

# Equality Impact Assessment (EIA) Form

*Please read EIA guidelines when completing this form*

## 1. Name of Service Area/Directorate

Name of Head of Service for area being assessed: Claire Porter, Monitoring Officer

Directorate: Governance & Legal Services

Individual(s) completing this assessment: Deborah Upton

Date assessment completed: 14 February 2022

## 2. What is being assessed

Activity being assessed (eg. policy, procedure, document, service redesign, strategy etc.)

Whistleblowing Policy

What is the aim, purpose and/or intended outcomes of this activity?

To provide staff with an outlet to raise concerns regarding the Council and its activities

Name of lead for activity

Claire Porter, Monitoring Officer and all individual members

Who will be affected by the development and implementation of this activity?

- Service users
- Patients
- Carers
- Visitors
- Staff
- Communities
- Other:

Is this:

- Review of an existing activity/policy
- New activity/policy
- Planning to withdraw or reduce a service, activity or presence?

What information and evidence have you reviewed to help inform this assessment? (name your sources, eg. demographic information for services/staff groups affected, complaints etc.)

Previous whistleblowing concerns

Summary of engagement or consultation undertaken (eg. who and how have you engaged with, or why do you believe this is not required)

Trade Unions

Summary of relevant findings

This policy is not materially different to previous whistleblowing policies and provides a mechanism for all staff groups to raise concerns either to their line manager or the Monitoring Officer or an external organisation. Therefore it offers a choice as to the route used in the event that an individual feels uncomfortable accessing one or more routes offered.

### 3. The impact of this activity

Please consider the potential impact of this activity (during development and implementation) on each of the equality groups outlined below. **Please tick one or more impact box below for each Equality Group and explain your rationale.** Please note it is possible for the potential impact to be both positive and negative within the same equality group and this should be recorded. Remember to consider the impact on staff, public, patients, carers, partner organisations, etc. in these equality groups.

Equality Group	Potential positive impact	Potential neutral impact	Potential negative impact	Please explain your reasons for any potential positive, neutral or negative impact identified
<b>Age</b>		✓		The policy allows for concerns to be raised by all staff members, and provides additional routes to raise issues if individuals have concerns with their line manager or others within the organisation. It provides a list of external organisations which staff can contact and there are multiple channels of choice for staff. Complaints regarding the unfair treatment of staff are not a matter for the whistleblowing policy and are determined under existing HR policies.
<b>Disability</b>		✓		As above
<b>Gender Reassignment</b>		✓		As above
<b>Marriage &amp; Civil Partnerships</b>		✓		As above
<b>Pregnancy &amp; Maternity</b>		✓		As above. This policy can still be used by a staff member who is on maternity leave
<b>Race</b> (including Travelling Communities and people of other nationalities)		✓		As above
<b>Religion &amp; Belief</b>		✓		As above
<b>Sex</b> (including issues of safety and sexual violence)		✓		As above
<b>Sexual Orientation</b>		✓		As above
<b>Other Vulnerable and Disadvantaged Groups</b> (eg. carers, care leavers, homeless, social/ economic deprivation, etc)				Not applicable as this policy only applies to staff
<b>Health Inequalities</b> (any preventable, unfair & unjust differences in health status between groups, populations or individuals)				Not applicable as this policy only applies to staff

Equality Group	Potential <u>positive</u> impact	Potential <u>neutral</u> impact	Potential <u>negative</u> impact	Please explain your reasons for any potential positive, neutral or negative impact identified
that arise from the unequal distribution of social, environmental & economic conditions within societies)				

### What actions will you take to mitigate any potential negative impacts?

Potential negative impact	Actions required to reduce/eliminate negative impact	Who will lead on action?	Timeframe
There are no negative impacts identified			

Where an impact on any of the Equality Groups is realised after the implementation of the project/service/policy, the commissioners and/or providers of the project/service/policy will seek to minimise the impact and carry out a full review of this EIA.

## 4. Monitoring and review

How will you monitor these actions?

When will you review this EIA? (eg in a service redesign, this EIA should be revisited regularly throughout the design & implementation)

## 5. Equality Statement

- All public bodies have a statutory duty under the Equality Act 2010 to set out arrangements to assess and consult on how their policies and functions impact on the 9 protected characteristics.
- Herefordshire Council will challenge discrimination, promote equality, respect human rights, and design and implement services, policies and measures that meet the diverse needs of our service, and population, ensuring that none are placed at a disadvantage over others.
- All staff are expected to deliver services and provide services and care in a manner which respects the individuality of service users, patients, carers etc, and as such treat them and members of the workforce respectfully, paying due regard to the 9 protected characteristics.

Signature of person completing EIA

Date signed