<p>What evidence, data, information or results of consultation exercises do you already have about how this policy and its potential take-up might affect equality.</p>
<p>Please cite any quantitative (for example, statistical, monitoring data or research) and qualitative evidence (for example, complaints, surveys, focus groups, questionnaires, meetings, interviews) relating to groups having different needs, experiences or attitudes in relation to this policy. Describe briefly what evidence you have used. Compare equality monitoring data with the Census data 2001 or with equality monitoring data records from previous years.</p>
<p>What involvement and consultation has been done in relation to this (or a similar) policy or function, and what are the results?</p>

LGBT Employee Network Group Womens Group Unison Disabled SOG Occupational Health Womens officer – Unison Flintshire Domestic Abuse & Sexual Violence Forum Senior Managers
What does the available data tell you about the actual and potential take –up of services?
Full support from the above groups for the introduction of this policy.
What additional research or data is required to fill any gaps in your understanding of the potential or known effects of the policy? Have you considered commissioning new data or research?
Fully satisfied with available research.

Step 3 – Involvement And Consultation

When considering how you will involve and consult other people in developing the policy, you need to think about internal and external audiences.

For each of the equality target groups listed in the answer table directly below, outline the involvement or consultation which is relevant to this policy. Please outline a brief summary of the responses gained and links to relevant documents, as well as any actions taken as a result of the consultation.

	Summary of outcomes of involvement/consultation carried out and action taken as a result.
Age	Stakeholders did not identify any negative impact for this equality strand.
Disability	Stakeholders did not identify any negative impact for this equality strand.
Gender	Stakeholders did not identify any negative impact for this equality strand, although people recognised that statistically there is a high

	increase of domestic abuse towards females; males can also suffer and therefore this policy would benefit everybody.
Gender reassignment	Stakeholders did not identify any negative impact for this equality strand.
Race	Stakeholders did not identify any negative impact for this equality strand.
Religion or belief	Stakeholders did not identify any negative impact for this equality strand.
Sexual orientation	Stakeholders did not identify any negative impact for this equality strand.
Human rights	Stakeholders did not identify any negative impact for this equality strand.

Step 4 – Assessment of impact and strengthening policy

This section asks you to assess the impact of the service / policy on each of the equality strands

Using the information available, identify the effects on this service / policy on the following groups

Please indicate impact				
	Positive impact	Negative impact	No impact	Reasons and evidence(Provide details of specific groups affected)
Age <i>(across the whole age spectrum)</i>			X	
Disabled People			X	

Gender <i>(Men, women, boys ,girls)</i>			X	
Gender Reassignment			X	
Race			X	
Religion / Belief <i>(Faith)</i>			X	
Sexual Orientation <i>(Heterosexual, Bisexual people. Lesbians, Gay men)</i>			X	
Human Rights			X	
Other <i>(additional groups that may experience impacts)</i>			X	

Does any adverse impact identified amount to unlawful discrimination?

(Please answer Yes or No in appropriate box)

Age Race	Disability	Gender	Gender Reassignment	Race	Religion / Belief	Sexual Orientation	Other
No	No	No	No	No	No	No	No
<i>If yes in any of the above please explain</i>							

Strengthening the policy

As a result of this assessment and available evidence collected, state whether any changes will be made or planned as a result of the policy, strategy or project:

What measures does, or could, the policy include to help promote equality of opportunity and eliminate unlawful discrimination?

For example, positive measures designed to address disadvantage and reach different communities or groups, such as, providing information in Braille or alternative languages, providing a Traveller Education Service

Although statistics show that domestic abuse is gendered – the majority of perpetrators are men and between 80-95% of those who experience it are women – this policy is aimed towards both male and female who could be experiencing domestic abuse.

How can this service or policy be used to promote good/better community relations and what actions do you need to put in place to make this happen?

For example, providing opportunities for people from different backgrounds or communities to meet, ensuring all groups receive information about grants, circulating information to dispel myths and stereotypes.

This policy demonstrates that Flintshire County Council is a model employer by recognising and supporting domestic abuse policies.

Step 5 – Procurement And Partnerships

Consideration of external contractor obligations and partnership working

Is this policy due to be carried out wholly or partly by contractors? If yes, have you done any work to include equality, Welsh language and human rights considerations into the contract already?

If you have, please set out what steps you will take to build into all stages of the procurement process the requirement to consider the equality duties.

Specifically you should set out how you will make sure that any partner you work with complies with equality and human rights legislation and how you will monitor this. You will need to think about:

- tendering and specifications
- awards process
- contract clauses
- performance measures, and
- monitoring and performance measures.

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Step 6 – Making A Decision

Summarise your findings and give an overview of whether the policy will meet legislation and our equality schemes in relation to equality and human rights and Welsh language.
This policy has no negative impact on any of the equality strands.
What practical actions will you take to reduce or remove any adverse/negative impact?

Step 7 – Monitoring, Evaluating And Reviewing

How will you monitor the impact and effectiveness of the new policy?
This could include adaptations or extensions to current monitoring systems, relevant timeframes and a commitment to carry out an EIA review once the policy has been in place for one year. List details of any follow-up work that will be undertaken in relation to the policy (e.g. survey, specific monitoring process etc).
Monitoring will be conducted by the Domestic Abuse and Violence Co-Ordinator. This is likely to include monitoring the number of staff who come forward under this policy. We are also able to monitor the number of employees who request the training for the policy.
Give details of how the results of the impact assessment will be published, including consultation results and monitoring information if applicable.
Summaries of the results of all impact assessments will be published on the Council's website. You could also publish them in other relevant media.

The Council's website.

Step 8 – Action Plan

The below provides an opportunity to state how any negative impact will be mitigated. It also allows you to list how you will tackle any gaps in the policy. Look back through steps 1 – 7 of the EIA and include any identified actions in the plan below. Ensure that each action is listed with a target date and assigned to a named member of staff. **These actions should be incorporated in to Directorate and Service plans.**

Action	Responsible Officer	By When	Progress

Step 9 – Sign-Off

The final stage of the EIA is to formally sign off the document as being a complete, rigorous and robust assessment

The policy has been fully assessed in relation to its potential effects on equality and all relevant concerns have been addressed.

(Once you have completed the EIA sign the below and forward to the Directorate Equalities representative)

Author of EIA

Name: Sharon Cave
Job title and directorate:
Date:
Signature:

Quality check: Document has been checked by:

Name: Fiona Mocko
Job title and directorate: Equalities Policy Officer
Date:
Signature:

Director level (sign-off)

Name: Helen Stapleton
Job title and directorate: Head of HR and Organisational Development
Date:
Signature: