Equality Impact Analysis: Form

September 2012

1. Equality Impact Analysis

Policy / Project / Function:	Whistleblowing Policy
Date of Analysis:	1/7/2013
This Equality Impact Analysis was completed by: (Name and Department)	Janet Thacker HR Department
What are the aims and intended effects of this policy, project or function ?	• encourage employees to feel confident in raising serious concerns regarding the practice of the Organisation, • provide avenues for employees to raise those concerns and receive feedback on any action taken, • ensure that employees receive a response to their concerns,
Please list any other policies that are related to or referred to as part of this analysis	• Fraud and Bribery (Public Interest Disclosure) • Disciplinary Policy • Equality and Diversity Policy • Standards of Business Conduct
Who does the policy, project or function affect ? Please Tick ✔	✓ Employees Yes Service Users ☐ Members of the Public ☐ Other (List Below) ☐

2. Equality Impact Analysis: Screening

	Could this policy have a positive impact on…		Could this policy have a negative impact on…		Is there any evidence which already exists from previous (e.g. from previous engagement) to evidence this impact
	Yes	No	Yes	No	
Race	☐	✓	☐	✓	
Age	☐	✓	☐	✓	
Sexual Orientation	☐	✓	☐	✓	
Disabled People	☐	✓	☐	✓	
Gender	☐	✓	☐	✓	
Transgender People	☐	✓	☐	✓	
Pregnancy and Maternity	☐	✓	☐	✓	
Marital Status	☐	✓	☐	✓	
Religion and Belief	☐	✓	☐	✓	
Reasoning	As the procedure is written in English there is a potential impact on employees whose first language is not English and therefore may struggle reading the policy. However this potential impact is minimised due to the publicised confidential helpline which can explain the process and inform the employee.				

If there is no positive or negative impact on any of the Nine Protected Characteristics go to Section 7

3. Equality Impact Analysis: Local Profile Data

Local Profile/Demography of the Groups affected (population figures)

This is an employment policy and therefore workforce data is more relevant to this Impact Assessment

General	Total number of employees in the CSU 397
Age	12% of staff employed are under 30 11% of staff are over 55 77 % are aged 30-55 with the largest group (18%) aged 41-45
Race	361 staff employed in the CSU are White (90.93%) 7 staff are Non-white (1.77%) 29 staff are not stated/undefined (7.3%)
Sex	263 staff employed are female (66.25%) 134 staff employed are male (33.75%)
Gender reassignment	No information at this stage –see Equality and Diversity EIA action plan
Disability	**52**% of staff employed declared themselves as having no disability 1% of staff declared a disability 46.6% did not declare /undefined
Sexual Orientation	45% of staff described themselves as heterosexual 0.5.% described themselves as bisexual and 0.25% as gay 54% did not wish to respond /undefined
Religion, faith and belief	Christianity is the largest religious group declared by staff in the CSU (30%) 59% were undefined or did not wish to declare
Marriage and civil partnership	73% of employees are married. No employees are in a civil partnership

Pregnancy and maternity	No information yet as the CSU has not been established long enough to build meaningful data

4. Equality Impact Analysis: Equality Data Available

Is any Equality Data available relating to the use or implementation of this policy, project or function? Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine *Protected Characteristics* – referred to hereafter as *'Equality Groups'*. Examples of *Equality Data* include: (this list is not definitive) 1. Application success rates *Equality Groups* 2. Complaints by *Equality Groups* 3. Service usage and withdrawal of services by *Equality Groups* 4. Grievances or decisions upheld and dismissed by *Equality Groups* 5. *Previous EIAs*	Yes ✓ No Where you have answered yes, please incorporate this data when performing the *Equality Impact Assessment Test* (the next section of this document).
List any Consultation e.g. with employees, service users, Unions or members of the public that has taken place in the development or implementation of this policy, project or function	Consultation has taken place both locally and nationally with Trade Unions and staff
Promoting Inclusivity **How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation**	This Policy does not directly promote inculsivity, however, should any concerns be raised about discrimination in the use of the policy, it will provide a tool to address such concerns

5. Equality Impact Analysis: Assessment Test

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and if applicable, justification where a *Genuine Determining Reason* exists
Gender (Men and Women)	✓			
Race (All Racial Groups)	✓			
Disability (Mental and Physical)	✓			
Religion or Belief	✓			
Sexual Orientation (Heterosexual, Homosexual and Bisexual)	✓			

Equality Impact Analysis: Assessment Test (continued)

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and if applicable, justification where a *Genuine Determining Reason* exists
Pregnancy and Maternity	✓			
Transgender	✓			
Marital Status	✓			
Age	✓			

6. Action Planning

As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Identified Risk:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:

7. Equality Impact Analysis Findings

Analysis Rating:	☐ Red	☐ Red/Amber	☐ Amber	✓ Green

		Actions	Wording for Policy / Project / Function
Red **Stop and remove the policy**	**Red:** As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share *Protected Characteristics.* It is recommended that the use of the policy be suspended until further work or analysis is performed.	**Remove the policy** Complete the action plan above to identify the areas of discrimination and the work or actions which needs to be carried out to minimise the risk of discrimination.	No wording needed as policy is being removed
Red Amber **Continue the policy**	As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share *Protected Characteristics.* However, a genuine determining reason may exist that could legitimise or justify the use of this policy and further professional advice should be taken.	**The policy can be published with the EIA** List the justification of the discrimination and source the evidence (i.e. clinical need as advised by NICE). Consider if there are any potential actions which would reduce the risk of discrimination. Another EIA must be completed if the policy is changed, reviewed or if further discrimination is identified at a later date.	As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share *Protected Characteristics.* However, a genuine determining reason exists which justifies the use of this policy and further professional advice. ***[Insert what the discrimination is and the justification of the discrimination plus any actions which could help what reduce the risk]***

		Actions	Wording for Policy / Project / Function
Equality Impact Findings (continued):			
Amber **Adjust the Policy**	As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the *Action Planning* section of this document.	**The policy can be published with the EIA** The policy can still be published but the Action Plan must be monitored to ensure that work is being carried out to remove or reduce the discrimination. Any changes identified and made to the service/policy/ strategy etc. should be included in the policy. Another EIA must be completed if the policy is changed, reviewed or if further discrimination is identified at a later date.	As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the *Action Planning s*ection of this document. ***[Insert what the discrimination is and what work will be carried out to reduce/eliminate the risk]***
Green **No major change**	As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share *Protected Characteristics* and no further actions are recommended at this stage.	**The policy can be published with the EIA** Another EIA must be completed if the policy is changed, reviewed or if any discrimination is identified at a later date	As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share *Protected Characteristics* and no further actions are recommended at this stage.

Brief Summary/Further comments	As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share *Protected Characteristics* and no further actions are recommended at this stage.

Approved By		
Job Title:	Name:	Date: