

Equality Impact Assessment (EqIA) for Policies, Procedures and Services

Proposal name	Grievance Policy		
Directorate	Resource and Transformation		
Service	HR Strategy and Planning Team		
Responsible Officer	Nicola Rickhuss		
Proposal planning start	September 2019	Proposal start date (due or actual date)	November 2019

1	What is the purpose of the proposal?	Yes / No	New / revision
	Policy	Yes	Revision
	Procedure	Yes	Revision
	Guidance	No	NA
	Is this a service to customers/staff/public?	No	NA
	If yes, is it contracted or commissioned?	No	NA
	Other - give details		
2	What is the business case for this proposal? Please provide the main purpose of the service, intended outcomes and reasons for change?		
	<p>In response to feedback from the organisation and to bring the HR policies in line with the PROUD Programme and the Behaviour Framework, this procedure has been re-formatted and redesigned to reflect the following principles;</p> <ul style="list-style-type: none"> • Alignment with Walsall Proud Programme and vision • Clear identification of accountabilities in line with behaviours • Clear, consistent and concise policy containing easy to use procedure • Streamlined detail with more in the supporting guidance documents <p>This is a revision to the Grievance and Dignity at Work procedure (April 2015), splitting out the Grievance policy, from the collection grievance and dignity at work procedures. It also includes guidance on the application of the procedure where grievances are submitted against the Chief Executive, which is set out in the JNC Chief Officers Handbook.</p>		
3	Who is the proposal likely to affect?		
	People in Walsall	Yes / No	Detail
	All		<p>This policy applies to all council employees including Chief Officers, excluding those in schools where the Governing Body has delegated authority.</p> <p>There are separate arrangements for dealing with grievances raised by employees against the Chief Executive, as well as procedures for dealing with grievances raised by the Chief Executive. In</p>
	Specific group/s		
	Council employees	Yes	
	Other (identify)		



			these circumstances the Council will adopt the JNC Local Authority Chief Executive Handbook model procedure.
4	Please provide service data relating to this proposal on your customer's protected characteristics.		
	<p>As of 31 March 2019 the total number of Walsall Council employees (excluding Schools) were 3141. The Council's workforce is made up of 68.51% females. 21.59% of the workforce are classified as minority ethnic. In total there were 138 employees (4.39% of the workforce) who declared they had a disability, as defined by the Equality Act 2010.</p>		
5	Please provide details of all engagement and consultation undertaken for this proposal. (Please use a separate box for each engagement/consultation).		
	<p>Consultation was undertaken within the HR Management team and HR Operations, and wider consultation with Assistants Directors and Heads of Service across the Council between 20/09/19 to 04/10/19.</p> <p>Feedback from consultation resulted in some minor amendments to clarify wording and aid understanding.</p> <p>Trade Unions and Professional Associations were consulted at the same time as senior managers.</p> <p>The grievance policy will be submitted to CMT on 10/10/19, followed by Personnel Committee for approval on 22/10/19</p>		
Consultation Activity Complete a copy of this table for each consultation activity you have undertaken.			
Type of engagement/consultation		Consultation within Human Resources	Date 04/10/19
Who attended/participated?		HR Managers, HR Business Partners and HR Advisers	
Protected characteristics of participants		A range of protected characteristics including, gender, race, age, disability.	
Feedback Minor amendments to wording and clarification of understanding.			
Type of engagement/consultation		Consultation with wider council	Date 04/10/19
Who attended/participated?		Senior Managers (tier 3 and 4)	
Protected characteristics of participants		A range of protected characteristics including, gender, race, age, disability.	

	Feedback Minor amendments to wording and clarification of understanding.			
	Type of engagement/consultation	Consultation with trade unions	Date	04/10/19
	Who attended/participated?	Trade unions representatives		
	Protected characteristics of participants	A range of protected characteristics including, gender, race, age, disability.		
	Feedback			
6	Concise overview of all evidence, engagement and consultation			
Formal consultation with senior managers across the council and trade unions raised no concerns in relation to protected characteristics and the proposed changes to the procedure.				
7	How may the proposal affect each protected characteristic or group? The effect may be positive, negative, neutral or not known. Give reasons and if action is needed.			
Characteristic	Affect	Reason	Action needed Yes / No	
Age	Neutral	The policy applies to all employees – no impact foreseen.	No	
Disability	Negative	Potential impact on employees who require reasonable adjustments for communication who do not understand the policy e.g. employees with learning disabilities.	Yes	
Gender reassignment	Neutral	The policy applies to all employees – no impact foreseen	No	
Marriage and civil partnership	Neutral	The policy applies to all employees – no impact	No	

			foreseen	
	Pregnancy and maternity	Neutral	Potential impact on employees who are pregnant or on maternity leave	No
	Race	Negative	Potential impact on employees where English is not their first language as they may not understand the policy.	Yes
	Religion or belief	Neutral	The policy applies to all employees – no impact foreseen	No
	Sex	Neutral	The policy applies to all employees – no impact foreseen	No
	Sexual orientation	Neutral	The policy applies to all employees – no impact foreseen	No
8	Does your proposal link with other proposals to have a cumulative effect on particular equality groups? If yes, give details.			(Delete one) No
9	Which justifiable action does the evidence, engagement and consultation feedback suggest you take?			
	A	No major change required		
	B	Adjustments needed to remove barriers or to better promote equality		
	C	Continue despite possible adverse impact		
	D	Stop and rethink your proposal		

