

Colchester Borough Homes

Equality Impact Assessment Form - An Analysis of the Effects on Equality

Section 1: Initial Equality Impact Assessment

Name of policy/ decision to be assessed:

People Plan 2017- 2022

1. What is the main purpose of the policy?

The People Plan outlines our main strategic people aim of becoming a Times Top 100 not-for-profit employer between now and 2022. It informs and directs our HR priorities for the next 5 years and in turn will direct the HR work-plan.

2. What main areas or activities does it cover?

Our HR/ People ambitions by 2022

3. Are there changes to an existing policy being considered in this assessment? If so what are they?

Yes. This is a new People Plan which supersedes the HR Strategy and Organisational Strategy.

4. Who are the main audience, users or customers who will be affected by the policy?

Colchester Borough Homes Staff, the Board and Stakeholders

5. What outcomes do you want to achieve from the policy?

To support our staff to do the best job possible
To make CBH a great place to work

6. Are other service areas or partner agencies involved in delivery? If so, please give details below:

- All service areas within CBH are involved in the delivery of the People Plan
- The Staff Forum will monitor the People Plan on a bi-monthly basis
- The CBH Board will monitor the People Plan quarterly

7. Are you aware of any relevant information, data, surveys or consultations which help us to assess the likely or actual impact of the policy upon customers or staff?

- The Staff Forum have been consulted on the draft People Plan on a number of occasions, as have Staff through Chief Executive roadshows.
- The People Plan actions have been based on the results of the all staff survey sent out in September 2017.
- DMT/ SMT have been consulted fully.
- The CBH Board have been consulted on the draft plan and will be responsible for approving the People Plan.

8. The 'general duty' states that we must have "due regard" to the need to:

- (a) eliminate unlawful discrimination, harassment and victimisation
- (b) advance equality of opportunity between people who share a 'protected characteristic'¹ and those who do not²
- (c) foster good relations between people who share a protected characteristic and those who do not³

Not all policies help us to meet the 'general duty', but most do.

Where applicable, explain how this policy helps us to meet the 'general duty':

¹ The Equality Act's 'protected characteristics' include age, disability, gender reassignment, pregnancy and maternity, race, religion or belief and sex and sexual orientation. It also covers marriage and civil partnerships, but not for all aspects of the duty.

² This involves having due regard, in particular, to the need to: (a) remove or minimise disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic; (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it, and (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

³ This involves having due regard, in particular, to the need to (a) tackle prejudice, and (b) promote understanding.

The policy helps us to ‘eliminate unlawful discrimination, harassment and victimisation’ in the following way(s):

- Actions within the Social Housing Equality Framework action plan
- Creation of a Management Charter and Management training to ensure consistent treatment of staff.
- Equality and Diversity training for all Staff
- As part of the IIP process all HR documents are regularly reviewed including those such as the Bullying and Harassment Policy, Code of Conduct, Stress Management Policy, Grievance, Disciplinary Policy etc

The policy helps us to ‘advance equality of opportunity...’ in the following way(s):

- CBH is a Mindful employer
- CBH is a Disability Confident Employer. Any prospective applicant with a disability who meets the minimum criteria for a job role is guaranteed an interview. CBH also ensure that any staff with a disability are treated fairly and have equal access to all services.
- Apprenticeship opportunities are being created to provide more entry level roles for those without experience or qualifications.
- CBH have an open, fair and transparent approach to recruitment. Any E&D data on candidates is not disclosed to Managers. Managers receive full training on recruitment and selection.

The policy helps us to ‘foster good relations...’ in the following way(s):

- It is not believed that the People Plan specifically helps CBH to meet this aim.

9. This section helps us to identify any disproportionate impacts. Please indicate in the table below whether the policy is likely to particularly benefit or disadvantage any of the ‘protected characteristics’.

