

# Tunbridge Wells, Swale and Maidstone Joint HR Policy Group



## Equality Impact Assessment Initial Assessment



## Community Impact Assessment Initial Assessment



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The initial assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies which require a full:-

Community Impact Assessment (CIA) – Swale  
Equality Impact Assessment (EIA) – Maidstone

by looking at:

- ❖ negative, positive or no impact on people that possess any of the protected characteristics
- ❖ opportunity to promote equality for people that possess any of the protected characteristics
- ❖ data / feedback
- prioritise if and when a full assessment should be completed
- justify reasons for why a full assessment is not going to be completed

<b>Service</b>	Human Resources
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<b>Title of Policy, Function Or Service</b>	Alcohol, Drug and Substance Misuse Policy
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<b>Type of Policy, Function Or Service</b>	Existing:	
	New/proposed	Yes
	Changed	Yes (TWBC)

### Step 1 - Identify Aims

#### Q1. What Are the Aims of Your Policy, Function or Service?

The policy aims to ensure that the Council raises awareness to protect employees from the dangers of alcohol, drug and substance misuse and to encourage those with an alcohol or drugs problem to seek help at an early stage. The policy is designed to ensure that employees are aware of the risks associated with alcohol/drug/substance misuse and the consequences of their actions which could lead

to disciplinary action. The policy also endeavours to meet the employer's duty of care by providing a safe working environment for all.

### Q2. Who Is Going To Benefit From This Policy, Function Or Service and How?

All staff and managers will benefit from the policy ensuring a consistent application across all MKIP Councils. Positive impacts may lead to potential prevention of alcohol, drug or substance misuse through early intervention and support, increased levels of wellbeing and therefore reduced absence levels, decrease in health and safety risks and better performance leading to possible decrease in industrial injuries and safer working environment for employees.

### Step 2 - Assess Potential Impact

**Q3. Thinking about each of the groups below, does, or could the policy, function, or service have a negative impact on people who possess the protected characteristics below?**

Group	Yes	No	Unclear
Age		√	
Disability		❖	
Race		√	
Sex		√	
Sexual orientation		√	
Religion or belief		❖	
Gender Reassignment		√	
Marriage and Civil Partnerships		√	
Pregnancy and Maternity		√	
Relationships between groups		√	
Other socially excluded groups		√	

### If The Answer Is “Yes” Or “Unclear” Consider Doing A Full Assessment

- ❖ The policy does not discriminate against disability – legitimate medication will need to be considered for anyone that is tested where positive results have been found.
- ❖ **The policy also does not discriminate against religion or belief but testing for alcohol or drugs may cause offence to staff with religious objections to drinking alcohol or taking drugs.**

### Step 3 - Assess Potential to Promote Equality

**Q4. Does, or could, the policy, project or service help to promote equality for on people who possess the protected characteristics?**

Group	Yes	No	Unclear
Age	√		
Disability	√		
Race	√		
Sex	√		
Sexual orientation	√		
Religion or belief	√		
Gender Reassignment	√		
Marriage and Civil Partnerships	√		
Pregnancy and Maternity	√		
Relationships between groups	√		
Other socially excluded groups	√		

**If The Answer Is “No” Or “Unclear” Consider Doing A Full Assessment**

- ❖ The policy should promote equality amongst all employees as it sets out the required standards of behaviour for all and this is generally helpful in relation to reducing instances of different treatment.

**Step 4 - Collect and Use Evidence**

**Q5. Have you undertaken any consultation on this policy, function or service?**

Yes	√	No	
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**If yes give details of who has been consulted (internally and externally) and a brief summary of any equality and diversity issues raised**

Policy group, Trade Unions and Managers have been consulted and issues have been raised but not specifically with regard to equality and diversity issues, more in line with clarification of processes and procedures relating to the policies.

**Q6. Do you have any feedback data from people with any of the protected characteristics that influences, affects or shapes this policy, function or service?**

Group	Yes	No	Unclear
Age		√	
Disability		√	
Race		√	
Sex		√	
Sexual orientation		√	
Religion or belief		√	
Gender Reassignment		√	
Marriage and Civil Partnerships		√	
Pregnancy and Maternity		√	
Relationships between groups		√	
Other socially excluded groups		√	

**If the answer is “no” or “unclear”, no-one knows or opinion is divided consider doing a full assessment**

There are individuals with the protected characteristics within the groups that were consulted but there was no feedback relating to specific impacts for these groups.

**Step 5 – Finalise Your Decision**

**Q7. Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, project or service?**

Yes		No	√
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**If you have to complete a full assessment use the easy to follow toolkit and form on Intranet**



**Q8. How Have You Come To This Decision?**

The policy is to raise awareness regarding the responsibilities of managers and staff in relation to drug and alcohol problems and the support provided to individuals with these problems. The implementation of this policy will therefore not result in an adverse impact or discrimination against different groups of people.

**You only need to answer this question if you answered yes to Q7.**

**Q9. What Is Your Priority For Doing The Full Assessment?**

High	Medium	Low
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Step 6 – Details of People Involved	
<b>Q10. Who was involved in the assessment and how?</b>	
Joint HR Policy Group (including trade unions), Staff and Managers	
<b>Name of Lead Officer</b>	Bal Sandher, HR Shared Service Manager
<b>Signature</b>	
<b>Date</b> 2/12/14	<b>Contact number</b> 01622 602165
<b>Head of Service Endorsement</b>	Head of HR Shared Service
<b>Signature</b>	
<b>Date</b> 2/12/14	<b>Contact number</b> 01622 602712

Step 7 – Approval or Complete a full assessment	
<b>Approval</b>	
The assessment has approval	
The assessment has approval in principle subject to further evidence being provided	
<b>Name of Lead Officer</b>	
<b>Signature</b>	
<b>Date</b>	<b>Contact number</b>

Step 8 – Publish Your Approved Assessment
Please confirm an electronic copy of the approved CIA/EIA has been sent to the Website Officer to be published on the Council's website.