EQUALITY IMPACT ASSESSMENT FORM

Equality impact assessment is a legal requirement for all strategies, plans, functions, policies, procedures and services under the Equalities Act 2010. We are also legally required to publish assessments.

Section 1: Description

Department	Legal Services		**Lead officer responsible for assessment**		Michael Todd	
Service	Internal Audit		**Other members of team undertaking assessment**			
Date	7 July 2014		**Version**		1.0	
Type of document (mark as appropriate)	**Strategy**	**Plan**	**Function**	**Policy x**	**Procedure**	**Service**
Is this a new/existing/revision of an existing document (mark as appropriate)	**New**		**Existing**		**Revision x**	
Title and subject of the impact assessment (include a brief description of the aims, outcomes , operational issues as appropriate and how it fits in with the wider aims of the organisation) **Please attach a copy of the strategy/plan/function/policy/procedure/service**	**Equality Impact Assessment on the Whistleblowing Policy** The Whistleblowing Policy is intended to encourage and enable employees, Members and others working for the Council to raise serious concerns within the Council in confidence rather than overlooking a problem or 'blowing the whistle' outside of the organisation, as premature or unnecessary publicity may damage the Council's reputation, impede proper investigations, or hurt individuals unnecessarily. The Whistleblowing Policy is intended to cover major concerns that fall outside the scope of other procedures. These include: • criminal offences • failure to comply with legal obligations • miscarriages of justice • dangers to health or safety, including risks to the public as well as other employees • damage to the environment • the unauthorised use of public funds • possible fraud and corruption					

	• sexual or physical abuse of clients • other unethical conduct, or • deliberate concealment of any of the above categories The policy provides a means to report concerns, sets out how the Council will respond and gives details of the protection afforded to those that make a disclosure and the circumstances under which the protection applies. In February 2013, Public Concern at Work launched a Commission to review the effectiveness of whistleblowing in UK workplaces to make recommendations for change. The Commission has published a draft Code of Practice which sets out clear standards for organisations across all sectors to enable them to have clear whistleblowing arrangements. The policy has recently been reviewed against this and a number of changes made to reflect best practice.
Who are the main stakeholders? **(eg general public, employees, Councillors, partners, specific audiences)**	• Members • Management • Officers/Employees/Third parties working for the Council • Public

Section 2: Initial screening

Who is affected? **(This may or may not include the stakeholders listed above)**	• Members • Management • Officers/Employees/Third parties working for the Council Public
Who is intended to benefit and how?	All of the above. Effective whistleblowing arrangements encourage wrongdoing to be reported at the earliest opportunity thus allowing the Council to investigate and take appropriate action to address the issues raised. It also encourages internal disclosures rather than matters being taken outside of the Council which may result in reputational damage.
Could there be a different impact or outcome for some groups?	No.

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Does it include making decisions based on individual characteristics, needs or circumstances?	No.
Are relations between different groups or communities likely to be affected? (eg will it favour one particular group or deny opportunities for others?)	No.
Is there any specific targeted action to promote equality? Is there a history of unequal outcomes (do you have enough evidence to prove otherwise)?	No.

Is there an actual or potential negative impact on these specific characteristics? (Please tick)

Age	**Y**	**N✓**	**Marriage & civil partnership**	**Y**	**N✓**	**Religion & belief**	**Y**	**N✓**	**Carers**	**Y**	**N✓**
Disability	**Y**	**N✓**	**Pregnancy & maternity**	**Y**	**N✓**	**Sex**	**Y**	**N✓**	**Socio-economic status**	**Y**	**N✓**
Gender reassignment	**Y**	**N✓**	**Race**	**Y**	**N✓**	**Sexual orientation**	**Y**	**N✓**			

What evidence do you have to support your findings? (quantitative and qualitative) Please provide additional information that you wish to include as appendices to this document, i.e., graphs, tables, charts		**Consultation/involvement carried out**	
		Yes	**No**
Age	No – this is about enabling staff, members and other people working for the Council to report concerns.		✓
Disability	No – this is about enabling staff, members and other people working for the Council to report concerns.		✓
Gender reassignment	No – this is about enabling staff, members and other people working for the Council		✓

	to report concerns.		
Marriage & civil partnership	No – this is about enabling staff, members and other people working for the Council to report concerns.		✓
Pregnancy & maternity	No – this is about enabling staff, members and other people working for the Council to report concerns.		✓
Race	No – this is about enabling staff, members and other people working for the Council to report concerns.		✓
Religion & belief	No – this is about enabling staff, members and other people working for the Council to report concerns.		✓
Sex	No – this is about enabling staff, members and other people working for the Council to report concerns.		✓
Sexual orientation	No – this is about enabling staff, members and other people working for the Council to report concerns.		✓
Carers	No – this is about enabling staff, members and other people working for the Council to report concerns.		✓
Socio-economic status	No – this is about enabling staff, members and other people working for the Council to report concerns.		✓

Proceed to full impact assessment? (Please tick)	**Yes**	**No** ✓	**Date 08/07/2014**

If yes, please proceed to Section 3. If no, please publish the initial screening as part of the suite of documents relating to this issue

Section 3: Identifying impacts and evidence

This section identifies if there are impacts on equality, diversity and cohesion, what evidence there is to support the conclusion and what further action is needed

Protected characteristics	Is the policy (function etc….) likely to have an adverse impact on any of the groups? Please include evidence (qualitative & quantitative) and consultations	Are there any positive impacts of the policy (function etc….) on any of the groups? Please include evidence (qualitative & quantitative) and consultations	Please rate the impact taking into account any measures already in place to reduce the impacts identified **High:** Significant potential impact; history of complaints; no mitigating measures in place; need for consultation **Medium:** Some potential impact; some mitigating measures in place, lack of evidence to show effectiveness of measures **Low:** Little/no identified impacts; heavily legislation-led; limited public facing aspect	Further action (only an outline needs to be included here. A full action plan can be included at Section 4)
Age				
Disability				
Gender reassignment				
Marriage & civil partnership				

Pregnancy and maternity				
Race				
Religion & belief				
Sex				
Sexual orientation				
Carers				
Socio-economics				
Is this project due to be carried out wholly or partly by contractors? If yes, please indicate how you have ensured that the partner organisation complies with equality legislation (e.g. tendering, awards process, contract, monitoring and performance measures)				

Section 4: Review and conclusion

Summary: provide a brief overview including impact, changes, improvement, any gaps in evidence and additional data that is needed As above			
Specific actions to be taken to reduce, justify or remove any adverse impacts	**How will this be monitored?**	**Officer responsible**	**Target date**
None			
Please provide details and link to full action plan for actions			
When will this assessment be reviewed?	When changes are made to the Policy		
Are there any additional assessments that need to be undertaken in relation to this assessment?	None		
Lead officer signoff	Michael Todd	**Date**	07/07/2014
Head of service signoff	Anita Bradley	**Date**	07/07/2014

Please publish this completed EIA form on your website