Appendix 2

Ref No.

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

Proposal name	**Transgender & Non-binary Equality Policy**		
Directorate	Resources and Transformation		
Service	HR Strategy and Planning Team		
Responsible Officer	Rebecca Harrison		
Proposal planning start	20/09/2023	**Proposal start date (due or actual date)**	01/05/2024

1	**What is the purpose of the proposal?**	**Yes / No**	**New / revision**
	Policy	Yes	New
	Procedure	No	N/A
	Guidance	No	N/A
	Is this a service to customers/staff/public?	No	N/A
	If yes, is it contracted or commissioned?		
	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?**
	The council is committed to building a diverse and inclusive workplace for all employees / workers. The purpose of this policy is to ensure that transgender and non-binary employees are treated with fairness, dignity and respect, feel supported during any process of transition and not disadvantaged in the workplace. The policy clearly sets out the steps the council takes to support transgender and non-binary employees and prevent harassment, victimisation and discrimination. This is an important aspect of our overall commitment to equality, diversity and inclusion and to promote equality for all employees / workers. It is envisioned that this policy will help foster a supportive environment, and to raise awareness so that all employees / workers and managers have an understanding of transgender and non-binary gender identities. The policy also signposts employees / workers and managers to other appropriate sources for help and advice. This policy has been designed to align to PROUD and the council's aim and priorities, as well as reinforcing the council's standards and behavioural Framework.

3	**Who is the proposal likely to affect?**		
	People in Walsall	**Yes / No**	**Detail**
	All	No	This policy applies to all council employees

	Specific group/s	No	(including Directors, Executive Directors, the Chief Executive, fixed term and temporary employees as well as casual and agency workers (where applicable)). It applies to contractors, consultants or any self-employed individuals working for the council. This policy applies to all potential and existing employees who are transgender or non-binary. The policy does not apply to school – based employees / workers where the governing body has delegated authority and for whom separate arrangements apply.
	Council employees	Yes	
	Other (identify)		
4	**Please provide service data relating to this proposal on your customer's protected characteristics.**		
	As of 31 March 2023 the total number of Walsall Council employees (excluding Schools) were 3015. The Council's workforce is made up of 67.23% females. 22.65% of the workforce are classified as minority ethnic. In total there were 161 employees (5.34% of the workforce) who declared they had a disability, as defined by the Equality Act 2010. 3.35% of the workforce are under 25 years of age, 33.2% of the workforce are 55 years or older, 55-59 years old are the largest age group making up 16.65% of the workforce. For the first time, the 2021 Census included (voluntary) questions for those aged 16 and over on gender identity, alongside questions on other protected characteristics. We now know there are just under 600 residents (0.3% of the population aged over 16) whose gender identity is different to the sex they were registered with at birth. Of those providing further detail, around 200 identify as trans men and 200 as trans women. If the workforce is representative of the local population this would equate to around 10 employees identifying as transgender or non-binary.		
5	**Please provide details of all engagement and consultation undertaken for this proposal. (Please use a separate box for each engagement/consultation).**		

Informal consultation commenced on 20/09/2023 to 29/09/2023 with various employee network groups and HR Operations team.

Formal consultation commenced 08/11/2023 to 29/11/2023 with Assistant Directors, Heads of Service, and stakeholders who have a specific interest/involvement with the policy.

Trade Unions were consulted at the same time.

Consultation Activity

Type of engagement/consultation	Informal consultation with key stakeholders	**Date**	20/09/2023 to 29/09/2023
Who attended/participated?	HR Operations, Organisational Development team and Employment Services.		
Protected characteristics of participants	A range of protected characteristics including, gender, race, age, disability.		

Feedback

As part of the initial/informal consultation, the new policy was shared with key stakeholders –HR Operations, Organisational Development and Employment Services colleagues via email, welcoming feedback, comments, suggestions and improvements to ensure the draft policy meets their needs.

The following points were raised:

- Consideration to include separate guidance document
- To suggest sharing with relevant Equality employee network groups

Type of engagement/consultation	Formal consultation with wider council	**Date**	08/11/2023 to 29/11/2023
Who attended/participated?	HRMT, HR Ops, SMG, Trade Unions and various employee network groups		
Protected characteristics of participants	A range of protected characteristics including, gender, race, age, disability.		

Feedback

As part of the consultation process, the new draft policy was emailed to the wider council & TUs to review and make comments on.

The following points were raised:

- Consideration for training to be made mandatory for both managers and anyone involved with the recruitment process
- Consideration for future ‘refresher’ training
- Suggestion to include further definitions of terminology
- Comments / concerns regarding provision and use of facilities / toilets and how this will be managed

6	**Concise overview of all evidence, engagement and consultation**			
	The main points of feedback following the consultation are as follows: • Suggestions to roll out mandatory training • Concerns regarding provision and use of toilets / facilities The policy will be submitted to CMT in March 2024 followed by Personnel Committee for approval on 04/03/2024.			
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 / workers – no impact foreseen	**No**
	Disability	Neutral	The policy applies to all employees / workers – no impact foreseen	**No**
	Gender reassignment	Positive	Potential impact for transgender and non-binary employees / workers setting out steps we will take to welcome / support within the workplace	**Yes**
	Marriage and civil partnership	Neutral	The policy applies to all employees / workers – no impact foreseen	**No**
	Pregnancy and maternity	Neutral	The policy applies to all employees / workers – no impact foreseen	**No**
	Race	Negative	Potential impact on employees / workers 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 / workers – no impact foreseen	**No**
	Sex	Positive	Potential impact for transgender and non-binary employees / workers setting out steps we will take to welcome / support within the workplace	**Yes**
	Sexual orientation	Neutral	The policy applies to all	**No**

			employees / workers – no impact foreseen	

8	**Does your proposal link with other proposals to have a cumulative effect on particular equality groups? If yes, give details.**	**No**
	N/A	

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 affected employees / workers.	Employee's / workers line manager should make themselves available to explain the policy to ensure understanding and offer support and guidance 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 / workers whose first language is not English.	Appropriate liaison as required with the council's Interpretation, Translation, Transcription and Easy Read (ITTE) service provider.	As and when required	
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 to be sourced if required	As and when required	
Future	Review of	System development	2024/2025	

	employee monitoring data	required (HR)		
End of consultation	Review of toilets / facilities required	HR to provide feedback to Facilities Management / Office Spaces and raise consultation comments for further consideration	FM to review and consider implications / practicalities	
End of consultation period	Training	HR liaised with OD - Currently available as E-learning programmes, mandatory training is kept to a minimal but will review relevant training to reference including unconscious bias, R&S, managers inductions.	OD to take forward in BAU	

Update to EqIA	
Date	**Detail**
Use this section for updates following the commencement of your proposal.	

Contact us

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