

Equality Impact Assessment (EqIA) Template

Type of Decision: Tick ✓		Cabinet	✓	Portfolio Holder	✓	Other (explain)	Procurement Gateway
Date decision to be taken:	Dec 2016 RES 15						
Value of savings to be made (if applicable):	£24k						
Title of Project:	Occupational Health Service Contract						
Directorate / Service responsible:	Procurement						
Name and job title of Lead Officer:	Munira Kachwala – Commercial Contract Manager						
Name & contact details of the other persons involved in the assessment:	Terry Brewer, Tom Whiting						
Date of assessment (including review dates):	24.11.16						

Stage 1: Overview

<p>1. What are you trying to do?</p> <p>(Explain your proposals here e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)</p>	<p>Re-procurement of the contract for Occupational Health Services and Employee Assistance Programme. With the aim of achieving savings of approx. £24K. The re-procurement will be undertaken utilising a procurement framework arrangement put in place by ESPO (Eastern Shires Purchasing Organisation), a local authority owned purchasing and supply consortium. <u>There should be no change to the service as a result of this procurement.</u></p> <p>The requirement is for the provision of a business led comprehensive and highly integrated range of occupational health services (OHS) to enable the Council to meet their service needs and common law and statutory duties of care for the health, safety and welfare of its employees in their working environment.</p>
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2. Who are the main groups / Protected Characteristics that may be affected by your proposals? (✓ all that apply)	Residents / Service Users	<input type="checkbox"/>	Partners	<input type="checkbox"/>	Stakeholders	<input type="checkbox"/>
	Staff	<input checked="" type="checkbox"/>	Age	<input checked="" type="checkbox"/>	Disability	<input checked="" type="checkbox"/>
	Gender Reassignment	<input type="checkbox"/>	Marriage and Civil Partnership	<input type="checkbox"/>	Pregnancy and Maternity	<input type="checkbox"/>
	Race	<input type="checkbox"/>	Religion or Belief	<input type="checkbox"/>	Sex	<input type="checkbox"/>
	Sexual Orientation	<input type="checkbox"/>	Other	<input type="checkbox"/>		<input type="checkbox"/>
3. Is the responsibility shared with another directorate, authority or organisation? If so: <ul style="list-style-type: none"> Who are the partners? Who has the overall responsibility? How have they been involved in the assessment? 	Partners – ESPO (Eastern Shire Procurement Organisation) Project Sponsor – Terry Brewer, Divisional Director. Commercial, Contracts and Procurement Project Manager – Munira Kachwala Division – Human Resources and Development & Shared Services and Procurement					
Stage 2: Evidence & Data Analysis						
4. What evidence is available to assess the potential impact of your proposals? This can include census data, borough profile, profile of service users, workforce profiles, results from consultations and the involvement tracker, customer satisfaction surveys, focus groups, research interviews, staff surveys, press reports, letters from residents and complaints etc. Where possible include data on the nine Protected						

Characteristics.

(Where you have gaps (data is not available/being collated for any Protected Characteristic), you should include this as an action to address in your Improvement Action Plan at Stage 6)

Protected Characteristic	Evidence	Analysis & Impact
Age (including carers of young/older people)	As this service includes pre-employment screening, ill health referrals and ill health retirement cases, it may impact older staff.	The contract will enable the Council and its managers to make recruitment and absence management decisions fairly and without bias using common law and statutory duties of care for the health, safety and welfare of its employees in their working environment.
Disability (including carers of disabled people)	As this service includes pre-employment screening, ill health referrals and ill health retirement cases, it may impact staff with disability.	The Occupational Health contract is pivotal in supporting managers understand and support the Council's commitment to disabled staff, adhere to the Disability Discrimination Act and to make decisions on reasonable adjustments.
Gender Reassignment		
Marriage / Civil Partnership		
Pregnancy and Maternity		
Race		
Religion and Belief		
Sex / Gender		
Sexual Orientation		

Stage 3: Assessing Potential Disproportionate Impact

5. Based on the evidence you have considered so far, is there a risk that your proposals could potentially have a disproportionate adverse impact on any of the Protected Characteristics?

	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation
Yes									
No	✓	✓	✓	✓	✓	✓	✓	✓	✓

YES - If there is a risk of disproportionate adverse Impact on any **ONE** of the Protected Characteristics, complete a FULL EqIA.