‘Protected characteristic’ group		Positive Impact	Explain how it could particularly benefit the group	Negative Impact	Explain how it could particularly disadvantage the group
Age	Older people (60+)		None identified		None identified
	Younger people (17-25) and children (0-16)	x	A number of apprenticeship opportunities are being developed as part of this plan.		None identified
Disability	Physical		None identified		None identified

'Protected characteristic' group		Positive Impact	Explain how it could particularly benefit the group	Negative Impact	Explain how it could particularly disadvantage the group
	Sensory		None identified	x	People with a sensory disability may have difficulties accessing these plans
	Learning		None identified	x	People with a learning disabilities may have difficulties in understanding this document
	Mental health issues	x	CBH are a Mindful Employer and have a Wellbeing plan in place. As part of the People Plan Wellbeing is a key area for development. Particular time is being given to developing and delivering training and initiatives to tackle mental health of staff such as mental health first aiders and stress awareness sessions.		None identified
	Other – <i>specify</i>				
Ethnicity ⁴	White		None identified		None identified
	Black		None identified		None identified
	Chinese		None identified		None identified
	Mixed Ethnic Origin		None identified		None identified
	Gypsies/ Travellers		None identified		None identified
	Other – <i>please state</i>				
Language	English not first language			x	The Plan is only published in English.
Pregnancy and Maternity	Women who are pregnant or have given birth in last 26 weeks		None identified		None identified
Religion or Belief	People with a religious belief (or none)		None identified		None identified
Sex	Men		None identified		None identified

⁴ National Census 2011 categories are: Bangladeshi, Indian, Pakistani, Other Asian (Asian or Asian British), African, Caribbean, Other Black (Black or Black British), White and Black African, White and Asian, White and Black Caribbean (Mixed), British, Irish, Other White (White), Chinese, Other (Other Ethnic Group).

'Protected characteristic' group		Positive Impact	Explain how it could particularly benefit the group	Negative Impact	Explain how it could particularly disadvantage the group
	Women		None identified		None identified
Gender Reassignment ⁵	Transgender/ Transsexual ⁶		None identified		None identified
Sexual Orientation	Bisexual, Heterosexual, Gay or Lesbian		None identified		None identified
Marriage and Civil Partnership	People who are married or in a civil partnership		None identified		None identified

10. If you have identified any negative impacts (above) how can they be minimised or removed?

The Plan is only published in English- The Plan will be published on CBH's website. Customers can use the google translate feature to convert this into their chosen language.

People with a sensory disability may have difficulties accessing these plans- Browse Aloud is enabled on the website where these plans are published for those with a visual impairment. Text Talk is also available for staff or individuals with a hearing impairment.

People with a learning disability may have difficulties in understanding this document- This document has been written in plain English with those with Learning Disabilities in mind.

⁵ The protected characteristic of gender reassignment is defined by the Equality Act 2010 as “a person proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex.” This is a personal process that may involve medical interventions such as counselling, psychotherapy, hormone therapy or surgery, but does not have to.

⁶ It is generally held that people who are *transgender* disguise their features or clothing to resemble their preferred sex, whereas people who are *transsexual* wish to change their body to completely resemble their preferred sex.

11. Could the policy discriminate⁷ against any 'protected characteristic', either directly or indirectly⁸? **No**

Summary and findings of Initial Equality Impact Assessment

12. Please put a tick in the relevant box to confirm your findings, and what the next step is:

Findings	Action required
No negative impacts have been identified <input type="checkbox"/>	Sign off screening and finish.
Negative impacts have been identified but have been minimised or removed X	Sign off screening and finish.
Negative impacts could not be minimised or removed <input type="checkbox"/>	Sign off screening and complete a full impact assessment – Section 2.
There is insufficient evidence to make a judgement. <input type="checkbox"/>	Sign off screening and complete a full impact assessment – Section 2.

13. Name and job title of person completing this form:

Angelique Ryan, Head of HR and Governance

14. Date of completion:

- January 2018

15. Date for update or review of this screening:

- On expiry of Plan - 2022

⁷ The Council has a general duty to 'eliminate unlawful discrimination, harassment and victimisation'. Direct discrimination occurs when a person is treated less favourably than another in a comparable situation because of their 'protected characteristic' whether on grounds of age, disability, pregnancy and maternity, ethnicity; religion or belief; sex (gender), sexual orientation, or marriage and civil partnership. Indirect discrimination occurs when an apparently neutral provision or practice would nevertheless disadvantage people on the grounds of their 'protected characteristic'.

⁸ If you answer 'yes' to question 11 (above) you will need to complete this section *and* go on to complete Section 2 in order to conduct a full Equality Impact Assessment.