Action and monitoring plan				
Action Date	Action	Responsibility	Outcome Date	Outcome
Day of launch	The policy to be explained/made available to employees	Employee's line manager should make themselves available to explain the policy to ensure understanding and offer support to allow individuals to achieve the requirements	As and when required	
Day Of launch	The policy to be explained/made available in other languages on request for employees whose first language is not English.	Appropriate liaison as required with the council's Interpretation, Translation, Transcription and Easy Read service (ITTE)	As and when requested	
Day of launch	Alternative formats (audio and Easy Read) for disabled employees to be made available on request.	Liaison as required with the appropriate council procured services; audio formats from Walsall Society for the Blind and Easy Read from the Community, Equality and Cohesion team.	As and when requested	

Update to EqIA	
Date	Detail

Contact us

Community, Equality and Cohesion
Resources and Transformation

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Equality Impact Assessment (EqIA) for Policies, Procedures and Services

Proposal name	Collective Grievance Policy		
Directorate	Resource and Transformation		
Service	HR Strategy and Planning Team		
Responsible Officer	Nicola Rickhuss		
Proposal planning start	September 2019	Proposal start date (due or actual date)	November 2019

1	What is the purpose of the proposal?	Yes / No	New / revision
	Policy	Yes	New
	Procedure	Yes	New
	Guidance	No	NA
	Is this a service to customers/staff/public?	No	NA
	If yes, is it contracted or commissioned?	No	NA
	Other - give details		
2	What is the business case for this proposal? Please provide the main purpose of the service, intended outcomes and reasons for change?		
	<p>In response to feedback from the organisation and to bring the HR policies in line with the PROUD Programme and the Behaviour Framework, this procedure has been re-formatted and redesigned to reflect the following principles;</p> <ul style="list-style-type: none"> • Alignment with Walsall Proud Programme and vision • Clear identification of accountabilities in line with behaviours • Clear, consistent and concise policy containing easy to use procedure • Streamlined detail with more in the supporting guidance documents <p>This is a new policy dealing specifically with collective grievances, which has been separated out of the Grievance and Dignity at Work procedure (April 2015).</p>		
3	Who is the proposal likely to affect?		
	People in Walsall	Yes / No	Detail
	All		<p>This policy applies to all council employees including Chief Officers, excluding those in schools where the Governing Body has delegated authority.</p> <p>There are separate arrangements for dealing with grievances raised by employees against the Chief Executive, as well as procedures for dealing with grievances raised by the Chief Executive. In these circumstances the Council will adopt the JNC Local Authority Chief Executive Handbook model procedure.</p>
	Specific group/s		
	Council employees	Yes	
	Other (identify)		



4	Please provide service data relating to this proposal on your customer's protected characteristics.																																											
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7	How may the proposal affect each protected characteristic or group? The effect may be positive, negative, neutral or not known. Give reasons and if action is needed.			
	Characteristic	Affect	Reason	Action needed Yes / No
	Age	Neutral	The policy applies to all employees – no impact foreseen.	No
	Disability	Negative	Potential impact on employees who require reasonable adjustments for communication who do not understand the policy e.g. employees with learning disabilities.	Yes
	Gender reassignment	Neutral	The policy applies to all employees – no impact foreseen	No
	Marriage and civil partnership	Neutral	The policy applies to all employees – no impact foreseen	No
	Pregnancy and maternity	Neutral	Potential impact on employees who are pregnant or on maternity leave	No
	Race	Negative	Potential impact on employees where English is not their first language as	Yes

			they may not understand the policy.	
	Religion or belief	Neutral	The policy applies to all employees – no impact foreseen	No
	Sex	Neutral	The policy applies to all employees – no impact foreseen	No
	Sexual orientation	Neutral	The policy applies to all employees – no impact foreseen	No
8	Does your proposal link with other proposals to have a cumulative effect on particular equality groups? If yes, give details.			(Delete one) No
9	Which justifiable action does the evidence, engagement and consultation feedback suggest you take?			
	A	No major change required		
	B	Adjustments needed to remove barriers or to better promote equality		
	C	Continue despite possible adverse impact		
	D	Stop and rethink your proposal		

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Update to EqIA	
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Equality Impact Assessment (EqIA) for Policies, Procedures and Services

Proposal name	Dignity at Work Policy		
Directorate	Resource and Transformation		
Service	HR Strategy and Planning Team		
Responsible Officer	Nicola Rickhuss		
Proposal planning start	September 2019	Proposal start date (due or actual date)	November 2019