- **Best Practice:** You may want to consider setting up a Working Group (including colleagues, partners, stakeholders, voluntary community sector organisations, service users and Unions) to develop the rest of the EqIA
- It will be useful to also collate further evidence (additional data, consultation with the relevant communities, stakeholder groups and service users directly affected by your proposals) to further assess the potential disproportionate impact identified and how this can be mitigated.
- **NO** - If you have ticked 'No' to all of the above, then go to **Stage 6**
- Although the assessment may not have identified potential disproportionate impact, you may have identified actions which can be taken to advance equality of opportunity to make your proposals more inclusive. These actions should form your Improvement Action Plan at Stage 6

Stage 4: Further Consultation / Additional Evidence

6. What further consultation have you undertaken on your proposals as a result of your analysis at **Stage 3**?

Who was consulted? What consultation methods were used?	What do the results show about the impact on different groups / Protected Characteristics?	What actions have you taken to address the findings of the consultation? E.g. revising your proposals

Stage 5: Assessing Impact

7. What does your evidence tell you about the impact on the different Protected Characteristics? Consider whether the evidence shows potential

for differential impact, if so state whether this is a positive or an adverse impact? If adverse, is it a minor or major impact?					
Protected Characteristic	Positive Impact ✓	Adverse Impact		Explain what this impact is, how likely it is to happen and the extent of impact if it was to occur. Note – Positive impact can also be used to demonstrate how your proposals meet the aims of the PSED Stage 7	What measures can you take to mitigate the impact or advance equality of opportunity? E.g. further consultation, research, implement equality monitoring etc (Also Include these in the Improvement Action Plan at Stage 6)
		Minor ✓	Major ✓		
Age (including carers of young/older people)					
Disability (including carers of disabled people)					
Gender Reassignment					
Marriage and Civil Partnership					
Pregnancy and					

Maternity					
Race					
Religion or Belief					
Sex					
Sexual orientation					

8. Cumulative Impact – Considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on a particular Protected Characteristic? If yes, which Protected Characteristics could be affected and what is the potential impact?	Yes		No	✓
9. Any Other Impact – Considering what else is happening within the Council and Harrow as a whole (for example national/local policy, austerity, welfare reform, unemployment levels, community tensions, levels of crime) could your proposals have an impact on individuals/service users socio economic, health or an impact on community cohesion? If yes, what is the potential impact and how likely is it to happen?	Yes		No	✓

Stage 6 – Improvement Action Plan

List below any actions you plan to take as a result of this Impact Assessment. These should include:

- Proposals to mitigate any adverse impact identified
- Positive action to advance equality of opportunity
- Monitoring the impact of the proposals/changes once they have been implemented
- Any monitoring measures which need to be introduced to ensure effective monitoring of your proposals? How often will you do this?

Area of potential adverse impact e.g. Race, Disability	Proposal to mitigate adverse impact	How will you know this has been achieved? E.g. Performance Measure / Target	Lead Officer/Team	Target Date
All	It is a requirement of the Contract Specification that all clinicians involved in providing this service must be familiar with all relevant legislation, for example, but not exclusively, the Equality Act 2010; the Health & Safety at Work Act; the Management of Health & Safety at Work Regulations; the Human Rights Act 1998, taking into account any updates in law.	KPIs, Annual reporting on Equality, Contract Review meetings	Munira Kachwala	Ongoing

Stage 7: Public Sector Equality Duty

<p>10. How do your proposals meet the Public Sector Equality Duty (PSED) to:</p> <p>1. Eliminate unlawful discrimination, harassment and victimisation</p>	<p>By working in partnership with the Occupational Health Provider who been procurement through the ESPO framework and have a track record of working with other public sector employers and strategically addressing the</p>
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<p>and other conduct prohibited by the Equality Act 2010</p> <p>2. Advance equality of opportunity between people from different groups</p> <p>3. Foster good relations between people from different groups</p>	<p>requirements of the Public Sector Equality Duty through contractual compliance as well as work with the council positive action such as Health and Wellbeing events, training and educating all their internal teams and clinical staff and working closely with staff and managers to achieve a workforce that reflects its community and eliminates discrimination.</p>
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Stage 8: Recommendation

11. Which of the following statements best describes the outcome of your EqIA (✓ tick one box only)

Outcome 1 – No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality of opportunity are being addressed.	✓
Outcome 2 – Minor Impact: Minor adjustments to remove / mitigate adverse impact or advance equality of opportunity have been identified by the EqIA and these are included in the Action Plan to be addressed.	
Outcome 3 – Major Impact: Continue with proposals despite having identified potential for adverse impact or missed opportunities to advance equality of opportunity. In this case, the justification needs to be included in the EqIA and should be in line with the PSED to have 'due regard'. In some cases, compelling reasons will be needed. You should also consider whether there are sufficient plans to reduce the adverse impact and/or plans to monitor the impact. (Explain this in Q12 below)	

12. If your EqIA is assessed as outcome 3 explain your justification with full reasoning to continue with your proposals.	
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Stage 9 - Organisational sign Off

13. Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?			
Signed: (Lead officer completing EqIA)	Munira Kachwala	Signed: (Chair of DETG)	
Date:	24.11.16	Date:	

Date EqIA presented at Cabinet Briefing (if required)		Signature of DETG Chair (following Cabinet Briefing if relevant)	
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