

EQUALITY IMPACT ASSESSMENT

Care Group / Corporate Services:

HR&OD

Name of Strategy:

HR Policies

Service:

☐

Policy:

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Event:

☐

Strategy:

☐

Equality Impact Assessment Undertaken by:

Angela Halliday, Lyn Duffy, Leanne Young, Karen Middlemass and Luke Steeples

Date undertaken:

11/11/2019

Questions

1. What are the main aims and purposes of the Strategy?

To support and enable the delivery of the overall RDaSH vision, mission, values and strategic goals and as a key enabler to support quality service delivery and transformation.

To provide written guidance for employees and managers on how to handle a range of employment issues. To provide consistency and transparency for employees and managers helping to enhance the psychological contract and create a positive organisational culture.

2. Who is involved in delivering the strategy? (i.e., partnerships, stakeholders or agencies)

The RDaSH workforce.

3. What information / data or experience can you draw on to provide an indication of the potential inclusive / exclusive results of delivering this strategy to different groups of people and the different needs of people with protected characteristics in relation to this strategy?

Our Five Year Strategy 2019-24
Workforce Equality Data

Protected Characteristics	Positive Impact	Negative Impact	Reasons for Impact
Age	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Change Management Policy, Annual Leave Policy and the Management of Sickness Absence Policy - there is

Protected Characteristics	Positive Impact	Negative Impact	Reasons for Impact
			<p>a positive and negative impact in relation to pay protection, redundancy, annual leave and sickness pay entitlements as these are linked to the length of NHS service.</p> <p>All other policies are consistent in their approach regardless of an employee's age.</p>
Disability	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The Trust is a member of the Mindful employer scheme.</p> <p>The HR Policies and procedures ensure that all necessary work place risk assessments are undertaken and any reasonable adjustments made.</p> <p>There is a possible negative impact for selection criteria for redundancy. Attendance records may be taken into consideration. Due account will need to be taken for any absences linked to disability.</p>
Gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The HR Policies are consistent in their approach regardless of gender identity.
Marriage and civil partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The HR Policies are consistent in their approach regardless of marital/civil partnership status.
Pregnancy and maternity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	The Change Management and Management of Sickness Absence policies offer

Protected Characteristics	Positive Impact	Negative Impact	Reasons for Impact
			further protection for employees in these categories. However the Annual Leave policy allows only statutory carry over provisions into a new financial year which will have a negative impact on employees who are pregnant or on maternity leave. This is however, in line with current employment legislation.
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The HR Policies are consistent in their approach regardless of their race.
Religion or belief	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The HR Policies are consistent in their approach regardless of their religion or belief.</p> <p>In respect of the Annual Leave policy, where a request is made to attend a religious event the manager should consider how they are best able to meet the request.</p> <p>Deviation from the Dress Code Policy due to religious considerations must be agreed with the relevant parties which may include the line manager, the Infection, Prevention and Control team, the Human Resources Department and the Health and Safety team.</p>
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The HR policies are consistent in their approach to sex and does not tolerate gender specific discrimination.

Protected Characteristics	Positive Impact	Negative Impact	Reasons for Impact
			However the Family Leave Policy indicates for shared parental leave partners will be paid at the statutory rate.
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The HR Policies are consistent in their approach regardless of their sexual orientation.
Disadvantaged groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The HR Policies are consistent in their approach regardless of being from a disadvantaged group.

4. What positive impacts are there for this strategy to better meet the needs of people with protected characteristics?

The HR policies provide managers and staff with a clear framework for the management of any employee relations matters within the organisation, to ensure they are dealt with in a consistent and transparent way.

5. What action would be needed to ensure the strategy overcomes:

- Discriminatory negative impacts
- Exclusion

Failure to meet the needs of people from across the protected characteristics and opportunities for promoting equality and inclusion are maximised.

Ensure all HR policies are consistently applied whilst taking into account individual needs and circumstances. Ensuring compliance of current employment legislation and ensuring liaison with trade unions/staff side representatives.

6. Recommended steps to avoid discrimination and ensure opportunities for promoting equality and inclusion are maximised. Include:

Options for action	Explanation if no further action is required	Lead responsible for overseeing actions	Timescales	Costs (where applicable)
Workstreams arising out of the Staff Survey, WRES and WDES action plan	Agenda item within each Care Groups Equality and Diversity Steering Group Meeting	Care Group Directors	Ongoing	None identified

HR Training	Advising and guiding managers on how to implement HR policies across the Trust	Human Resources	Ongoing	None identified
Policy Forum	To review and agree policy content in partnership with Staff Side representatives	Human Resources	Ongoing	None identified

7. Monitoring and reporting arrangements of EIA, for policies and strategies refer to section 7 of the Policy for the Development and Management of Procedural Documents.

For services / events please include the following:

- How the equality impact of the service will be monitored
See Section 7 of the individual policy
- Frequency of monitoring
See Section 7 of the individual policy
- How the monitoring results will be used and where they will be published;
See Section 7 of the individual policy
- Who will be responsible for reviewing monitoring results and initiating further action where required
See Section 7 of the individual policy
- Any changes that have been made to remove or reduce any negative impacts as a result of conducting the equality impact assessment?
See Section 7 of the individual policy
- Any action points should be included in Care Group / Corporate action plans, with monitoring and review processes.
See Section 7 of the individual policy

Is further work / consultation required? If yes, please explain how this is to be carried out and the time frame for completion.

Yes ☐ No ☒

The Equality Impact Assessment will be reviewed in line with changes to services, client or staff groups, legislation or policy review.

Name:

Carlene Holden

Designation:

Head of Employee Relations

Signature:

Date:

11/11/2019