1	What is the purpose of the proposal?		Yes / No	New / revision
	Policy		Yes	New
	Procedure		Yes	New
	Guidance		No	NA
	Is this a service to customers/staff/public?		No	NA
	If yes, is it contracted or commissioned?		No	NA
	Other - give details			
2	What is the business case for this proposal? Please provide the main purpose of the service, intended outcomes and reasons for change?			
	<p>In response to feedback from the organisation and to bring the HR policies in line with the PROUD Programme and the Behaviour Framework, this procedure has been re-formatted and redesigned to reflect the following principles;</p> <ul style="list-style-type: none"> • Alignment with Walsall Proud Programme and vision • Clear identification of accountabilities in line with behaviours • Clear, consistent and concise policy containing easy to use procedure • Streamlined detail with more in the supporting guidance documents <p>This is a new policy dealing specifically with bullying and harassment, which has been separated out of the Grievance and Dignity at Work procedure (April 2015) and gives more information on managing the procedure in relation to these specific type of grievances.</p>			
3	Who is the proposal likely to affect?			
	People in Walsall	Yes / No	Detail	
	All		<p>This policy applies to all council employees including Chief Officers, excluding those in schools where the Governing Body has delegated authority.</p> <p>This policy covers bullying and harassment of and by managers, employees, contractors, consultants, agency workers, any self-employed individuals working for the council, individuals from partner organisations, suppliers, clients or</p>	
	Specific group/s			
	Council employees	Yes		
Other (identify)				



			customers.																				
4	Please provide service data relating to this proposal on your customer's protected characteristics.																						
	<p>As of 31 March 2019 the total number of Walsall Council employees (excluding Schools) were 3141. The Council's workforce is made up of 68.51% females. 21.59% of the workforce are classified as minority ethnic. In total there were 138 employees (4.39% of the workforce) who declared they had a disability, as defined by the Equality Act 2010.</p>																						
5	Please provide details of all engagement and consultation undertaken for this proposal. (Please use a separate box for each engagement/consultation).																						
	<p>Consultation was undertaken within the HR Management team and HR Operations, and wider consultation with Assistants Directors and Heads of Service across the Council between 23/09/19 to 04/10/19.</p> <p>Feedback from consultation resulted in some minor amendments to clarify wording and aid understanding. Other comments related to the definitions used for bullying and harassment and links to ACAS and the Equality Act.</p> <p>Trade Unions and Professional Associations were consulted at the same time as senior managers. The trade unions had concerns over using the word perpetrator and suggested replacing this with 'the accused', which has been amended. The unions commented that there should be full disclosure of information, however it was felt that in extreme circumstances (fear of reprisal, victimisation etc) that in severe cases there should be a caveat to disclosing information, however in most cases full disclosure will be undertaken. Other feedback from the unions resulted in minor amendments to clarify understanding or provide an explanation. The unions also requested timescales for dealing with cases should be in the policy, however this will be case dependent, but managers should act in a timely manner.</p> <p>The grievance policy will be submitted to CMT on 10/10/19, followed by Personnel Committee for approval on 22/10/19</p>																						
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	Type of engagement/consultation	Consultation with wider council	Date	04/10/19
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	Protected characteristics of participants	A range of protected characteristics including, gender, race, age, disability.		
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	Type of engagement/consultation	Consultation with trade unions	Date	04/10/19
	Who attended/participated?	Trade unions representatives		
	Protected characteristics of participants	A range of protected characteristics including, gender, race, age, disability.		
	Feedback Concerns over using the word perpetrator and suggested replacing this with 'the accused', which has been amended. The unions commented that there should be full disclosure of information, however it was felt that in extreme circumstances (fear of reprisal, victimisation etc) that in severe cases there should be a caveat to disclosing information, however in most cases full disclosure will be undertaken. The unions also requested timescales for dealing with cases should be in the policy, however this will be case dependent, but managers should act in a timely manner. Other minor amendments to wording and clarification of understanding.			
6	Concise overview of all evidence, engagement and consultation			
	Formal consultation with senior managers across the council and trade unions raised no concerns in relation to protected characteristics and the proposed changes to the procedure.			
7	How may the proposal affect each protected characteristic or group? The effect may be positive, negative, neutral or not known. Give reasons and if action is needed.			
	Characteristic	Affect	Reason	Action needed

				Yes / No
	Age	Neutral	The policy applies to all employees – no impact foreseen.	No
	Disability	Negative	Potential impact on employees who require reasonable adjustments for communication who do not understand the policy e.g. employees with learning disabilities.	Yes
	Gender reassignment	Neutral	The policy applies to all employees – no impact foreseen	No
	Marriage and civil partnership	Neutral	The policy applies to all employees – no impact foreseen	No
	Pregnancy and maternity	Neutral	Potential impact on employees who are pregnant or on maternity leave	No
	Race	Negative	Potential impact on employees where English is not their first language as they may not understand the policy.	Yes
	Religion or belief	Neutral	The policy applies to all employees – no impact foreseen	No
	Sex	Neutral	The policy applies to all employees – no impact foreseen	No
	Sexual orientation	Neutral	The policy applies to all employees – no impact foreseen	No
8	Does your proposal link with other proposals to have a cumulative effect on particular equality groups? If yes, give details.			(Delete one) No
9	Which justifiable action does the evidence, engagement and consultation feedback suggest you take?			
	A	No major change required		
	B	Adjustments needed to remove barriers or to better promote equality		
	C	Continue despite possible adverse impact		
	D	Stop and rethink your proposal		

