

BLACKPOOL COASTAL HOUSING EQUALITY IMPACT ASSESSMENT RECORD



Team or service area leading the assessment

Title of policy/service/function

Date assessment completed

Details of person completing record Name

Job Title

Telephone

email

Details of person signing record off Name

Job Title

Telephone

email

STEP 1 - Identifying the Purpose or Aims

- | | |
|------------------|---|
| Existing | / |
| New/Proposed | |
| Changing/Updated | |
- 1 What type of policy/service/function is this?
 - 2 Aim of policy/service/function

To break down the procedure of Preventing and Resolving Bullying and Harassment, including identifying various types of bullying and harassment.
The aim of this procedure provides a guide for reporting any bullying and harassment including options to follow and a step-by-step flow chart for its reader.
 - 3 Outline of any proposals being considered

No proposals being considered.
 - 4 Why are the proposals being made – for what reason?

No proposals being considered.
 - 5 What outcomes do we want to achieve?

To ensure that throughout BCH, all staff are aware that the procedure remains fair, open and non-discriminatory to all should they need to use it at any given time.
 - 6 Who is the policy/service/function intended to benefit?

All permanent, temporary, full time and part time employees of BCH, including Board Members, contractors, agency workers, volunteers and external customers.
 - 7 Who are the main stakeholders/customers/communities of interest?

All permanent, temporary, full time and part time employees of BCH, including Board Members, contractors, agency workers, volunteers and external customers.
 - 8 Does the policy/service/function have any existing aims in relation to equality, social inclusion or community cohesion?

To provide a consistent method of procedure for Preventing and Resolving Bullying and Harassment that is relevant to **all** stakeholders to follow, regardless of their gender, age, ethnicity, sexual orientation, religion or belief, or if they have a disability.
 - 9 How is the resulting policy/service/function being delivered?

The policy forms part of a suite of policies and procedures accessible and applicable to all staff, and which are administered by the HR Team.

STEP 2 – Considering Existing Information & What This Tells You

- 10 Summarise the main data/research and performance management information in the boxes below

Data/Information

All BCH employees were invited to participate in consultation of the Preventing and Resolving Bullying and Harassment Procedure late August 2009 until late October 2009. A link to the policy and also Survey Monkey was provided on the requested email, so the participant could access the consultation conveniently.

The consultation aims that all staff review the existing policy and give feedback on any detail that may be incorrect, outdated or viewed as discriminatory towards any individual.

Research or comparative information

All BCH employees, including SMT and the Board were asked to participate in assessing the existing Dignity At Work Policy. They were consulted to illicit feedback on whether the current Dignity At Work Policy is open and fair to all, non discriminatory and inclusive of all necessary information.

Key findings from consultation and feedback

There have been a few reports logged where a BCH staff member has used the Preventing and Resolving Bullying and Harassment Procedure, but there may be more cases where a complaint or issue was resolved or 'dropped' at an earlier stage. Both reports found were of different age groups, were of White British ethnic origin, both female, and did not identify as having a long term illness or disability. The issues discussed were not linked to their sexual orientation, gender identity, religious beliefs, or caring responsibilities. It is also worth noting that the Dignity At Work Policy was also used in these cases.

Although there were no findings of anything viewed as discriminatory through the consultation, it was raised that the procedure did not include Appendix B – Informal Process.

- 11 What are the impacts or effects for communities?

Race/ethnicity / Gender and transgender / Age / Disability / People with Caring responsibilities / Religion or belief / Lesbian, gay bisexual people / Other socially excluded communities or groups / Relationships between or within communities / Health

After consultation, there have been no findings of any impact or effect on any individual or group in regard to their ethnicity, gender, transgender, age, disability, caring responsibilities, religion or belief, sexual orientation, or social status. The policy was shown to be open and fair to all strands.

- 12 What do you know about how proposals will impact on different communities?

All who have been consulted can individually count as one, two or more equality strands and so can pick up first hand on whether there was any discrimination towards one or more of the equality groups on the document. The proposal was to ensure that if there was any discrimination or something found incorrect found on the policy, only then would it be changed.

STEP 3 – Assessing The Impact

- 13 Is there any evidence of higher or lower take-up by any group or community, and if so, how is this explained?

The Preventing and Resolving Bullying and Harassment at Work Procedure is applicable to all BCH individuals. In both cases of those who used this procedure were female, however there has been no evidence or findings of any equality area being targeted or treated more or less favourably than the next

- 14 Does the geography or demography of service users reveal anything?

No.

- 15 Do any rules or requirements prevent any groups or communities from using or accessing the service?

The Preventing and Resolving Bullying and Harassment at Work Procedure is available to all, however it will be addressed in the action plan to ensure all staff, including those who cannot access the P Drive (where the policy is stored) will be made aware of its existence.

