

**Workforce Equality Impact Assessment**

Title of the policy, activity or service change		Code of conduct policy (Schools)
Description of the policy, activity or service change		
<p>Purpose of policy is to clarify expectations regarding the required standards of behavior for all staff working within schools. It gives clear advice about what constitutes illegal behavior and what might be considered as misconduct. It also describes safe practice and which behaviours should be avoided.</p>		
Does this affect all or part of the workforce?		Part
If part, please summarise the staffing group that will be affected by the proposal:		
School based staff only.		
<b>Categories</b>	<b>Is there a disproportionate negative impact on any of the categories? (Y/N)</b>	<b>If yes, describe the impact</b>
Age	No	
Disability	No	
Gender Reassignment	No	
Marriage and Civil partnership	No	
Pregnancy and maternity	No	
Race	No	
Religion or Belief	No	
Gender	No	
Sexual Orientation	No	
Permanent / interim staff	No	
Full time or part time	No	
<b>Name of person completing the Workforce EIA</b>		Julie Davies

<b>Head of Service responsible for the policy, activity or service</b>	Tracey Sampson
<b>Date (that the EIA was completed)</b>	25 <sup>th</sup> January 2018

## Guidance Notes on completing this form

By completing this Workforce Equality Impact Assessment we aim to place equality at the centre of decision-making, policy and practice.

It's a process that helps you assess the impact (actual or likely) of a significant service or functional change, or policy has on different sections of our workforce.

### 1. What is meant by a negative “disproportionate Impact”?

This is an impact that could significantly disadvantage one or more of the categories listed. This disadvantage may be differential, where the negative impact on one particular group of individuals or equality group is likely to be greater than on another group. This is similar to the principle of indirect discrimination. The EIA provides an opportunity to assess this.

### 2. When should a Workforce Equality Impact Assessment be carried out?

A workforce EIA should be carried out when:

- a. Reviewing existing policies, activity or a service that impacts our workforce.
- b. Developing a new policy, activity or a service that impacts our workforce.

A workforce EIA may be triggered by changes to either external or internal policies, activities or services

### 3. At what stage should a Workforce Equality Impact assessment be completed?

This will depend on whether the proposed changes to policies, activity or services are external (i.e. affecting the residents of Herefordshire) or internal:

- a. **External** - A workforce EIA should be completed after the proposed policy or service changes have been identified and the service area has completed their EIA of the proposed changes. If those changes impact our workforce then a workforce EIA is completed prior to implementation of the new policy, activity or service.
- b. **Internal** – A workforce EIA should be completed after the proposed policy, activity or service changes have been identified and prior to implementation of the new or revised activity, policy or services.

### 4. Does a negative impact on our workforce mean that we can't implement policy, activity or service changes that disproportionately impact our workforce?

This is not the purpose of Workforce EIA. It helps you take action to reduce or remove inequalities and unlawful discrimination and promote equality better. Where there is a disproportionate impact it enables us to:

- a. Amend a proposed policy that would discriminate unlawfully, whether directly or indirectly, against particular equality groups.
- b. Enable us to fulfill our duties under the Equality Act 2010 to make reasonable adjustments for members of staff.
- c. To identify and assess risk

### 5. Who should carry out the Workforce Equality Impact Assessment?

An EIA should be completed by more than one person in order to broaden the range of perspectives and knowledge to be brought to the process. In general, the team should involve a member of the HR team plus the Head of Service responsible for the policy or activity. The

Head of Service may also be a member of the HR team, if the policy change relates to an HR policy. The EIA will develop service actions that will form part of the Service Plan and, therefore requires Head of Service involvement.

6. **How do I complete the Equality Impact Assessment?**

You should be **documenting your key findings (particularly negative impacts - actual or potential)** or gaps in knowledge about the likely impact. It should be a *relatively short process* which makes use of previous consultation results, personal knowledge & experience, research and reports, internet searches, internal and external specialist advice and staff with previous experience of similar policies or activities etc as appropriate.