Action and monitoring plan				
Action Date	Action	Responsibility	Outcome Date	Outcome
Day of launch	The policy to be explained/made available to employees	Employee's line manager should make themselves available to explain the policy to ensure understanding and offer support to allow individuals to achieve the requirements	As and when required	
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Update to EqIA	
Date	Detail

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Equality Impact Assessment (EqIA) for Policies, Procedures and Services

Proposal name	Disclosure and Barring Service Procedure		
Directorate	Resources & Transformation		
Service	HR Strategy and Planning		
Responsible Officer	Nicola Rickuss		
EqIA Author	Rebecca Lloyd		
Proposal planning start	September 2016	Proposal start date (due or actual)	8 December 2016 – Reviewed October 2019

1	What is the purpose of the proposal?	Yes / No	New / revision
	Policy	No	
	Procedure	Yes	New
	Internal service	No	
	External Service	No	
	Other - give details		
2	What are the intended outcomes, reasons for change? (The business case)		
	<p>The new Disclosure and Barring Service Procedure sets out the council's approach to using Disclosure and Barring Service (DBS) Checks and implications arising from their use for employees and workers. The procedure relates to checks carried out upon recruitment and during the life time of employment or placement, and applies to all positions within the Council (excluding schools), whether paid or unpaid.</p> <p>As a Registered Body, the Council is required to have a written procedure on the use of DBS checks and the handling of Disclosures and Disclosure Information, in accordance with the DBS Code of Practice.</p> <p>The Disclosure and Barring Service procedure includes the following provisions:-</p>		



	<ul style="list-style-type: none"> • Background and legal context to DBS checks • Definition of 'Regulated Activity' • Establishing DBS requirements for a new post • Recruitment and the DBS process • Dealing with candidates or employees with pre-existing checks (online checking service) • Checks for candidates who have lived or worked abroad • Dealing with positive disclosures & the Safer Recruitment Panel Process • Re-checks during employment • Referrals to the Disclosure and Barring Service • DBS checks for workers (agency/contractors) who are non-council employees • Raising complaints on the DBS process <p>Under the Rehabilitation of Offenders Act 1974 a person with a criminal record is not required to disclose any spent convictions unless the position they are applying for, or are currently undertaking, is listed as an exception under the act. Also under the Protection of Freedoms Act 2012 the council has a legal responsibility to ensure that checks are carried out on any one engaged in Regulated Activity and that checks are only carried out for those individuals of the appropriate barring list for the groups they are working with. The procedure sets out the approach to using DBS checks to ensure there is a relevant exemption before requesting this from an applicant/employee/volunteer.</p> <p>The procedure ensures that safer recruitment decisions are made preventing unsuitable people from working or volunteering with children and vulnerable adults, and that citizens who have a criminal record are not discriminated unfairly because of a conviction when applying to work for (or to volunteer with) the Council.</p>		
3	Who is the proposal potential likely to affect?		
	People in Walsall	Yes / No	Detail
	All		
	Specific group/s	Yes	Protection of vulnerable groups (children and adults)
	Council employees	Yes	Employees working with vulnerable groups
	Other	Yes	Volunteers engaging with vulnerable groups
4	Evidence, engagement and consultation (including from area partnerships, where relevant)		
4.1	<p>The procedure was circulated the wider HR Management Team for early comments (11 - 19 October 2016).</p> <p>The procedure was then sent out for comment to Assistant Directors, Heads of Service, HR, the Safer Recruitment Panel and Trade Unions between 26 October to 9 November 2016.</p> <p>Legal Services were included as part of the wider council management consultation.</p>		

The Trade Unions only comment during consultation related to the recharging of DBS checks to schools, this does not affect the procedure.

Following consultation, the draft procedures were amended and were approved by HRSMT.

The DBS procedure will be submitted to CMT for consideration on 17 November 2016 and will taken to the next available Personnel Committee (7 December 2016) for approval as this relates to appointments. If approved the procedure would be implemented immediately.

Type	Date
Audience	
Protected characteristics	
Feedback	
N/A	

Type	Date
Audience	
Protected characteristics	
Feedback	
N/A	

4.2 Concise summary of evidence, engagement and consultation (including from area partnerships, where relevant)

Consultation has been undertaken with Human Resources, DBS lead counter signatory and counter signatories, the Safer Recruitment Panel (which includes a representative from Legal Services), Assistant Directors/Heads of Service and Trade Unions. The procedure has been submitted to CMT for consideration and will be presented at Personnel Committee for approval.

