

Equality Impact Assessment

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| Title: | Reserve Forces Policy | |
| Version: | 1.0 | |
| Date of draft: | December 2017 | |
| Date approved by Equalities Group | 14 June 2018 | |

Section 1A: Overview

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| Name of Policy, Procedure, Practice, Strategy or Service: | Reserves Forces Policy |
| Service, Group, Team: | Personnel |
| Equality Assessment Lead Officer: | Jo Watts |
| Head of Service | Jennifer Browne |

1B: Please state the intended outcomes of the policy

How will you know these have been achieved? *What performance monitoring is in place?*

The council has pledged its support for members of or those wishing to join the Reserve Forces and acknowledges the training undertaken by Reservists that enable them to develop skills and abilities that are of benefit to both the individual and the council as an employer. This policy intends to define the council's obligations towards all employees who are members of the Reserve Forces and provide guidance to help manage and support these employees. The council will not disadvantage those Reservists who notify the council of their Reserve status or those Reservists who are made known to the Council directly by the Ministry of Defence (MoD)

Employee and manager satisfaction in the process.

The council agrees to release Reservists for attendance on relevant training and agree to release relevant employees mobilised for Reservist duties subject to relevant requirements being satisfied.

Section 2A: The policy. How will the policy/plan/strategy impact on residents, visitors, businesses or other agencies that we work with? *What work has been undertaken to advise these groups about the changes planned in the policy/plan/strategy?*

- Consultation has been undertaken with recognised Trade Unions
- The importance of training undertaken by Reservists enables them to develop skills and abilities that are of benefit to their respective Reserve Force, the employee and the council

2B: What needs is the policy/service designed to meet? *You could also refer to your current Service Plans and how the policy/service fits into EBC's Corporate Plan Priorities. How does the policy, procedure, practice, strategy or service align with Corporate*

Priorities

The policy and procedure defines the Council's obligations towards employees who are members of the Reserve Forces and provides guidance to help manage and support these employees. The policy provides information relating to:

- The different types of reservist
- Notification of a Reservists status
- Training commitments and time off for Reservist training
- Mobilisation of Reservists
- Applying for exemption/deferral/revocation of the Reservist
- Terms and conditions of employment during mobilisation
- Pay/pension/annual leave/dismissal/redundancy/sick pay relating to Reservists
- A Reservist returning to work following mobilisation
- Financial assistance available for employers

The policy contributes to the corporate priority of being "A well run efficient council".

2C: Is the service provided subject to any element of outsourcing? *Is the service delivered in part, or in its entirety by an outside company or organisation? If challenged about a service delivered on our behalf you must show that the organisation meets the expectations with regard to equalities in its customer service and recruitment and retention of staff.*

No

Section 3A: Gathering Information

What equality monitoring information do you gather and how is this information used to develop services, functions and policies at the current time. *You could look at the take up of services, customer satisfaction (complaints and compliments) and enforcement action.*

This is a new Policy and no monitoring information has been gathered at this point. We will monitor the take up of this policy once implemented.

3B: What does available data and the results of any consultations show about the take up of services? What is the impact on different groups? (qualitative and quantitative). *You could look at previous community consultation exercises, customer reviews, census data, staff feedback etc.*

Remember: by law you are required to be able to demonstrate, through data analysis and evidence, that you have considered the impact of your service on **ALL** of the relevant protected groups. This document is just a short summary of this process and a tool to help you to check that you have taken the Equality Act 2010 and the Council's equality objectives into consideration.

See 3A above

Section 4: Impact Assessment *Here you need to analyse the needs of different groups and the possible impacts the service may have on them. How is the policy or decision likely to affect the **promotion of equality** and the **elimination of discrimination** in **each** of the groups?*

| Stake Holder Group | Is this group likely to be affected in a positive way? | In what way will they be affected? | Is this group likely to be affected in a negative way? | In what way will they be affected? |
|---|--|---|--|------------------------------------|
| Age (older people, young people) | Yes | Available to all regardless of age, subject to policy requirements | | |
| People with Disabilities (Both physical and mental impairments) | Yes | Available to all regardless of disabilities, subject to policy requirements | | |
| Gender (Women, Men, Transgender, Transsexuals) | Yes | Available to all regardless of gender, subject to policy requirements | | |
| Race (Black, Asian, | Yes | Available to all regardless of race, | | |

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| Minority Ethnic groups. Include people whose first language is not English) | | subject to policy requirements | | |
| Sexual Orientation | Yes | Available to all regardless of sexual orientation, subject to policy requirements | | |
| Religion and belief | Yes | Available to all regardless of their religion or belief, subject to policy requirements | | |
| Dignity, Human Rights and Socio-economic disadvantage | Yes | Available to all employees subject to policy requirements | | |
| Marriage and Civil partnerships | Yes | Available to all employees subject to policy requirements | | |
| Pregnancy and maternity/paternity | Yes | Available to all employees subject to policy requirements | | |

| Section 5A: Actions How will you monitor the ongoing effect of the policy/strategy/plan? | When will this be undertaken? | Expected outcomes / performance measures | Which Corporate Plan aim will this action meet? |
|---|--------------------------------------|---|--|
| Monitor take up of policy following implementation | Ongoing | | |

5B: If you have identified any negative impacts on any of the groups in section 4 how will you mitigate the effect?

| Negative impact | Action required to mitigate any potential negative impact | Outcome / performance measure | Lead Officer – who will the monitoring of this action be reported to? | Date that the monitoring will be undertaken, how often will it be done? | Which of the current Equality Objectives does this action meet? (State number *) |
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*The objectives are:

1. **Provide a welcoming and safe place for our communities, visitors and businesses which embraces equality and is free from discrimination.**
2. **Provide relevant services that are free from discrimination and delivered in a way that is responsive and accessible.**
3. **Understand and value the diversity of our communities through community engagement**
4. **Foster an accessible and inclusive working environment for all our staff and strive to achieve a workforce that is representative and diverse.**