- 16 Does the way the service is delivered, or the policy, create any additional barriers for any groups of disabled people (Duties arising out of DDA 1995)

None found.

- 17 Does the way the service is delivered, or the policy, create any additional barriers for any other groups or communities, for example. Due to limited income or because of the time during the week when the service is available?

None found.

- 18 Do any of these limitations amount to unlawful discrimination?

Yes

No /

If 'Yes' please explain (referring to legislation) in the box below.

None found.

- 19 If 'No' do they amount to differential impact which should be addressed?

Yes

No /

If 'Yes' please give details below

- 20 If the impact or effects are adverse for any community or group, can they be defended in order to provide equality for another community or group under legislation or policy?

Yes

No /

If 'Yes' please give details below

21 Do you have enough information to make a judgment?

Yes /

No

If 'No' what information do you required about which groups or communities?

22 Is it possible to get the information quickly and easily or is it recommended that the collection of such information be included as an action for the action plan that will be developed? Please detail below.

The Preventing and Resolving Bullying and Harassment at Work Procedure is accessible from our internal P Drive and all users are able to print out if hardcopy is required. New starters will be informed about the existence of this procedure.

STEP 4 – Dealing With Adverse Or Unlawful Impact

23 What can be done to Improve the policy/service/function or any proposals in order to reduce or remove any adverse impact or effects identified?

There may be barriers for some trades staff or Board members, who do not have instant access to the P Drive so, can view the policy any time, however the importance is ensuring that they are aware of its existence, and have a hardcopy if necessary to ensure inclusion.

24 What would be needed to be able to do this? Are the resources likely to be available?

Full check with all staff that do not have access to the P Drive and to ensure they have hardcopy. Also, to make them aware of the Dignity At Work Policy and the Dignity At Work contact.

25 What other support or changes would be necessary to carry out these actions?

Ensure new staff are aware of the Preventing and Resolving Bullying and Harassment At Work Procedure.

STEP 5 – Consulting Those Affected For Their Views

26 Please outline the steps taken to test out your findings and possible courses of action below.

BCH Staff email sent internally with links to Survey Monkey consultation questions.

27 What feedback or responses have you received to the findings and possible courses of action? Please give details below.

The feedback found was mainly positive. The one comment left was that Appendix B – Informal Process was not included in the policy available, and needs to added in.

28 If you have not been able to carry out any

29 If you are impact assessing some proposals, what steps have been taken to ensure that stakeholders have been able to voice their opinions on the proposals or the need for change?

The requested consultation sent to all staff emphasised on the confidentiality of all those who would participate. This was to allow honest opinions from the anonymous participants.

STEP 6 – Action Planning

Issues/adverse impact identified	Proposed action/objectives to deal with adverse impact	Responsibilities	Timeframe	Actions	Indicate whether agreed
Appendix B – Informal Process excluded from existing procedure policy.	Address with HR to include Appendix B and advise accordingly.	<ul style="list-style-type: none"> • HR • Equalities Officer 	<ul style="list-style-type: none"> • Immediate 	<ul style="list-style-type: none"> • HR/Equalities Officer to ensure Appendix B is added into the procedure. • Inform all staff and SMT action has been taken. 	
Make the Preventing and Resolving Bullying and Harassment at Work Procedure accessible to all staff.	For those who cannot access P Drive (i.e. trades staff, Board members etc), ensure they are aware of the Preventing and Resolving Bullying and Harassment Procedure and have a hardcopy.	<ul style="list-style-type: none"> • SMT • HR • Equalities & Communications Officer • All staff 	<ul style="list-style-type: none"> • Immediate and continuation 	<ul style="list-style-type: none"> • SMT to be aware that the Preventing and Resolving Bullying and Harassment At Work Procedure has been reviewed and all staff will be made aware of where they can access it. • HR and Equalities and Communications Officer to ensure all staff, including trades staff are aware of the Preventing 	

				and Resolving Bullying and Harassment Procedure and know where to access it.	
Reporting and Equality Monitoring of those who have to use the Preventing and Resolving Bullying and Harassment Procedure at any given time.	<ul style="list-style-type: none"> • Monitor those who need to use the policy and identify any trends to ensure no discrimination to any individual or group is occurring, i.e. those using the Preventing and Resolving Bullying and Harassment at Work Procedure are all women, are they a certain age? Or those who have disabilities? Etc 	<ul style="list-style-type: none"> • HR • Equalities and Communications Officer 	<ul style="list-style-type: none"> • Immediate and continuation. 	<ul style="list-style-type: none"> • HR to continue to monitor any cases of Bullying and Harassment. • Equalities and Communications Officer to ensure equality info is monitored on these cases and identify any trend of discrimination on any particular strand and address with HR and SMT. • All cases should be treated with confidentiality. 	