Once approved the procedure will be communicated in Core Brief and Inside Walsall staff news. The procedure will be uploaded onto the Intranet (on the HR pages).

As of 31 March 2016 the total number of Walsall Council employees (excluding Schools) was 3635. In total there were 160 (4.4%) employees who declared they had a disability, as defined by the Equality Act 2010, some of these may require communication in a different

	format.			
5	How may the proposal affect each protected characteristic or group? The effect may be positive, negative or neutral.			
	Characteristic	Effect	Reason	Action needed Y or N
	Age		No impact foreseen	No
	Disability		Potential impact on employees who require reasonable adjustments for communication and for those who do not understand the policy/procedure. e.g. employees with learning disabilities.	Yes
	Gender reassignment		No impact foreseen. If the name they are using is not their legal name, this may be an issue in obtaining a check. However, the DBS have a Sensitive Application Team that individuals can contact to disclose previous name/gender information that is then only know to the DBS and not released on the disclosure.	No
	Marriage and civil partnership		No impact foreseen	No
	Pregnancy and maternity		No impact foreseen	No
	Race		Potential impact on those employees whose first language is not English as they may not understand the procedure.	Yes
	Religion or belief		No impact foreseen	No
	Sex		No impact foreseen	No
	Sexual orientation		No impact foreseen	No
	Other (give detail)			
	Further information			
6	Does your proposal link with other proposals to have a cumulative			(Delete one)

	affect on particular equality groups? If yes, give details below.		No
7	Which justifiable action does the evidence, engagement and consultation suggest you take? (Bold which one applies)		
	A	No major change required	
	B	Adjustments needed to remove barriers or to better promote equality	
	C	Continue despite possible adverse impact	
	D	Stop and rethink your proposal	

Action and monitoring plan				
Action Date	Action	Responsibility	Outcome Date	Outcome
On implementation	The policy/procedure will be explained/made available in other languages on request for employees whose first language is not English.	Appropriate liaison as required with the council's Interpretation, Translation, Transcription and Easy Read Service (ITTE)	As and when requested	Reasonable adjustments made to support employee and ensure equality.
On implementation	Alternative formats (including audio and Easy Read) for disabled employees are available on request.	Appropriate liaison as required with the council's Pearl Linguistics Service	As and when requested	Reasonable adjustments made to support employee and ensure equality.

Update to EqIA	
Date	Detail
Reviewed October 2019	<p>As of 31 March 2019 the total number of Walsall Council employees (excluding Schools) were 3141. The Council's workforce is made up of 68.51% females. 21.59% of the workforce are classified as minority ethnic. In total there were 138 employees (4.39% of the workforce) who declared they had a disability, as defined by the Equality Act 2010.</p> <p>The following have been amended:</p>

1. It has been agreed that the current suite of HR policies and procedures will be reviewed across the board to align with the Walsall Proud Programme and the council's vision, values and behaviours. As part of the review the policy has been re-formatted and redesigned to reflect the following principles;
 - Alignment with Walsall Proud Programme and vision;
 - Clear identification of accountabilities in line with behaviours;
 - Clear, consistent and concise policy containing easily identifiable principles and procedure;
 - Streamlined detail in the policy document with more in-depth guidance provided in the supporting documents.

Equality Impact Assessment (EqIA) for Policies, Procedures and Services

Proposal name	Clear Desk and Screen Policy		
Directorate	Resources and Transformation		
Service	HR Strategy and Planning Team		
Responsible Officer	Nicola Rickhuss		
EqIA Author	Tracey Edwards		
Proposal planning start	20 Feb 2018	Proposal start date (due or actual)	May 2018

1	What is the purpose of the proposal?	Yes / No	New / revision
	Policy	Yes	New
	Procedure	No	N/A
	Internal service	No	N/A
	External Service	No	N/A
	Other - give details		
2	What are the intended outcomes, reasons for change? (The business case)		
	<p>The support Council in its obligation to ensure that it is compliant with the General Data Protection Regulations (2018) in relation to the management and processing of personal data.</p> <p>In order to support the General Data Protection Regulations (2018) the Council expects all employees, casual workers, agency workers, consultants and volunteers undertaking duties on behalf of the Council to protect council information and personal/sensitive data.</p> <p>The Clear Desk & Screen Policy sets out the expected standards for all employees, casual workers, agency workers, consultants and volunteers undertaking duties on behalf of the Council.</p>		
3	Who is the proposal potential likely to affect?		
	People in Walsall	Yes / No	Detail
	All	No	
	Specific group/s	No	



	Council employees	Yes	All corporate employees including Chief Officers	
	Other			
4	Please provide service data relating to this proposal on your customer's protected characteristics.			
4.1	As of 31 March 2017 the total number of Walsall Council employees (excluding Schools) were 3428. In total there were 131 (3.82%) employees who declared they had a disability, as defined by the Equality Act 2010, some of these may require communication in a different format. The Councils workforce is made up of just over 69% females and 18.82% of employees from a minority ethnic group.			
	Type		Date	
	Audience			
	Protected characteristics			
	Feedback			
	N/A			
	Type		Date	
	Audience			
	Protected characteristics			
	Feedback			
	N/A			
4.2	Concise summary of evidence, engagement and consultation (including from area partnerships, where relevant)			
	Consultation feedback is detailed in appendix 3 of the Personnel Committee Report and the Personnel Committee Report			
5	How may the proposal affect each protected characteristic or group? The effect may be positive, negative or neutral.			
	Characteristic	Effect	Reason	Action needed Y or N
	Age	neutral	The policy sets out the approach to protecting Council information	No

	Disability		Potential impact on employees who require reasonable adjustments for communication and for those who do not understand the policy e.g. employees with learning disabilities.	Yes
	Gender reassignment	neutral	The policy sets out the approach to protecting Council information with no impact on any particular group	No
	Marriage and civil partnership	neutral	The policy sets out the approach to protecting Council information with no impact on any particular group	No
	Pregnancy and maternity		Potential impact for people who are on maternity or paternity leave and are not updated about the policy.	Yes
	Race		Potential impact on those employees whose first language is not English as they may not understand the policy. The Council are aware of their obligations under part 7 of the Immigration Act 2016 which creates a duty to ensure that all public authority staff in customer facing roles speak fluent English (or Welsh in Wales) to an appropriate standard to perform their role effectively.	Yes
	Religion or belief	neutral	The policy sets out the approach to protecting Council information with no impact on any particular group	No
	Sex	neutral	The policy sets out the approach to protecting Council information with no impact on any particular group	No
	Sexual orientation	neutral	The policy sets out the approach to protecting Council information with no impact on any particular group	No

	Other (give detail)		
	Further information		
6	Does your proposal link with other proposals to have a cumulative effect on particular equality groups? If yes, give details below.		(Delete one) Yes / No
7	Which justifiable action does the evidence, engagement and consultation suggest you take? (Bold which one applies)		
	A	No major change required	
	B	Adjustments needed to remove barriers or to better promote equality	
	C	Continue despite possible adverse impact	
	D	Stop and rethink your proposal	

Action and monitoring plan				
Action Date	Action	Responsibility	Outcome Date	Outcome
Day of launch	To ensure employees understand the requirements of the policy and support them to achieve the desired outcome.	Employees line manager should make themselves available to explain the policy to ensure understanding and offer support to allow individuals to achieve the requirements	As and when required	
Day of launch	To ensure employees who are on maternity leave to be made aware of the new Policy	Employees Line Manager	As and when required	
Day Of launch	The policy will be explained/made available in other languages on request for employees whose first language is not English.	Appropriate liaison as required with the councils Interpretation, Translation, Transcription and Easy Read service (ITTE)	As and when requested	
Day of launch	Alternative formats (audio and Easy Read) for disabled employees of the new policy will be made available on request.	Appropriate liaison as required with the councils Pearl Linguistics Service	As and when requested	

Update to EqIA	
Date	Detail
Reviewed October 2019	
As of 31 March 2019 the total number of Walsall Council employees (excluding Schools)	

were 3141. The Council's workforce is made up of 68.51% females. 21.59% of the workforce are classified as minority ethnic. In total there were 138 employees (4.39% of the workforce) who declared they had a disability, as defined by the Equality Act 2010.

The following have been amended:

1. It has been agreed that the current suite of HR policies and procedures will be reviewed across the board to align with the Walsall Proud Programme and the council's vision, values and behaviours. As part of the review the policy has been re-formatted and redesigned to reflect the following principles;
 - Alignment with Walsall Proud Programme and vision;
 - Clear identification of accountabilities in line with behaviours;
 - Clear, consistent and concise policy containing easily identifiable principles and procedure;
 - Streamlined detail in the policy document with more in-depth guidance provided in the supporting documents.

Equality Impact Assessment (EqIA) for Policies, Procedures and Services

Proposal name	Fixed-term and temporary contracts procedure		
Directorate	Resources & Transformation		
Service	HR Strategy and Planning		
Responsible Officer	Nicola Rickhuss		
EqIA Author	Kat Lambert (Reviewed Rebecca Lloyd)		
Date proposal started	01/05/15	Proposal commencement date (due or actual)	July 2016 - Reviewed October 2019

1	What is the purpose of the proposal?	Yes / No	New / revision
	Policy	No	N/A
	Procedure	Yes	New
	Internal service	Yes	Revision
	External Service	No	N/A
	Other - give details		
2	What are the intended outcomes, reasons for change? (The business case)		
	<p>The purpose of this procedure is to set out for managers how to safely recruit, manage, and terminate staff on fixed term or temporary contracts of employment. This procedure will also serve to help inform staff employed on such contracts about what to expect from the council.</p> <p>As part of the review of the council's employment framework, the council currently does not have a documented process for managing the contractual arrangements of fixed term and temporary employees. The Fixed-term Employees (Prevention of Less Favourable Treatment Regulations 2002) afford fixed-term or temporary employees important statutory rights, and a recent review has highlighted that :-</p> <ul style="list-style-type: none"> Some managers do not know what is expected of them in the recruitment, management, and termination of staff on fixed term or temporary contracts; An over reliance and expectation of HR to manage these processes for managers; A risk-averse approach to temporary staff. For example, all temporary or fixed term staff currently leave with a redundancy payment (if they have two years service or above), in many cases, this is not necessary. <p>With the introduction of People Gateway, the council has the opportunity to use workflow to help managers by notifying them when tasks need to be done.</p>		

	As such, it is vital that the procedure is able to support managers with the effective management of those contracts in a consistent, fair and equitable manner.			
3	Who is the proposal potential likely to affect?			
	People in Walsall	Yes / No	Detail	
	All	No	N/A	
	Specific group/s	No	N/A	
	Council employees	Yes	Internal procedure	
	Other	No	N/A	
4	Summarise your evidence, engagement and consultation.			
	<p>The procedure was circulated to HR Managers and Directorate Support Team for early comments from 9 to 23 March 2015.</p> <p>Consultation with Assistant Directors, Heads of Service, HR and Trade Unions ran from 23 March 2015 to 17 April 2015.</p> <p>A consultative meeting with the trades unions was held on 16 April 2015. Legal Services were included as part of the wider council management consultation.</p> <p>Following consultation the draft procedures were amended and were approved by HRSMT on 11 May 2015.</p> <p>The procedure was circulated to members of the ERF for information on 14 July 2015; feedback was received.</p> <p>The procedure went to CMT for approval on 1st October 2015 and is due to be reviewed by Appointments Board June / July 2016.</p> <p>The launch will be communicated in Core Brief and Weekly Bulletin, and the procedure will be uploaded onto the Intranet (on the HR pages) and Inside Walsall.</p>			
5	How may the proposal affect each protected characteristic or group? The affect may be positive, negative or neutral.			
	Characteristic	Affect	Reason	Action needed Y or N
	Age		No impact foreseen	
	Disability		Potential impact on employees who	

			require reasonable adjustments for communication and for those who do not understand the procedure e.g. employees with learning disabilities.	
	Gender reassignment		No impact foreseen.	
	Marriage and civil partnership		No impact foreseen.	
	Pregnancy and maternity		No impact foreseen.	
	Race		Potential impact on those employees whose first language is not English, some of whom may not understand the procedure.	
	Religion or belief		No impact foreseen.	
	Sex		No impact foreseen.	
	Sexual orientation		No impact foreseen.	
	Other (give detail)			
	Further information			
6	Does your proposal link with other proposals to have a cumulative affect on particular equality groups? If yes, give details below.			(Delete one) No
	N/A			
7	Which justifiable action does the evidence, engagement and consultation suggest you take? (Bold which one applies)			
	A	No major change required		
	B	Adjustments needed to remove barriers or to better promote equality		
	C	Continue despite possible adverse impact		
	D	Stop and rethink your proposal		

Now complete the action and monitoring plan on the next page

Action and monitoring plan				
Action Date	Action	Responsibility	Outcome Date	Outcome
Implementation date TBC	Alternative formats (including audio and Easy Read) for disabled employees are available on request.			
Implementation date TBC	The policy/procedure will be made available in other languages on request for employees whose first language is not English.			
Implementation date TBC	Information and update will be circulated to all employees on maternity/paternity leave and long term absence.			

Update to EqIA	
Date	Detail
Reviewed October 2019	<p>As of 31 March 2019 the total number of Walsall Council employees (excluding Schools) were 3141. The Council's workforce is made up of 68.51% females. 21.59% of the workforce are classified as minority ethnic. In total there were 138 employees (4.39% of the workforce) who declared they had a disability, as defined by the Equality Act 2010.</p> <p>The following have been amended:</p>

1. It has been agreed that the current suite of HR policies and procedures will be reviewed across the board to align with the Walsall Proud Programme and the council's vision, values and behaviours. As part of the review the policy has been re-formatted and redesigned to reflect the following principles;
 - Alignment with Walsall Proud Programme and vision;
 - Clear identification of accountabilities in line with behaviours;
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 - Streamlined detail in the policy document with more in-depth guidance provided in the supporting documents.

Equality Impact Assessment (EqIA) for Policies, Procedures and Services

Proposal name	Right to Request Flexible Working Procedure		
Directorate	Resources & Transformation		
Service	HR Strategy and Planning		
Responsible Officer	Nicola Rickhuss		
EqIA Author	Rachel Davis (Reviewed Rebecca Lloyd)		
Date proposal started	16/04/14	Proposal commencement date (due or actual)	01/10/14 – Reviewed October 2019

1	What is the purpose of the proposal?	Yes / No	New / revision
	Policy	No	N/A
	Procedure	Yes	Revision
	Internal service	Yes	Revision
	External Service	No	N/A
	Other - give details		
2	What are the intended outcomes, reasons for change? (The business case)		
	<p>The purpose of the Right to Request Flexible Working Procedure is to ensure our procedure is updated to reflect the new legislation governing flexible work requests and to separate the content from the flexible working scheme. The two processes are separate but were issued on the same document.</p> <p>The right to request flexible working is a key element of our employment practices and it is vital that it meets the needs of employees, managers and the general public. To provide a Right to Request Flexible Working Procedure which is free from any form of discrimination is a key aim of Human Resources (HR).</p>		
3	Who is the proposal potential likely to affect?		
	People in Walsall	Yes / No	Detail
	All	No	N/A
	Specific group/s	No	N/A
	Council employees	Yes	Internal Procedure
	Other	No	N/A

4	Summarise your evidence, engagement and consultation.			
<p>The procedure was separated from the existing flexible working guidelines and reviewed by Rachel Davis, HR Adviser, Strategy and Planning Team in April 2014. Consultation took place with HR managers, Directorate Support Team and Education HR Team between 27 June 2014 and 3 July 2014.</p> <p>The Right to Request Flexible Working Procedure was approved by HRSMT on 9 July 2014. Consultation began with Assistant Directors, Heads of Service, Audit, Legal Services and trade unions on 10/07/14 – 25/07/14. Representatives from GMB, Unite and Unison requested an extra week for consultation due to annual leave. This was rejected on the basis that the legislation was already in force and we were obliged to continue with the consultation, however, a meeting was offered to them for week commencing 28 July 2014 to discuss their comments which would be included in the consultation.</p> <p>A meeting took place with the unions (GMB, Unite and Unison) on 28 July 2014 to discuss their comments which were included as part of the consultation.</p> <p>The procedure was approved by CMT on 18 September 2014.</p> <p>A communication was sent to Melanie Lee on 30 September 2014 for the launch to be included in Core Brief and Weekly Bulletin. On 7 October 2014 the procedure was uploaded onto the Intranet and inside Walsall and highlighted on HR intranet pages.</p> <p>As of 30 March 2013 the total number of Walsall Council employees was 8529, made up of 4161 (48.8%) from schools and 4454 from non-schools (52.1%). In total there were 266 (3.1%) employees who declared they had a disability, as defined by the Equality Act 2010. In schools there were only 27 (0.7%), whereas in non-schools there were 239 (5.4%). There were 31 disabled employees who declared on HR Direct they require reasonable adjustments for communication.</p>				
5	How may the proposal affect each protected characteristic or group? The affect may be positive, negative or neutral.			
Characteristic		Affect	Reason	Action needed Y or N
Age			No impact foreseen	N
Disability			Potential impact on employees who require reasonable adjustments for communication and for those who do not understand the Right to Request Flexible Working Procedure e.g. employees with learning disabilities.	Y
Gender reassignment			No impact foreseen.	N
Marriage and civil partnership			No impact foreseen.	N

	Pregnancy and maternity		Potential impact for people who are on maternity or paternity leave and are not updated about the revised Right to Request Flexible Working Procedure.	Y
	Race		Potential impact on those employees whose first language is not English as they may not understand the Right to Request Flexible Working Procedure.	Y
	Religion or belief		No impact foreseen.	N
	Sex		No impact foreseen.	N
	Sexual orientation		No impact foreseen.	N
	Other (give detail)			
	Further information			
6	Does your proposal link with other proposals to have a cumulative affect on particular equality groups? If yes, give details below.			(Delete one) Yes / No
	N/A			
7	Which justifiable action does the evidence, engagement and consultation suggest you take? (Bold which one applies)			
	A	No major change required		
	B	Adjustments needed to remove barriers or to better promote equality		
	C	Continue despite possible adverse impact		
	D	Stop and rethink your proposal		

Now complete the action and monitoring plan on the next page

Action and monitoring plan				
Action Date	Action	Responsibility	Outcome Date	Outcome
01/10/14	Alternative formats (including audio and Easy Read) for disabled employees are available on request.			
01/10/14	The policy/procedure will be made available in other languages on request for employees whose first language is not English.			
01/10/14	Information and update will be circulated to all employees on maternity/paternity leave and long term absence.			

Update to EqIA	
Date	Detail
Reviewed October 2019	<p>As of 31 March 2019 the total number of Walsall Council employees (excluding Schools) were 3141. The Council's workforce is made up of 68.51% females. 21.59% of the workforce are classified as minority ethnic. In total there were 138 employees (4.39% of the workforce) who declared they had a disability, as defined by the Equality Act 2010.</p> <p>The following have been amended:</p>

1. It has been agreed that the current suite of HR policies and procedures will be reviewed across the board to align with the Walsall Proud Programme and the council's vision, values and behaviours. As part of the review the policy has been re-formatted and redesigned to reflect the following principles;
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